



LIFT

Community Action Agency, Inc.

Board of Directors Meeting

DECEMBER 12, 2023 • 10:00 AM

HEAD START ADMINISTRATION OFFICE

1005 S. 5TH STREET - HUGO, OKLAHOMA

Our Mission:

To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency.

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, December 12, 2023 · 10:00 a.m.
Head Start Administration Office · 1005 S. 5th Street · Hugo, Oklahoma · 74743

AGENDA

- A.** Call to Order and Invocation
- B.** Opening of Board Meeting – Roll Call, Declaration of Quorum, and Introduction of Guests
- C.** Consideration, Discussion, and Vote to Accept Vickie Leathers as Appointed Representative for the Salvation Army, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2026*)
- D.** Consideration, Discussion, and Vote to Accept Trina Low as Appointed Representative for the Pushmataha County Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2026*)
- E.** Consideration, Discussion, and Vote to Accept Debra Williams as Appointed Representative for Williams Drilling Company, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2026*)
- F.** Consideration, Discussion, and Vote to Accept Kristi Graham as Appointed Representative for the McCurtain County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2024*)
- G.** Appointment of Mentor for New Board Member (*O.S. Standard 5.7*)
- H.** Finance/Audit/Loan Committee Report

Consent Docket - The following items of business indicated by brackets (I and J, K, L) may be voted upon by a single vote of the Board without discussion, unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.

- I.** Consideration, Discussion and Vote to Approve November 2023 Regular Meeting Minutes (*O. S. 5.5*)
- J.** Consideration, Discussion, and Vote to Approve October 2023 Financial Reports; Distribution of November 2023 Financials for January 2024 Consideration and Vote (*O.S. 8.7*)
- K.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$232,000**
 - 1. FY 2024 Expendable Grant Application to NeighborWorks America - **\$182,000**
 - 2. FY 2024 Capital Grant Application to NeighborWorks America - **\$50,000**
- L.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$2,531,377**
 - 1. Christmas Food Basket Donation from International Paper Valliant Mill - **\$1,000**
 - 2. PY2023 Department of Energy Weatherization Assistance Program Grant Award from the Oklahoma Department of Commerce/Community Development - **\$273,906**

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3. FY 2024 Head Start/Early Head Start Program Grant Award (New/Baseline) from Administration for Children and Families, Office of Head Start - **\$2,254,971**
 4. Round Up Change Program Donation (Court Appointed Special Advocates) from Kwik Chek/McCraw Oil Company Incorporated - \$1,500

- M. Consideration, Discussion, and Vote to Approve Submission of Teacher Qualifications Waiver Request for Lori Stiles to Office of Head Start
- N. Report on Agency-Wide Comprehensive Risk Assessment (*O.S. 4.6*)
- O. Board Training/Programmatic Report: Eligibility, Recruitment, Selection, Enrollment, and Attendance (*O.S. 5.7*)
- P. Board Training/Programmatic Report: Head Start/EHS/EHS-Child Care School Readiness/Child Outcomes Results for Fall 2023-2024 (*O.S. 5.7, 5.9*)
- Q. Board Training: 1) Open Meeting Act: 2) Open Records Act: 3) Role/Recording of the Board Minutes (*O.S. 5.7*)
- R. Policy Council Report (*O.S. 2.1 & 5.9*)
- S. Transportation Advisory Council Report (*O.S. 5.9*)
- T. 2023 Board Giving Report (*O.S. 5.7*)
- U. Recognition of December 2023 Employees of the Month:
 - Doris Long – Victims and Youth Services Program Director
 - Dianna (DeeDee) Atwood – Victims Services Coordinator
 - Tonya Finley – Safe Place Healing Hearts Too Program Coordinator
 - Branden Billy – Safe Place Healing Hearts Too Program Coordinator
- V. Recognition of 2023 Employees of the Year:
 - Ken McDaniel: Maintenance Technician--HS/EHS/EHS-CC Programs
 - Gary Teague Jr. Maintenance Technician--HS/EHS/EHS-CC Programs
- W. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); (*O.S. 5.9*)
- X. Consideration, Discussion, and Vote on New Business (*Not known about or which could not have been reasonably foreseen prior to time of posting the Agenda, Oklahoma Statute Title 25 § 311*)
- Y. Consideration, Discussion, and Vote to Adjourn

Posted: _____ Date: _____ Time: _____

LIFT COMMUNITY ACTION AGENCY, INC.
209 NORTH 4TH STREET
HUGO, OKLAHOMA 74743

MINUTES
BOARD OF DIRECTORS MEETING
November 14, 2023
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, November 14, 2023 at 10:10 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th Street in Hugo, Oklahoma. The notice of time, place, and an agenda for the meeting were posted 24 hours prior within prominent view at the main office (209 N. 4th St., Hugo, Oklahoma) and the meeting site (1005 S. 5th St., Hugo, Oklahoma) as well as online at <https://liftca.org/board/>.

The meeting was called to order by Chairman David Hawkins.

The Invocation was given by Board Member Andrea Henkel.

Roll Call was taken and a quorum was established (20 Board Members present, 5 absent). The following Board Members were present at the meeting site: Tiffany Brockway, Brad Burgett, Kevin Cory, Brent Franks, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Sharon Johnson, Trina Low, Sandra Meeks, Carolyn Pool, Leah Savage, Wade Scott, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, Vicky Wade, and Debra Williams. The following members were absent: Tami Barnes, Patsy Guess, Vickie Leathers, Kara Maness, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Michelle Pulliam, Rhonda Teague, Darla Galyon, Sheree Ensley, Brandon McDaniel, Johnny Moffitt, Kathy James, Macy Self, Stella Dennis, Mattie McKee, Jordan Mack, Rebecca (Reynolds) Porter, Amber Duncan, and Ernest McCarty. LIFT CAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: Gary Saunders.

In order to be in compliance with the Open Meeting Act (Title 25, Oklahoma Statutes §§ 301-314), the vote of each member was publicly cast and recorded. The agenda contained Consent Docket items of business and the rules that pertain to voting on the items.

Because of technical/sound difficulties, the presenter for Item C (Gary Saunders) was not immediately available to present. Therefore, it was necessary to present Items E, F/G, and H until the equipment was functioning properly.

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on November 14, 2023 at 9:03 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. The Committee voted to recommend full Board approval of the agency's Financial Reports for September 2023. The Committee was presented with the October 2023 Financial Reports and Meeting Minutes. The proposed 2024 Agency-Wide Budget was presented; the Committee voted to approve as proposed,

and recommend approval by the full Board of Directors. The Committee also voted to recommend approval to file the 2022 Form 990 by the Board of Directors and received an update on properties.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the October 2023 Regular Meeting Minutes and the September 2023 Financial Reports; the October 2023 Financials were distributed for consideration and vote at the December 2023 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by David Smith and seconded by Andrea Henkel to approve the October 2023 Regular Meeting Minutes and the September 2023 Financial Reports. The roll call vote was as follows: Yes 16; No 0; Abstain 2. The motion carried. The Voting Record is attached (Items F & G).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. PY 2023 Department of Energy Weatherization Assistance Program Grant Application to Oklahoma Department of Commerce/Community Development in the amount of \$273,906; if awarded, these will be used to support LIFT's Weatherization Program and provision of services within Bryan, Carter, Choctaw, Coal, Love, McCurtain, Pontotoc, and Pushmataha Counties.
2. HOME Investment Partnerships Program Grant Applications to Oklahoma Housing Finance Agency in the amount of \$800,000 (Rental New Construction: \$750,000, Community Housing Development Organization Operating: \$50,000); if awarded, these funds would be used to construct two duplex apartment buildings in Valliant, Oklahoma (total cost of \$750,000), as well as provide CHDO operating support in the amount of \$50,000 for staff salaries, travel and administrative costs associated with the construction of the rental new construction units.
3. FY 2024 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Application to Health Resources and Services Administration in the amount of \$1,100,000; if awarded, these funds will be utilized during the first year of a new five-year grant cycle to improve access to quality health care and services for women, infants, children, and families through outreach, care coordination, health education and linkage to health insurance; building healthy communities and ensuring ongoing, coordinated, comprehensive services are provided in the most efficient manner through effective service delivery; strengthening the health workforce, specifically those individuals responsible for providing direct services; and promoting and improving health equity by connecting with appropriate organizations.

After discussion and Board Member input with regards to the applications presented, a motion was made by Brad Burgett and seconded by Jim Bob Sullivan to approve the submission of resolutions and/or grant applications in the amount of \$2,173,906 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H). Board Member Jordan Hill arrived to the meeting at 10:18 a.m., directly after voting for the item had concluded.

The technical difficulties were fully resolved at the conclusion of Item H, which allowed for the presentation of Items C and D next, with the regular progression of the Board Meeting Agenda to proceed thereafter (Item I through Item Z).

Gary Saunders, of Saunders and Associates, PLLC, presented the 2022 LIFT CAA Audit and provided a Board Training on How to Interpret an Audit Report (Organizational Standards 5.7, 5.9, and 8.3). The Audit, along with the agency's Tax Returns and current Budget, is posted on LIFT CAA's website to allow access by Board Members, funders, and the general public. Saunders stated that the 2022 Audit was completed in accordance with Government Auditing Standards and the Uniform Guidance; there were no problems with internal control or instances of noncompliance. There were also no weaknesses, findings, or questioned costs, so from an audit perspective, it is considered a clean report and clean opinion. The agency's net assets are strong, and the asset to liability liquidity ratio is very good. From an audit standpoint, LIFT CAA appears to be financially sound within the environment in which it operates. Saunders then lined out expenses by program and natural classification, comparing data from the last three years. He explained components of audits and the different reports/opinions. Saunders fielded questions from the Board and facilitated discussion.

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the 2022 LIFT CAA Audit (Organizational Standards 8.1, 8.2, and 8.4). Through this action, if approved, the Governing Board would formally receive and accept the 2022 LIFT CAA Audit. A motion was made by Brad Burgett and seconded by Brent Franks to approve the 2022 LIFT CAA Audit. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D).

CONSENT DOCKET ITEMS (Continued)

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. Child Care Stabilization Grant Program Award (Year 3/Quarter 1, Early Learning Centers) from Choctaw Nation of Oklahoma in the amount of \$11,000; these funds will provide key operating support to maintain child care services within the Early Learning Centers.
2. Child and Adult Care Food Program Award (Head Start/Early Head Start) from Oklahoma Department of Education in the amount of \$625,500; these funds, up to \$625,500, will be used to provide children enrolled in the agency's Head Start or Early Head Start Programs with adequate nutritional meals appropriate to their age group. Meals include breakfast, snack, and lunch. Funding will also support food-related supplies and salaries for the Cooks.
3. CACFP Award (ELC) from Oklahoma Department of Education in the amount of \$142,300; these funds, up to \$142,300, will be used to provide breakfast, lunch, and snacks to students of the Early Learning Centers in Antlers, Broken Bow, Hugo, and Idabel. Centers may be reimbursed for three meal services (two meals and one snack or two snacks and one meal) per student per day.
4. CACFP Award from Oklahoma Department of Education in the amount of \$1,248,004.74; (Program Operations – \$168,004.74; Daycare Home Meal Reimbursement – Up to \$1,080,000); of this total, funding for Program Operations will be used for training daycare home providers, site visits to monitor and assist these providers, and other operational

needs of the program. In addition, up to \$1,080,000 will be used for food reimbursement claims filed by the participating daycare home providers. LIFT CAA's CACFP program works with daycare home providers within 37 Oklahoma counties. These providers are reimbursed for meals being served to more than 3,000 children daily. The program has been assisting daycare home providers for 37 years and is one of the largest sponsors in the State of Oklahoma. The contract agreement period for the program will be October 1, 2023 through September 30, 2024.

5. Mentoring+ Project Subgrant Award (2019 Extension Increase) from Youth Collaboratory in the amount of \$2,600; this funding extension subgrant will be used for the provision of mentoring program services and to support grant close-out activities during the amended period of January 1, 2023 to September 30, 2023. (Total Awarded: \$51,600)

It was noted that the amount for Item I4 was incorrectly listed as \$1,248,004.74 on the Agenda, and should instead have been \$1,239,180.74 (with the Program Operations total being \$159,180.74). A motion was made by Andrea Henkel and seconded by Tiffany Brockway to approve acceptance of grants, contracts, and awards as presented and listed on the Consent Docket, with the corrected amount of \$1,239,180.74 for Item I4 to be included, for a total approved amount of \$2,020,580.74. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve filing of LIFT CAA's 2022 Form 990 and Oklahoma Tax Return (Organizational Standard 8.6). As required by Community Services Block Grant Organizational Standard 8.6, the agency's Form 990 must be completed on an annual basis and made available to the Board of Directors for review. The drafts of the Federal and State Returns have been checked by agency staff, in addition to review by the Finance/Audit/Loan Committee, which voted to approve filing. Copies of the draft returns were also sent out to individual Board Members (via email) for review prior to the meeting. A motion was made by Brent Franks and seconded by Debra Williams to approve filing of LIFT CAA's 2022 Form 990 and Oklahoma Tax Return. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Organizational Conflict of Interest Policy and Procedures (Organizational Standard 7.1). Porter reviewed the proposed Policy and Procedures in detail with the Board and facilitated discussion. The OCI Policy and Procedures were reviewed in their entirety by an Attorney and revised further before being brought to the Board for approval. The document is intended for internal purposes, so that LIFT CAA has an agency-wide policy and procedures related to understanding, avoiding, and mitigating Organizational Conflicts of Interest. Once approved, agency staff will be notified of the policy/procedures via email announcement. Agency staff will receive a copy of the OCI Policy and Procedures by email, and the document will be available through the online Employee Portal. A motion was made by Brad Burgett and seconded by Kevin Cory to approve the LIFT CAA Organizational Conflict of Interest Policy and Procedures. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve submission of Teacher Qualifications Waiver Request for Jonna Reynolds to the Office of Head Start. The Head Start Program has been unsuccessful in recruiting qualified applicants for teaching positions, who have at least an Associate Degree in early childhood education or related field and the required coursework and experience. Jonna Reynolds (who is a current Head Start Teacher Assistant at the Boswell II classroom) meets the required qualification requirements to request a waiver, which is comparable to Oklahoma's Emergency Teacher Certification. Reynolds holds a current Preschool Child Development Associate Credential, and is working to obtain an Associate of Arts Degree in Child Development and Bachelor's Degree. If approved, Reynolds will be eligible to be hired as a Head Start Teacher to fill a vacant classroom position; during the timeframe for the requested three-year waiver, she will work with the Professional Development Specialist to ensure completion of her goals. A motion was made by William Smith and seconded by Jordan Hill to approve submission of Teacher Qualifications Waiver Request for Jonna Reynolds to the Office of Head Start. The roll call vote was: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve submission of an FY 2024 Change in Scope – Enrollment Reduction Amendment Application for the LIFT Head Start Program. The amendment includes a request for a Change in Scope to reduce the Funded Federal Enrollment of Head Start slots from 387 to 295 without reducing the amount of grant funding received. The effective date of the enrollment reduction, if awarded, would coincide with the start of the FY 2024 program year, with full implementation by January 1, 2024. This reduction will only apply to the Head Start Program, as the Funded Federal Enrollment for EHS will remain at 48 slots. The change in enrollment will also affect the Cost Allocation Plan for the Head Start/EHS/EHS-Child Care programs, which will require funding to be reallocated accordingly through this Amendment. No Head Start children will be displaced through the enrollment reduction. The program plan and budgets for Head Start and Early Head Start, along with the proposed Change in Scope – Enrollment Reduction were reviewed in depth with the Board. A motion was made by Kevin Cory and seconded by Jordan Hill to approve submission of an FY 2024 Change in Scope – Enrollment Reduction Amendment Application for the LIFT Head Start Program. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve the 2024 Agency-Wide Budget (Organizational Standard 8.9). The proposed budget for the upcoming year is a "best estimate" based on current activities, last year's audit, and projected funding. Ensley also pointed out that the Finance/Audit/Loan Committee reviewed the proposed 2024 Agency-Wide Budget, and voted to recommend approval by the full Board of Directors, as stated during the Committee report. A motion was made by Brad Burgett and seconded by Debra Williams to approve the 2024 Agency-Wide Budget. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve LIFT CAA to act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children

and Youth (\$35,916.71 Maximum Contract Total, Period: 1/1/2024–12/31/2024). Porter explained that currently, the agency is serving as the Fiscal Agent as the Multidisciplinary Team does not have the capacity to administer the contract on their own. The contract provides support for a Forensic Interviewer and Coordinator as well as for those members of the team to travel to meetings or to receive necessary training. A motion was made by Brad Burgett and seconded by Kevin Cory to approve LIFT CAA to act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth for the period of 1/1/2024–12/31/2024 at a maximum contract total of \$35,916.71. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve LIFT CAA to act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth (\$35,916.71 Maximum Contract Total, Period: 1/1/2024–12/31/2024). Porter explained that currently, the agency is serving as the Fiscal Agent as the Multidisciplinary Team does not have the capacity to administer the contract on their own. The contract provides support for a Forensic Interviewer and Coordinator as well as for those members of the team to travel to meetings or to receive necessary training. A motion was made by Kevin Cory and seconded by Jim Bob Sullivan to approve LIFT CAA to act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth for the period of 1/1/2024–12/31/2024 at a maximum contract total of \$35,916.71. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item P).

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided a Board Training/Programmatic Report which included an update on the ROMA Process, 2023 Community Action Plan with Logic Models/Results, and 2023-2025 Strategic Plan: Agency Program and Performance Evaluation, Success of Specific Strategies, Progress on Meeting Goals (Organizational Standards 4.2, 4.3, 4.4, 5.7, 5.9 and 6.5). As a CSBG-funded entity, LIFT CAA's primary goal is to provide services for individuals and families with low incomes in order to alleviate and eradicate the causes and conditions of poverty. The 2023 Community Action Plan and Logic Models provide the Oklahoma Department of Commerce with descriptions of what the agency is doing in order to address poverty. The Community Action Plan is a direct reflection of the Community Needs Assessment and Strategic Plan. It is a guide to use throughout 2023 to help the agency stay on track with addressing the prioritized needs. To that end, it also contains Logic Models which identify the top three prioritized community needs (Housing, Substance Use and Abuse, and Economic Development) as well as an agency-level goal (increase capacity). The Logic Models show specific activities and expected outcomes for each of these needs and agency-level goal. The Community Action Plan also includes a detailed breakdown of Performance Outcomes, which provides outcomes by program, contract amounts and outcome measures, as well as targets. Cox then provided the Board with Community Action Plan and Logic Model results (including the success of specific strategies outlined in the plan and progress made over the year); she also explained how data is tracked/analyzed consistently and continuously. She referenced factors that either potentially or actually contributed to either exceeding or not meeting stated performance targets. Cox also described the process of data collection, review and analysis

utilizing CAPTAIN and other agency client/service tracking systems. Each of these documents demonstrates how LIFT CAA's activities are representative of the full ROMA (Results Oriented Management and Accountability) cycle, with the goal being to provide services that lead to long-term positive change, thereby having an impact on poverty and moving families in the direction of self-sufficiency. ROMA is a continuous process of assessing needs, using that data for planning to address the needs, providing services and implementing strategies, documenting and reporting progress, and continuously analyzing the results to determine if interventions or services are working. The Community Action Plan helps ensure fidelity to this process. Cox facilitated discussion with the Board to further their understanding of the process, the 2023 Community Action Plan, and Logic Models/Results, which were included in the Board Meeting packet. Next, Cox provided the Board with an update on the agency's 2023-2025 Strategic Plan, and detailed the success of specific strategies and progress in meeting Goals. Cox provided an overview of the Community Needs Assessment process and the 2023–2025 Strategic Plan, which was included in the Board Meeting packet. She explained how the Strategic Plan is representative of needs and strategies identified during the Community Needs Assessment, and serves as a roadmap for the accomplishment of short- and long-term goals. The Strategic Plan also demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, with services that lead to long-term positive change, impacting poverty and promoting self-sufficiency. A Nationally-Certified ROMA Trainer (Julia Teska, Ph.D) assisted with the creation and implementation of the Strategic Plan to ensure it met with all Community Services Block Grant and Oklahoma Department of Commerce requirements. The Plan includes one Family Level Goal (centered on Housing), two Community Level Goals (focused on Substance Use/Abuse and Economic Development), and one Agency Level Goal (dealing with increasing capacity). Cox reviewed each goal's accompanying objectives, strategies, measures, and benchmarks for achievement. She then provided the Board with an update on progress towards meeting the goals of the Strategic Plan during the last 12 months, and facilitated discussion with the Board regarding such progress.

Brandon McDaniel, Housing Director, provided a Board Training/Programmatic Report over Quarterly and Year-to-Date Housing Production as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). McDaniel provided a review and facilitated discussion with the Board regarding Quarterly Housing Production for the period of July 1 through September 30, 2023, as well as Year-to-Date Housing Production (October 2022–September 2023). The production reports provided insight into activities such as numbers of homeowners created, preserved homeownership, and rental homes constructed, acquired and preserved, as well as numbers of individuals having received housing counseling.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, provided a Board Training/Programmatic Report over the Head Start, Early Head Start, and Early Head Start-Child Care Program Information Reports for 2023 (Organizational Standards 5.7 and 5.9). A Program Information Report is required to be conducted annually for all Head Start and Early Head Start programs. The reports cover a range of topics from teacher qualifications to family needs to enrollment. These reports are used on a National level to survey programs and evaluate operations. Galyon provided a summary overview of each report and their use as a continuous quality improvement/assessment tool, then facilitated discussion with the Board concerning the reports.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). Currently, 15 of 27 Board Members have provided a monetary donation to the agency during 2023. Achieving 100% of giving by the Board is the goal as it is an eligibility requirement by many private funders and foundations. Any amount is appreciated and ensures the agency's ability to apply for funds where Board giving is a threshold requirement. Board Members can designate what program or activity the donation is to be used for, and employees of the agency can also make donations on behalf of Board Members. Since the funding entity typically looks at the year prior, by achieving 100% Board giving in 2023, the agency is eligible to apply for funding in 2024.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the October 17, 2023 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Kristy Priddy (Center Director, Early Head Start Program) as the November 2023 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – Gabrielle Brown (Caregiver, Early Head Start Program) and Thirty Years – Johnna Yow (Program Director, Child and Adult Care Food Program).

Other Reports/Announcements/Correspondence were presented as follows: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); NeighborWorks® America Board Resources Letter; and YouthBuild Graduation Invitation (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Kevin Cory to adjourn the regular meeting. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. Voting record is attached (Item Z).

The Regular Meeting adjourned at 11:28 a.m.

Brad Burgett, Secretary/Treasurer

CALL
TO
ORDER:
10:10 am

	November 14, 2023	Present	Absent	D			F&G			H			I			J		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes		✓															
2	Tiffany Brockway	✓		✓			✓			✓			✓			✓		
3	Brad Burgett	✓		✓					✓	✓			✓			✓		
4	Kevin Cory	✓		✓			✓			✓			✓			✓		
5	Brent Franks	✓		✓			✓			✓			✓			✓		
6	Patsy Guess		✓															
7	Andrea Henkel	✓		✓			✓			✓			✓			✓		
8	Jordan Hill	✓		✓									✓			✓		
9	Jia Johnson	✓		✓			✓			✓			✓			✓		
10	Sharon Johnson	✓		✓			✓			✓			✓			✓		
11	Vickie Leathers		✓															
12	Trina Low	✓		✓			✓			✓			✓			✓		
13	Kara Maness		✓															
14	Sandra Meeks	✓		✓			✓			✓			✓			✓		
15	Carolyn Pool	✓		✓			✓			✓			✓			✓		
16	Leah Savage	✓		✓			✓			✓			✓			✓		
17	Wade Scott	✓		✓			✓			✓			✓			✓		
18	David Smith	✓		✓			✓			✓			✓			✓		
19	William Smith	✓		✓			✓			✓			✓			✓		
20	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
21	Jim Bob Sullivan	✓		✓			✓		✓	✓			✓			✓		
22	Vicky Wade	✓		✓			✓			✓			✓			✓		
23	Debra Williams	✓		✓			✓			✓			✓			✓		
24	Craig Young		✓															
25	David Hawkins	✓																
26																		
27																		

November 14, 2023		Present	Absent	<u>B. BURGETT</u> K			<u>K. CORY</u> L			<u>W. SMITH</u> M			<u>J. HILL</u> N			<u>B. BURGETT</u> O		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes		✓															
2	Tiffany Brockway	✓		✓			✓			✓			✓			✓		
3	Brad Burgett	✓		✓			✓			✓			✓			✓		
4	Kevin Cory	✓		✓			✓			✓			✓			✓		
5	Brent Franks	✓		✓			✓			✓			✓			✓		
6	Patsy Guess		✓															
7	Andrea Henkel	✓		✓			✓			✓			✓			✓		
8	Jordan Hill	✓		✓			✓			✓			✓			✓		
9	Jia Johnson	✓		✓			✓			✓			✓			✓		
10	Sharon Johnson	✓		✓			✓			✓			✓			✓		
11	Vickie Leathers		✓															
12	Trina Low	✓		✓			✓			✓			✓			✓		
13	Kara Maness		✓															
14	Sandra Meeks	✓		✓			✓			✓			✓			✓		
15	Carolyn Pool	✓		✓			✓			✓			✓			✓		
16	Leah Savage	✓		✓			✓			✓			✓			✓		
17	Wade Scott	✓		✓			✓			✓			✓			✓		
18	David Smith	✓		✓			✓			✓			✓			✓		
19	William Smith	✓		✓			✓			✓			✓			✓		
20	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
21	Jim Bob Sullivan	✓		✓			✓			✓			✓			✓		
22	Vicky Wade	✓		✓			✓			✓			✓			✓		
23	Debra Williams	✓		✓			✓			✓			✓			✓		
24	Craig Young		✓															
25	David Hawkins	✓																
26																		
27																		

November 14, 2023		Present	Absent	P			Z											
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes		✓															
2	Tiffany Brockway	✓		✓			✓											
3	Brad Burgett	✓		✓			✓											
4	Kevin Cory	✓		✓			✓											
5	Brent Franks	✓		✓			✓											
6	Patsy Guess		✓															
7	Andrea Henkel	✓		✓			✓											
8	Jordan Hill	✓		✓			✓											
9	Jia Johnson	✓		✓			✓											
10	Sharon Johnson	✓		✓			✓											
11	Vickie Leathers		✓															
12	Trina Low	✓		✓			✓											
13	Kara Maness		✓															
14	Sandra Meeks	✓		✓			✓											
15	Carolyn Pool	✓		✓			✓											
16	Leah Savage	✓		✓			✓											
17	Wade Scott	✓		✓			✓											
18	David Smith	✓		✓			✓											
19	William Smith	✓		✓			✓											
20	Consuelo Splawn	✓		✓			✓											
21	Jim Bob Sullivan	✓		✓			✓											
22	Vicky Wade	✓		✓			✓											
23	Debra Williams	✓		✓			✓											
24	Craig Young		✓															
25	David Hawkins	✓																
26																		
27																		

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LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Comparative Balance Sheet
End of Nov 2023

FINANCIAL ROW	AMOUNT (AS OF NOV 2023)	COMPARISON AMOUNT (AS OF ADJUST 2022)	VARIANCE	% VARIANCE
ASSETS				
Current Assets				
Bank				
1000 - Cash	\$10,199,045.16	\$9,560,585.69	\$638,459.47	6.68%
Total Bank	\$10,199,045.16	\$9,560,585.69	\$638,459.47	6.68%
Accounts Receivable				
1100 - Receivables	\$2,809,759.16	\$72,102.84	\$2,737,656.32	3,796.88%
1300 - Other receivables	\$1,324,465.94	\$1,346,211.01	(\$21,745.07)	-1.62%
Total Accounts Receivable	\$4,134,225.10	\$1,418,313.85	\$2,715,911.25	191.49%
Other Current Asset				
1400 - Other assets	\$25,332.38	\$24,618.06	\$714.32	2.90%
1500 - Investments	\$505,193.92	\$507,453.03	(\$2,259.11)	-0.45%
NS097 - Interfund Due to /Due from	\$138,590.50	(\$109,231.26)	\$247,821.76	-226.88%
Payroll Float	\$340,159.48	\$0.00	\$340,159.48	0.00%
Total Other Current Asset	\$1,009,276.28	\$422,839.83	\$586,436.45	138.69%
Total Current Assets	\$15,342,546.54	\$11,401,739.37	\$3,940,807.17	34.56%
Fixed Assets				
1600 - Fixed operating assets				
1610 - Land	\$345,647.21	\$345,647.21	\$0.00	0.00%
1620 - Buildings	\$6,463,324.18	\$6,463,324.18	\$0.00	0.00%
1630 - Leasehold Improvements	\$2,123,010.79	\$2,123,010.79	\$0.00	0.00%
1640 - Computers & Equipment over \$5,000	\$910,706.64	\$910,706.64	\$0.00	0.00%
1650 - Vehicles	\$4,000,373.21	\$4,000,373.21	\$0.00	0.00%
Total - 1600 - Fixed operating assets	\$13,843,062.03	\$13,843,062.03	\$0.00	0.00%
1700 - Accum deprec - fixed operating assets				
1725 - Accum deprec - building	(\$5,594,074.69)	(\$5,594,074.69)	\$0.00	0.00%
1735 - Accum amort - leasehold improvements	(\$2,053,452.27)	(\$2,053,452.27)	\$0.00	0.00%
Total - 1700 - Accum deprec - fixed operating assets	(\$7,647,526.96)	(\$7,647,526.96)	\$0.00	0.00%
Total Fixed Assets	\$6,195,535.07	\$6,195,535.07	\$0.00	0.00%
Total ASSETS	\$21,538,081.61	\$17,597,274.44	\$3,940,807.17	22.39%
Liabilities & Equity				
Current Liabilities				
Accounts Payable				
2000 - Payables	\$618,489.54	\$101,418.93	\$517,070.61	509.84%
Total Accounts Payable	\$618,489.54	\$101,418.93	\$517,070.61	509.84%
Other Current Liability				
2100 - Accrued liabilities	\$2,036,689.00	\$389,263.62	\$1,647,425.38	423.22%
2400 - Refundable Advances	\$8,956.28	\$3,956.00	\$5,000.28	126.40%
Total Other Current Liability	\$2,045,645.28	\$393,219.62	\$1,652,425.66	420.23%
Total Current Liabilities	\$2,664,134.82	\$494,638.55	\$2,169,496.27	438.60%
Long Term Liabilities				
2700 - Long-term notes & loans payable				
2770 - Long-term liabilities - Mower Loan	\$4,400.47	\$9,545.47	(\$5,145.00)	-53.90%
Total - 2700 - Long-term notes & loans payable	\$4,400.47	\$9,545.47	(\$5,145.00)	-53.90%
Total Long Term Liabilities	\$4,400.47	\$9,545.47	(\$5,145.00)	-53.90%

FINANCIAL ROW	AMOUNT (AS OF NOV 2023)	COMPARISON AMOUNT (AS OF ADJUST 2022)	VARIANCE	VARIANCE
Equity	\$18,869,546.32	\$17,093,090.42	\$1,776,455.90	10.39%
Total Liabilities & Equity	\$21,538,081.61	\$17,597,274.44	\$3,940,807.17	22.39%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Comparative Income Statement
From Jan 2023 to Nov 2023

FINANCIAL ROW	AMOUNT (JAN 2023 - NOV 2023)	COMPARATIVE AMOUNT (JAN 2022 - ADJUST 2022)	VARIANCE	% VARIANCE
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$30,116.81	\$69,049.56	(\$38,932.75)	-56.38%
4100 - Inkind Revenue	\$950,515.24	\$1,291,033.69	(\$340,518.45)	-26.38%
4200 - Miscellaneous Revenue	\$3,773,812.30	\$2,004,891.58	\$1,768,920.72	88.23%
4400 - State Revenue	\$856,423.06	\$4,794,084.40	(\$3,937,661.34)	-82.14%
4500 - Federal Revenue	\$14,348,093.15	\$23,261,693.66	(\$8,913,600.51)	-38.32%
4900 - Recoveries from Programs	\$3,333,964.37	\$3,119,843.96	\$214,120.41	6.86%
5000 - Rental Revenue	\$590,476.92	\$636,571.50	(\$46,094.58)	-7.24%
5100 - Program Fee Revenue	\$1,614,106.46	\$2,082,811.45	(\$468,704.99)	-22.50%
5300 - Interest and Dividends	\$142,781.14	\$1,010,047.11	(\$867,265.97)	-85.86%
5400 - Revenue from other sources	\$1,265,085.45	\$1,156,674.32	\$108,411.13	9.37%
5800 - Special Event Expense	\$7,525.33	\$0.00	\$7,525.33	0.00%
Total - Income	\$26,912,900.23	\$39,426,701.23	(\$12,513,801.00)	-31.74%
Cost Of Sales				
8000 - Cost of Goods Sold	\$169.31	\$2,060.72	(\$1,891.41)	-91.78%
Total - Cost Of Sales	\$169.31	\$2,060.72	(\$1,891.41)	-91.78%
Gross Profit	\$26,912,730.92	\$39,424,640.51	(\$12,511,909.59)	-31.74%
Expense				
7000 - Grants, contracts, & direct assistance	\$1,435,433.96	\$2,008,078.68	(\$572,644.72)	-28.52%
7200 - Salaries & related expenses	\$10,174,840.45	\$18,189,681.74	(\$8,014,841.29)	-44.06%
7300 - Indirect Cost Pool Expense	\$1,661,982.28	\$2,796,846.95	(\$1,134,864.67)	-40.58%
7500 - Contract/Consultant Services	\$1,494,248.20	\$1,155,284.95	\$338,963.25	29.34%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$524,579.24	\$1,477,813.04	(\$953,233.80)	-64.50%
8120 - Other/Maint Supplies	\$73,254.27	\$723,283.92	(\$650,029.65)	-89.87%
8130 - Telephone & Internet	\$211,696.15	\$356,500.10	(\$144,803.95)	-40.62%
8140 - Postage & shipping	\$11,330.76	\$17,808.20	(\$6,477.44)	-36.37%
8150 - Medical/Dental Supplies	\$57,905.49	\$63,435.01	(\$5,529.52)	-8.72%
8160 - Events/Meeting Expense	\$35,323.16	\$69,838.93	(\$34,515.77)	-49.42%
8165 - SPECAIL EVENT/CHRISTMAS IN THE PARK	\$0.00	\$6,577.97	(\$6,577.97)	-100.00%
8170 - Printing & copying	\$66,036.72	\$87,501.03	(\$21,464.31)	-24.53%
8180 - Fatherhood	\$500.00	\$590.97	(\$90.97)	-15.39%
8190 - WX Materials	\$33,513.78	\$66,000.20	(\$32,486.42)	-49.22%
Total - 8100 - Non personnel expenses	\$1,014,139.57	\$2,869,349.37	(\$1,855,209.80)	-64.66%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$174,047.00	\$335,428.64	(\$161,381.64)	-48.11%
8215 - Equipment Lease	\$4,285.58	\$682.70	\$3,602.88	527.74%
8220 - Electric	\$249,224.00	\$365,609.64	(\$116,385.64)	-31.83%
8225 - Water	\$49,255.53	\$60,260.25	(\$11,004.72)	-18.26%
8230 - Trash	\$36,714.76	\$17,191.60	\$19,523.16	113.56%
8235 - Sewer	\$28,256.17	\$4,013.51	\$24,242.66	604.03%
8240 - Natural Gas	\$19,767.97	\$7,684.11	\$12,083.86	157.26%
8250 - Equip & Over \$5000.00 (Inv Items)	\$493,245.53	\$400,775.64	\$92,469.89	23.07%
8255 - WX Tools & Equipment	\$23,587.47	\$1,084.17	\$22,503.30	2,075.62%
8260 - Repair/Maint for Building/Equip	\$1,028,241.64	\$797,163.24	\$231,078.40	28.99%
8265 - Construction Rehab & Renovation	\$301,693.87	\$376,041.70	(\$74,347.83)	-19.77%

FINANCIAL ROW	AMOUNT (JAN 2023 - NOV 2023)	COMPARATIVE AMOUNT (JAN 2022 - ADJUST 2022)	VARIANCE	VARIANCE
8270 - Deprec & amort - allowable	\$55,357.23	\$0.00	\$55,357.23	0.00%
8290 - Construction Leverage	\$174,902.55	\$43,225.82	\$131,676.73	304.63%
Total - 8200 - Facility & equipment expenses	\$2,638,579.30	\$2,409,161.02	\$229,418.28	9.52%
8300 - Travel & meetings expenses	\$578,779.90	\$1,284,462.43	(\$705,682.53)	-54.94%
8400 - Insurance Expense	\$1,922,932.51	\$2,018,236.29	(\$95,303.78)	-4.72%
8600 - Business expenses	\$8,063.62	\$650.00	\$7,413.62	1,140.56%
8700 - Food Expenses	\$1,457,274.72	\$1,676,290.87	(\$219,016.15)	-13.07%
8800 - In-Kind Expenses	\$950,865.24	\$1,198,713.48	(\$247,848.24)	-20.68%
Total - Expense	\$23,337,139.75	\$35,606,755.78	(\$12,269,616.03)	-34.46%
Net Ordinary Income	\$3,575,591.17	\$3,817,884.73	(\$242,293.56)	-6.35%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$1,528,547.84	\$1,877,451.95	(\$348,904.11)	-18.58%
Total - Other Expense	\$1,528,547.84	\$1,877,451.95	(\$348,904.11)	-18.58%
Net Other Income	(\$1,528,547.84)	(\$1,877,451.95)	\$348,904.11	-18.58%
Net Income	\$2,047,043.33	\$1,940,432.78	\$106,610.55	5.49%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Financial Position
End of Nov 2023

FINANCIAL ROW	AMOUNT
ASSETS	
Current Assets	
Bank	
1000 - Cash	
1010 - Checking Account	\$8,307,127.59
1020 - Payroll Account	\$573,230.07
1021 - First United Accounts Payable	\$203,687.14
1022 - First United TH Reserve	\$138,740.64
1023 - First United General Escrow	\$143,601.16
1024 - First United Marina License	\$240.79
1025 - First United Deposit (PayPal)	\$2,665.24
1028 - First United Unrestricted Funds CD	\$815,029.94
1030 - Shamrock Bank - Clayton	\$1,832.55
1040 - Petty Cash	\$410.00
1050 - McCurtain County National Bank	\$12,480.04
Total - 1000 - Cash	\$10,199,045.16
Total Bank	\$10,199,045.16
Accounts Receivable	
1100 - Receivables	\$2,809,759.16
1300 - Other receivables	\$1,324,465.94
Total Accounts Receivable	\$4,134,225.10
Other Current Asset	
1400 - Other assets	\$25,332.38
1500 - Investments	\$505,193.92
NS097 - Interfund Due to /Due from	\$138,590.50
Payroll Float	\$340,159.48
Total Other Current Asset	\$1,009,276.28
Total Current Assets	\$15,342,546.54
Fixed Assets	
1600 - Fixed operating assets	
1610 - Land	\$345,647.21
1620 - Buildings	\$6,463,324.18
1630 - Leasehold Improvements	\$2,123,010.79
1640 - Computers & Equipment over \$5,000	\$910,706.64
1650 - Vehicles	\$4,000,373.21
Total - 1600 - Fixed operating assets	\$13,843,062.03
1700 - Accum deprec - fixed operating assets	(\$7,647,526.96)
Total Fixed Assets	\$6,195,535.07
Total ASSETS	\$21,538,081.61
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
2000 - Payables	\$618,489.54
Total Accounts Payable	\$618,489.54
Other Current Liability	
2100 - Accrued liabilities	\$2,036,689.00
2400 - Refundable Advances	\$8,956.28
Total Other Current Liability	\$2,045,645.28
Total Current Liabilities	\$2,664,134.82
Long Term Liabilities	
2700 - Long-term notes & loans payable	

FINANCIAL ROW	
2770 - Long-term liabilities - Mower Loan	\$4,400.47
Total - 2700 - Long-term notes & loans payable	\$4,400.47
Total Long Term Liabilities	\$4,400.47
Equity	\$18,869,546.32
Total Liabilities & Equity	\$21,538,081.61

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Cash Flow
From Jan 2023 to Nov 2023

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	\$2,047,043.33
Adjustments to Net Income	
Accounts Receivable	(\$2,715,911.25)
Other Current Asset	(\$588,695.56)
Accounts Payable	\$517,070.61
Sales Tax Payable	\$1,938.28
Other Current Liabilities	\$1,650,487.38
Total Adjustments to Net Income	(\$1,135,110.54)
Total Operating Activities	\$911,932.79
Financing Activities	
Long Term Liabilities	(\$5,145.00)
Other Equity	(\$30,352.36)
Total Financing Activities	(\$35,497.36)
Net Change in Cash for Period	\$876,435.43
Cash at Beginning of Period	\$9,547,317.40
Effect of Exchange Rate on Cash	(\$240,235.07)
Cash at End of Period	\$10,183,517.76

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Comparative Revenue Summary
November 1, 2023 - November 30, 2023

REVENUE STREAM	AMOUNT (THIS MONTH) (11/1/2023 - 11/30/2023)	AMOUNT (LAST MONTH) (10/1/2023 - 10/31/2023)	AMOUNT (THIS FY) (1/1/2023 - 12/31/2023)	AMOUNT (LAST FY) (1/1/2022 - 12/31/2022)
- Unassigned -	(\$507.00)	(\$601.50)	\$63,156.18	\$37,408,221.83
Federal Grants	\$681,700.91	\$1,082,822.98	\$10,528,423.96	\$947,754.89
Program Revenue	\$168,631.12	\$210,458.35	\$2,169,244.06	\$1,881,671.62
Federal Pass Through	\$343,079.54	\$389,708.26	\$3,352,603.69	\$12,009.44
Recoveries	\$309,988.24	\$312,856.15	\$3,213,868.47	(\$67,351.22)
Non Federal	\$57,915.96	\$594,117.67	\$4,197,611.52	(\$1,372,510.54)
Federal Contract	\$120,317.49	\$102,584.21	\$1,243,824.14	\$411,145.13
State Pass Through	\$26,471.51	\$106,030.28	\$1,300,519.55	\$154,643.81
State Grants	\$8,215.20	\$21,178.96	\$309,355.08	\$17,484.10
Apartment Revenue	\$33,178.00		\$155,174.00	
State Contracts	\$44,110.67	\$26,631.53	\$140,646.48	\$6,362.17
Transit Contract	\$25,242.07	\$26,656.29	\$132,726.54	
Transit Fares	\$5,069.85	\$4,265.95	\$63,101.61	
Management Fees	\$2,611.95	\$2,393.43	\$25,018.61	\$25,684.36
Transfer Revenue			\$40,336.79	
Corporate/Business/Foundation	\$3.23	\$6.99	\$12,040.89	
Interest			\$7,564.23	
Miscellaneous	\$620.15	\$220.00	\$3,234.22	\$770.00
Other Contract Revenue				\$815.64
Total	\$1,826,648.89	\$2,879,329.55	\$26,958,450.02	\$39,426,701.23

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Comparative Expense Summary
Oct 2023

PROGRAM	AMOUNT (THIS MONTH) (OCT 2023)	AMOUNT (LAST MONTH) (JAN 2022 - ADJUST 2022)	AMOUNT (THIS YEAR) (JAN 2022 - ADJUST 2022)	AMOUNT (LAST YEAR) (JAN 2022 - ADJUST 2022)
- Unassigned -				
- Unassigned -	\$522,879.41	(\$1,720,054.74)	(\$1,720,054.74)	(\$1,720,054.74)
RX		\$15,645.78	\$15,645.78	\$15,645.78
CASA	\$2,391.29	\$20,730.63	\$20,730.63	\$20,730.63
RSVP	\$73.48	\$174,860.32	\$174,860.32	\$174,860.32
T&MA	\$472,901.51	\$5,867,523.94	\$5,867,523.94	\$5,867,523.94
VOCA	\$1,177.59	\$128,440.82	\$128,440.82	\$128,440.82
Housing	\$26,959.34	\$2,138,780.65	\$2,138,780.65	\$2,138,780.65
Transit	\$29,937.21	\$3,288,671.72	\$3,288,671.72	\$3,288,671.72
Mentoring	\$55.08	\$175,636.71	\$175,636.71	\$175,636.71
Tri-CORPS	\$2,044.46	\$501,566.03	\$501,566.03	\$501,566.03
AmeriCorps		\$93,287.90	\$93,287.90	\$93,287.90
Apartments	\$37,961.75	\$559,081.68	\$559,081.68	\$559,081.68
Head Start	(\$10,400.81)	\$7,978,959.91	\$7,978,959.91	\$7,978,959.91
Youth Build	\$14,225.59	\$1,097,318.49	\$1,097,318.49	\$1,097,318.49
Healthy Start	\$31,224.25	\$1,871,794.29	\$1,871,794.29	\$1,871,794.29
Second Chance	\$1,596.55	\$126,127.08	\$126,127.08	\$126,127.08
Administration	\$224,864.05	\$3,378,468.31	\$3,378,468.31	\$3,378,468.31
Early Head Start	(\$101,281.38)	\$1,005,769.79	\$1,005,769.79	\$1,005,769.79
Self-Help Housing	\$5,750.94	\$2,283,888.04	\$2,283,888.04	\$2,283,888.04
Community Services	\$3,624.58	\$227,868.06	\$227,868.06	\$227,868.06
Emergency Services	\$422.29	\$350,162.48	\$350,162.48	\$350,162.48
CACFP - Daycare Homes	\$71,678.65	\$1,331,863.24	\$1,331,863.24	\$1,331,863.24
Drug Free Communities	\$2,800.02	\$85,306.00	\$85,306.00	\$85,306.00
State Park Operations	\$44,271.88	\$915,372.77	\$915,372.77	\$915,372.77
Early Learning Centers	\$18,747.51	\$900,050.86	\$900,050.86	\$900,050.86
Safe Place Healing Hearts	(\$1,043.29)	\$917,178.31	\$917,178.31	\$917,178.31
Early Head Start Child Care	\$165,424.12	\$146,530.65	\$146,530.65	\$146,530.65
Economic Development (Lending)	\$222,738.49	\$1,222,398.09	\$1,222,398.09	\$1,222,398.09
Total - Unassigned -	\$1,791,024.56	\$35,083,227.81	\$35,083,227.81	\$35,083,227.81
Fundraising				
Youth Build	\$8.82			
Total - Fundraising	\$8.82			
Program Services	\$40,198.09			
Management & General (Admin)	\$383,955.62	\$990,555.13	\$990,555.13	\$990,555.13
Total	\$2,215,187.09	\$36,073,782.94	\$36,073,782.94	\$36,073,782.94

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2023 to Dec 2023

Options: Activity Only *Agency Wide Budget*

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$25,000.00	\$32,616.81	(\$7,616.81)	130.47%
4100 - Inkind Revenue	\$952,223.51	\$950,515.24	\$1,708.27	99.82%
4200 - Miscellaneous Revenue	\$28,311.00	\$3,775,222.30	(\$3,746,911.30)	13,334.82%
4400 - State Revenue	\$2,289,909.74	\$856,423.06	\$1,433,486.68	37.40%
4500 - Federal Revenue	\$27,537,535.01	\$14,348,093.15	\$13,189,441.86	52.10%
4900 - Recoveries from Programs	\$1,677,332.00	\$3,333,964.37	(\$1,656,632.37)	198.77%
5000 - Rental Revenue	\$0.00	\$619,021.42	(\$619,021.42)	0.00%
5100 - Program Fee Revenue	\$450,250.00	\$1,626,552.28	(\$1,176,302.28)	361.26%
5300 - Interest and Dividends	\$500.04	\$143,800.88	(\$143,300.84)	28,757.88%
5400 - Revenue from other sources	\$105,397.92	\$1,265,085.45	(\$1,159,687.53)	1,200.29%
5800 - Special Event Expense	\$0.00	\$7,525.33	(\$7,525.33)	0.00%
Total - Income	\$33,066,459.22	\$26,958,820.29	\$6,107,638.93	81.53%
Cost Of Sales				
8000 - Cost of Goods Sold	\$0.00	\$169.31	(\$169.31)	0.00%
Total - Cost Of Sales	\$0.00	\$169.31	(\$169.31)	0.00%
Gross Profit	\$33,066,459.22	\$26,958,650.98	\$6,107,808.24	81.53%
Expense				
7000 - Grants, contracts, & direct assistance	\$178,085.00	\$1,435,433.96	(\$1,257,348.96)	806.04%
7200 - Salaries & related expenses	\$17,314,431.51	\$10,667,028.60	\$6,647,402.91	61.61%
7300 - Indirect Cost Pool Expense	\$2,814,793.23	\$1,747,179.77	\$1,067,613.46	62.07%
7500 - Contract/Consultant Services	\$2,493,925.96	\$1,507,288.30	\$986,637.66	60.44%
8100 - Non personnel expenses	\$2,384,213.15	\$1,025,808.62	\$1,358,404.53	43.03%
8200 - Facility & equipment expenses	\$3,090,486.70	\$2,660,249.46	\$430,237.24	86.08%
8300 - Travel & meetings expenses	\$1,834,004.06	\$580,324.30	\$1,253,679.76	31.64%
8400 - Insurance Expense	\$253,676.84	\$1,922,932.51	(\$1,669,255.67)	758.02%
8600 - Business expenses	\$0.00	\$8,063.62	(\$8,063.62)	0.00%
8700 - Food Expenses	\$94,970.00	\$1,458,519.49	(\$1,363,549.49)	1,535.77%
8800 - In-Kind Expenses	\$788,545.94	\$950,865.24	(\$162,319.30)	120.58%
Total - Expense	\$31,247,132.39	\$23,963,693.87	\$7,283,438.52	76.69%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$2,491,749.16	\$1,530,715.34	\$961,033.82	61.43%
Total - Other Expense	\$2,491,749.16	\$1,530,715.34	\$961,033.82	61.43%
Net Income	(\$672,422.33)	\$1,464,241.77	(\$2,136,664.10)	-217.76%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2023 to Dec 2023

Financial Row			
	Administration	Building Funds	Total
	Amount	Amount	Amount
Ordinary Income/Expense			
Income			
4000 - Contribution Revenue	\$15,558.09	\$0.00	\$15,558.09
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$2,804.87	\$25.00	\$2,829.87
4400 - State Revenue	\$52,464.70	\$0.00	\$52,464.70
4500 - Federal Revenue	\$95,601.78	\$0.00	\$95,601.78
4900 - Recoveries from Programs	\$3,274,301.57	\$0.00	\$3,274,659.74
5000 - Rental Revenue	\$0.00	\$217,612.50	\$217,612.50
5100 - Program Fee Revenue	(\$150.00)	(\$150.00)	(\$300.00)
5300 - Interest and Dividends	\$29,331.50	\$1,533.20	\$30,864.70
5400 - Revenue from other sources	\$941,405.39	\$0.00	\$941,405.39
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00
Total - Income	\$4,411,317.90	\$219,020.70	\$4,630,338.60
8000 - Cost of Goods Sold			
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00
Expense			
7000 - Grants, contracts, & direct assistance	\$335,934.39	\$0.00	\$335,934.39
7200 - Salaries & related expenses	\$1,232,323.29	\$0.00	\$1,615,370.95
7300 - Indirect Cost Pool Expense	\$4,311.61	\$0.00	\$8,458.61
7500 - Contract/Consultant Services	\$156,745.91	\$82,255.21	\$273,801.12
8100 - Non personnel expenses			
8110 - Office/Teaching Supplies	\$33,424.95	\$3,540.58	\$36,965.53
8120 - Other/Maint Supplies	\$29,425.47	\$13,652.97	\$43,078.44
8130 - Telephone & Internet	\$13,384.28	\$1,146.67	\$14,530.95
8140 - Postage & shipping	\$5,380.46	\$0.00	\$5,380.46
8150 - Medical/Dental Supplies	\$0.00	\$0.00	\$0.00
8160 - Events/Meeting Expense	\$10,905.63	\$0.00	\$10,905.63
8170 - Printing & copying	\$4,996.55	\$2,237.78	\$7,234.33
8180 - Fatherhood	\$0.00	\$0.00	\$0.00
8190 - WX Materials	\$0.00	\$0.00	\$0.00
Total - 8100 - Non personnel expenses	\$97,517.34	\$20,578.00	\$118,095.34
8200 - Facility & equipment expenses			
8210 - Space Lease	\$41,526.00	\$0.00	\$41,526.00
8215 - Equipment Lease	\$3,325.94	\$0.00	\$3,325.94
8220 - Electric	(\$1,683.72)	\$64,604.55	\$62,920.83
8225 - Water	\$0.00	\$4,548.55	\$4,548.55
8230 - Trash	\$0.00	\$6,341.41	\$6,341.41
8235 - Sewer	\$0.00	\$2,645.21	\$2,645.21
8240 - Natural Gas	\$0.00	\$10,638.38	\$10,638.38
8250 - Equip & Over \$5000.00 (Inv Items)	\$0.00	\$10,000.00	\$10,000.00
8255 - WX Tools & Equipment	\$0.00	\$0.00	\$0.00
8260 - Repair/Maint for Building/Equip	\$23,075.95	\$58,767.00	\$81,842.95
8265 - Construction Rehab & Renovation	\$0.00	\$10,536.25	\$10,536.25
8270 - Deprec & amort - allowable	(\$9,000.00)	\$10,000.00	\$1,000.00
8290 - Construction Leverage	\$0.00	\$0.00	\$0.00
Total - 8200 - Facility & equipment expenses	\$57,244.17	\$178,081.35	\$235,325.52
8300 - Travel & meetings expenses	\$63,616.72	\$2,532.26	\$66,452.89
8400 - Insurance Expense	\$1,333,689.28	\$51,976.95	\$1,385,666.23
8600 - Business expenses	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$9,568.25	\$5.81	\$9,680.32
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00
Total - Expense	\$3,290,950.96	\$335,429.58	\$3,626,380.54
Net Ordinary Income	\$1,120,366.94	(\$116,408.88)	\$1,003,958.06
Other Income and Expenses			
Other Expense			
8500 - Other Expense	\$193,610.67	\$1,093.01	\$206,115.16
Total - Other Expense	\$193,610.67	\$1,093.01	\$194,703.68

LIFT Community Action Agency Inc
Parent - LIFT : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2023 to Dec 2023

Financial Row	20 Early Childhood							
		GACFP - Daycare Homes	Early Head Start- CC	Early Learning Centers		HS/EHS EHS	Head Start	Total Amount
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense								
Income								
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4100 - Inkind Revenue	\$18,816.55	\$0.00	\$2,486.92	\$0.00	\$0.00	\$89,832.91	\$604,220.47	\$694,053.38
4200 - Miscellaneous Revenue	\$52,863.74	\$0.00	\$0.00	\$473,915.45	\$1,737,571.16	\$0.00	\$34,340.80	\$1,771,911.96
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$63,303.10	\$115,097.05	\$86,132.72	\$264,532.87
4500 - Federal Revenue	\$187,576.36	\$990,965.53	\$1,873,615.00	\$56,718.52	\$224,983.15	\$884,578.00	\$3,333,524.56	\$4,443,085.71
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$2,628.30	\$0.00	\$0.00	\$657,703.20	\$0.00	\$0.00	\$0.00	\$0.00
5300 - Interest and Dividends	\$24.46	\$0.00	\$0.00	\$10,533.65	\$18,538.37	\$0.00	\$0.00	\$18,538.37
5400 - Revenue from other sources	\$0.00	\$1,437.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$261,909.41	\$992,402.92	\$1,876,101.92	\$1,198,870.82	\$2,044,395.78	\$1,089,507.96	\$4,058,218.55	\$7,192,122.29
8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense								
7000 - Grants, contracts, & direct assistance	\$0.00	\$1,437.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses	\$1,363,259.77	\$91,503.98	\$503,484.84	\$794,756.44	\$545,233.68	\$686,036.54	\$2,231,283.67	\$3,462,553.89
7300 - Indirect Cost Pool Expense	\$244,384.97	\$18,182.05	\$99,638.39	\$130,477.91	\$281,861.64	\$133,881.07	\$220,603.48	\$636,346.19
7500 - Contract/Consultant Services	\$46,150.94	\$5,777.46	\$733,870.87	\$2,533.46	\$19,062.82	\$7,792.10	\$40,034.51	\$66,889.43
8100 - Non personnel expenses								
8110 - Office/Teaching Supplies	\$15,760.84	\$1,319.13	\$86,909.98	\$51,676.97	\$82,374.09	\$29,688.46	\$104,786.62	\$216,849.17
8120 - Other/Maint Supplies	\$53.90	\$0.00	\$4,700.31	\$116.50	\$20,825.81	\$2,207.70	\$12,834.60	\$35,868.11
8130 - Telephone & Internet	\$5,765.79	\$204.54	\$3,949.60	\$10,093.87	\$14,538.46	\$5,176.25	\$41,767.93	\$61,482.64
8140 - Postage & shipping	\$0.00	\$1,066.77	\$345.19	\$136.53	\$30.86	\$152.04	\$608.04	\$790.94
8150 - Medical/Dental Supplies	\$0.00	\$0.00	\$12,942.35	\$0.00	\$52.86	\$4,939.46	\$17,114.10	\$22,106.42
8160 - Events/Meeting Expense	\$0.00	\$0.00	\$980.81	\$3,545.24	\$960.17	\$432.75	\$1,717.56	\$3,110.48
8170 - Printing & copying	\$0.00	\$1,736.29	\$8,101.13	\$874.28	\$0.00	\$4,040.51	\$16,177.11	\$20,217.62
8180 - Fatherhood	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8190 - WX Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8100 - Non personnel expenses	\$21,580.53	\$4,326.73	\$117,929.37	\$66,443.39	\$118,782.25	\$46,637.17	\$195,005.96	\$360,425.38
8200 - Facility & equipment expenses								
8210 - Space Lease	\$0.00	\$4,114.00	\$449.92	\$1,210.00	\$235.00	\$180.12	\$3,019.25	\$3,434.37
8215 - Equipment Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8220 - Electric	\$13,377.88	\$0.00	\$8,972.00	\$10,938.12	\$1,773.36	\$3,693.82	\$41,398.28	\$46,865.46
8225 - Water	\$1,928.70	\$0.00	\$234.02	\$625.11	\$12.87	\$140.42	\$4,809.53	\$4,962.82
8230 - Trash	\$1,373.32	\$0.00	\$877.40	\$1,510.93	\$892.06	\$908.17	\$8,632.45	\$10,432.68
8235 - Sewer	\$1,077.83	\$0.00	\$112.75	\$759.53	\$15.91	\$206.61	\$3,544.74	\$3,767.26
8240 - Natural Gas	\$360.54	\$0.00	\$706.55	\$1,038.68	\$420.87	\$780.41	\$2,846.26	\$4,047.54
8250 - Equip & Over \$5000.00 (Inv Items)	\$0.00	\$0.00	\$0.00	\$0.00	\$41,554.00	\$0.00	\$12,635.00	\$54,189.00
8255 - WX Tools & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8260 - Repair/Maint for Building/Equip	\$12,372.53	\$0.00	\$9,085.62	\$10,197.11	\$293,289.69	\$18,352.02	\$415,734.06	\$727,375.77
8265 - Construction Rehab & Renovation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8270 - Deprec & amort - allowable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8290 - Construction Leverage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8200 - Facility & equipment expenses	\$30,490.80	\$4,114.00	\$20,438.26	\$26,279.48	\$338,193.76	\$24,261.57	\$492,619.57	\$855,074.90
8300 - Travel & meetings expenses	\$2,888.01	\$18,671.89	\$17,552.08	\$8,429.27	\$5,811.27	\$5,820.28	\$39,297.24	\$50,928.79
8400 - Insurance Expense	\$0.00	\$0.00	\$14,691.60	\$16,653.62	\$0.00	\$16,414.83	\$67,738.18	\$84,153.01
8600 - Business expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$167,718.75	\$643,813.87	\$141.78	\$152,524.21	\$190,951.30	\$16,493.20	\$199,753.43	\$407,197.93
8800 - In-Kind Expenses	\$18,816.55	\$0.00	\$2,486.92	\$0.00	\$0.00	\$89,832.91	\$604,570.47	\$694,403.38
Total - Expense	\$1,895,290.32	\$787,827.37	\$1,510,234.11	\$1,198,097.78	\$1,499,896.72	\$1,027,169.67	\$4,090,906.51	\$6,617,972.90
Net Ordinary Income	(\$1,633,380.91)	\$204,575.55	\$365,867.81	\$773.04	\$544,499.06	\$62,338.29	(\$32,687.96)	\$574,149.39
Other Income and Expenses								
Other Expense								
8500 - Other Expense	\$49,356.45	\$542.57	\$267,281.54	\$8,231.92	\$142,852.77	\$34,863.24	\$58,015.92	\$235,731.93
Total - Other Expense	\$49,356.45	\$542.57	\$267,281.54	\$8,231.92	\$142,852.77	\$34,863.24	\$58,015.92	\$235,731.93

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2023 to Dec 2023

Financial Row	Community Service															
	CASA	Community Services	Drug Free Communities	Emergency Services		Healthy Start		Mentoring	RCOR TRI-CORP	RSVP	Safe Place RX Healing Hearts		Second Chance	VOCA	Youth Build	Total
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense																
Income																
4000 - Contribution Revenue	\$1,585.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$12,865.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,265.00	\$15,815.00
4100 - In-kind Revenue	\$0.00	\$0.00	\$21,801.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,340.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,141.88
4200 - Miscellaneous Revenue	\$170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,170.00
4400 - State Revenue	\$4,626.10	\$1,192.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,540.95	\$0.00	\$0.00	\$0.00	\$0.00	\$129,078.56
4500 - Federal Revenue	\$0.00	\$10,000.00	\$72,251.00	\$7,400.00	\$8,904.00	\$16,304.00	\$1,143,124.00	\$51,600.00	\$273,631.00	\$57,524.00	\$0.00	\$231,480.84	\$200,741.84	\$212,533.98	\$360,436.00	\$2,689,745.66
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5300 - Interest and Dividends	\$197.02	\$19.23	\$94.28	\$33.97	\$2.57	\$36.54	\$14.44	\$150.88	\$19.23	\$21.07	\$0.00	\$0.00	\$15.85	\$553.05	\$18.59	\$1,184.48
5400 - Revenue from other sources	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$5,000.00	\$15,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$40,000.00
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,895.33	\$0.00	\$0.00	\$0.00	\$0.00	\$2,630.00	\$7,525.33
Total - Income	\$14,078.12	\$11,211.81	\$94,146.92	\$7,483.97	\$8,906.57	\$16,390.54	\$1,145,138.44	\$59,300.88	\$278,650.23	\$114,645.64	\$6,540.95	\$231,480.84	\$205,757.69	\$306,837.03	\$364,349.59	\$2,848,528.68
8000 - Cost of Goods Sold																
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense																
7000 - Grants, contracts, & direct assistance	\$224.27	\$2,356.12	\$0.00	\$10,412.18	\$3,393.72	\$13,805.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72,278.47	\$0.00	\$1,536.13	\$93.00	\$95,124.55
7200 - Salaries & related expenses	\$0.00	\$982.81	\$46,483.58	\$0.00	\$0.00	\$0.00	\$607,918.06	\$24,975.58	\$188,372.17	\$51,523.72	\$3,193.72	\$126,995.98	\$107,020.94	\$106,747.44	\$180,256.29	\$1,940,847.73
7300 - Indirect Cost Pool Expense	\$0.00	\$209.77	\$8,810.81	\$0.00	\$0.00	\$0.00	\$118,842.12	\$5,765.25	\$37,896.95	\$11,096.10	\$644.84	\$26,129.11	\$21,732.30	\$18,871.37	\$36,399.94	\$375,517.53
7500 - Contract/Consultant Services	\$308.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,754.00	\$2,099.46	\$32.98	\$0.00	\$0.00	\$10,965.61	\$9,850.00	\$0.00	(\$22,390.12)	\$112,823.40
8100 - Non personnel expenses																
8110 - Office/Teaching Supplies	\$164.91	\$0.00	\$3,657.57	\$0.00	\$0.00	\$0.00	\$24,086.24	\$403.94	\$1,415.70	\$119.70	\$422.76	(\$8,334.85)	\$4,237.48	\$0.00	\$4,424.52	\$30,597.97
8120 - Other/Maint Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$392.34	\$26.14	\$0.00	\$0.00	\$0.00	(\$35,891.22)	\$0.00	\$0.00	\$440.88	(\$34,832.06)
8130 - Telephone & Internet	\$765.52	\$0.00	\$254.02	\$0.00	\$0.00	\$0.00	\$7,384.75	\$306.44	\$199.67	\$1,787.88	\$0.00	(\$6,769.76)	\$242.24	\$162.18	\$0.00	\$4,352.94
8140 - Postage & shipping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,008.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.10	\$1,088.10
8150 - Medical/Dental Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,125.78	\$0.00	\$13,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,625.78
8160 - Events/Meeting Expense	\$1,692.14	\$0.00	\$154.29	\$0.00	\$0.00	\$0.00	\$3,315.41	\$7,391.55	\$1,784.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$496.81	\$14,834.26
8170 - Printing & copying	\$0.00	\$0.00	\$0.12	\$0.00	\$0.00	\$0.00	\$11,424.68	\$0.00	\$0.00	\$28.01	\$0.00	\$89.34	\$3,982.84	\$0.00	\$641.41	\$16,166.40
8180 - Fatherhood	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
8190 - WX Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8100 - Non personnel expenses	\$2,622.57	\$0.00	\$4,066.00	\$0.00	\$0.00	\$0.00	\$57,237.20	\$8,128.07	\$16,899.43	\$1,935.59	\$422.76	(\$50,706.49)	\$8,462.56	\$182.18	\$6,083.52	\$55,333.39
8200 - Facility & equipment expenses																
8210 - Space Lease	\$2,288.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,172.00	\$614.00	\$7,315.00	\$2,569.00	\$0.00	\$5,766.07	\$4,070.00	\$2,193.93	\$11,000.00	\$61,988.00
8215 - Equipment Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8220 - Electric	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,448.86)	(\$2,448.86)
8225 - Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$223.37)	(\$223.37)
8230 - Trash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$469.37)	(\$469.37)
8235 - Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$88.55)	(\$88.55)
8240 - Natural Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8250 - Equip & Over \$5000.00 (Inv Items)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,961.81)	\$0.00	\$0.00	\$0.00	(\$2,961.81)
8255 - WX Tools & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8260 - Repair/Maint for Building/Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$144.05	\$369.05
8265 - Construction Rehab & Renovation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8270 - Deprec & amort - allowable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8290 - Construction Leverage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8200 - Facility & equipment expenses	\$2,288.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,172.00	\$614.00	\$7,315.00	\$2,794.00	\$0.00	\$2,804.26	\$4,070.00	\$2,193.93	\$7,913.90	\$56,165.09
8300 - Travel & meetings expenses	\$810.85	\$0.00	\$15,812.72	\$0.00	\$0.00	\$0.00	\$47,186.88	\$1,302.87	\$8,092.30	\$2,549.90	\$238.45	\$10,270.89	\$5,013.94	\$14,491.77	\$134,040.56	\$212,115.46
8400 - Insurance Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$132.00	\$0.00	\$0.00	\$1,878.20	\$0.00	\$0.00	\$0.00	\$0.00	\$4,229.00	\$6,239.20
8600 - Business expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$0.00	\$0.00	\$382.76	\$0.00	\$0.00	\$0.00	\$3,354.44	\$0.00	\$0.00	\$7,708.28	\$0.00	\$0.00	\$0.00	\$0.00	\$256.90	\$11,702.38
8800 - In-Kind Expenses	\$0.00	\$0.00	\$21,801.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,340.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,141.88
Total - Expense	\$6,253.69	\$3,548.70	\$97,357.51	\$10,412.18	\$3,393.72	\$13,805.90	\$930,596.70	\$42,885.23	\$258,608.83	\$103,826.03	\$4,499.77	\$198,737.83	\$170,116.08	\$134,544.99	\$227,334.20	\$2,192,115.46
Net Ordinary Income	\$7,824.43	\$7,663.11	(\$3,210.59)	(\$2,928.21)	\$5,512.85	\$2,584.64	\$214,541.74	\$16,415.65	\$20,041.40	\$10,819.61	\$2,041.18	\$32,743.01	\$35,641.61	\$172,292.04	\$137,015.39	\$656,413.22
Other Income and Expenses																
Other Expense																
8500 - Other Expense	\$606.35	\$930.00	\$512.27	\$0.00	\$0.00	\$0.00	\$157,569.09	\$2,786.56	\$16,627.77	\$5,634.22	\$0.00	\$4,875.72	\$2,628.70	\$0.00	\$120,927.49	\$328,566.83
Total - Other Expense	\$606.35	\$930.00	\$512.27	\$0.00	\$0.00	\$0.00	\$157,569.09	\$2,786.56	\$16,627.77	\$5,634.22	\$0.00	\$4,875.72	\$2,628.70	\$0.00	\$120,927.49	\$313,098.17

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2023 to Dec 2023

Financial Row	40 Housing Department							
				HUD Apartments (Lift)	Housing	Self Help Housing	TMA	Total
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense								
Income								
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$121.72	\$0.00	\$0.00	\$121.72
4100 - Inkind Revenue	\$0.00	\$26,373.28	\$162,643.23	\$0.00	\$0.00	\$0.00	\$0.00	\$189,016.51
4200 - Miscellaneous Revenue	\$13,225.46	\$162.00	\$0.00	\$135.56	\$188,601.33	\$0.00	\$0.00	\$202,124.35
4400 - State Revenue	\$7,515.00	\$0.00	\$0.00	\$0.00	\$9,465.35	\$0.00	\$0.00	\$16,980.35
4500 - Federal Revenue	\$38,816.36	\$165,492.66	\$474,413.37	\$0.00	\$526,344.60	\$594,239.00	\$1,243,129.34	\$3,042,435.33
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$15,422.00	\$373,257.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388,679.92
5100 - Program Fee Revenue	\$4,410.84	\$5,713.82	(\$514.87)	\$22,671.07	\$127,121.44	\$0.00	\$0.00	\$159,402.30
5300 - Interest and Dividends	\$148,958.00	(\$109,751.46)	(\$48.00)	\$0.00	\$12,272.08	\$0.00	\$938.83	\$52,369.45
5400 - Revenue from other sources	\$0.00	\$11,825.00	\$0.00	\$0.00	\$260,934.39	\$0.00	\$0.00	\$272,759.39
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$228,347.66	\$473,073.22	\$636,493.73	\$22,806.63	\$1,124,860.91	\$594,239.00	\$1,244,068.17	\$4,323,889.32
Expense								
8000 - Cost of Goods Sold								
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense								
7000 - Grants, contracts, & direct assistance	\$162,180.00	(\$118,139.00)	\$0.00	\$0.00	\$81,321.03	\$0.00	\$644,551.53	\$769,913.56
7200 - Salaries & related expenses	\$352,952.35	\$41,122.55	\$340,693.00	\$2,675.65	\$285,663.99	\$412,995.51	\$523,040.19	\$1,959,143.24
7300 - Indirect Cost Pool Expense	\$63,878.86	\$8,568.49	\$65,179.42	\$5,139.19	\$41,617.59	\$82,325.02	\$104,837.65	\$371,546.22
7500 - Contract/Consultant Services	\$4,520.08	\$34,745.80	\$15,154.50	\$0.00	\$27,432.81	\$688.39	\$10,998.82	\$93,540.40
8100 - Non personnel expenses								
8110 - Office/Teaching Supplies	\$7,376.68	\$1,523.42	\$116.68	\$0.00	\$15,118.77	\$2,342.84	\$12,452.32	\$38,930.71
8120 - Other/Maint Supplies	\$0.00	\$1,586.73	\$3,295.61	\$0.00	\$594.69	\$81.94	\$893.28	\$6,452.25
8130 - Telephone & Internet	\$18,117.41	\$2,287.15	\$0.00	\$0.00	\$7,250.96	\$3,537.98	\$7,095.89	\$38,289.39
8140 - Postage & shipping	\$0.00	\$239.73	\$0.00	(\$19.10)	\$587.84	\$645.50	\$516.72	\$1,970.69
8150 - Medical/Dental Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8160 - Events/Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$229.17	\$31.44	\$393.08	\$653.69
8170 - Printing & copying	(\$1,264.73)	\$0.00	\$0.00	\$0.00	\$703.17	\$0.47	\$546.59	(\$14.50)
8180 - Fatherhood	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8190 - WX Materials	\$270.76	\$0.00	\$24,603.21	\$0.00	\$8,815.37	\$0.00	\$0.00	\$33,689.34
Total - 8100 - Non personnel expenses	\$24,500.12	\$5,637.03	\$28,015.50	(\$19.10)	\$33,299.97	\$6,640.17	\$21,897.88	\$119,971.57
8200 - Facility & equipment expenses								
8210 - Space Lease	\$1,254.00	\$0.00	\$0.00	\$0.00	\$12,763.50	\$17,583.50	\$12,155.00	\$43,756.00
8215 - Equipment Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8220 - Electric	\$17,406.10	\$1,656.58	\$0.00	\$0.00	\$250.85	\$144.03	\$0.00	\$19,457.56
8225 - Water	\$27,505.15	\$2,079.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,584.79
8230 - Trash	\$4,938.62	\$1,347.55	\$0.00	\$148.08	\$19.00	\$0.00	\$0.00	\$6,453.25
8235 - Sewer	\$17,400.53	\$1,079.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,479.89
8240 - Natural Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8250 - Equip & Over \$5000.00 (Inv Items)	\$0.00	\$28,000.00	\$50,000.00	\$0.00	\$42,427.22	\$1,362.13	\$0.00	\$121,789.35
8255 - WX Tools & Equipment	\$59.93	\$0.00	\$13,070.90	\$0.00	\$23,091.64	\$0.00	\$0.00	\$36,222.47
8260 - Repair/Maint for Building/Equip	\$46,911.28	\$126,800.40	(\$114,417.35)	\$0.01	\$1,582.57	\$1,031.40	\$1,088.99	\$62,997.30
8265 - Construction Rehab & Renovation	\$0.00	\$22,595.83	\$264,167.72	\$0.00	\$1,194.79	\$0.00	\$0.00	\$287,958.34
8270 - Deprec & amort - allowable	\$0.00	\$303.23	\$0.00	\$0.00	\$54,054.00	\$0.00	\$0.00	\$54,357.23
8290 - Construction Leverage	\$0.00	\$133,378.27	\$23,892.45	\$0.00	\$0.00	\$0.00	\$0.00	\$157,270.72
Total - 8200 - Facility & equipment expenses	\$115,475.61	\$317,240.86	\$236,713.72	\$148.09	\$135,383.57	\$20,121.06	\$13,243.99	\$838,326.90
8300 - Travel & meetings expenses	\$7,860.59	\$6,428.40	\$8,774.22	(\$382.30)	\$23,386.50	\$22,840.19	\$57,195.94	\$126,103.54
8400 - Insurance Expense	\$0.00	\$141,250.23	\$2,173.00	(\$252.82)	\$16,061.32	\$147.00	\$0.00	\$159,378.73
8600 - Business expenses	\$0.00	\$8,063.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,063.62
8700 - Food Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$737.14	\$0.00	\$0.00	\$737.14
8800 - In-Kind Expenses	\$0.00	\$26,373.28	\$162,643.23	\$0.00	\$0.00	\$0.00	\$0.00	\$189,016.51
Total - Expense	\$731,367.61	\$471,291.26	\$859,346.59	\$7,308.71	\$644,903.92	\$545,757.34	\$1,375,766.00	\$4,635,741.43
Net Ordinary Income	(\$503,019.95)	\$1,781.96	(\$222,852.86)	\$15,497.92	\$479,956.99	\$48,481.66	(\$131,697.83)	(\$311,852.11)
Other Income and Expenses								
Other Expense								
8500 - Other Expense	\$44,491.67	\$13,041.21	\$36,415.62	\$168.00	\$98,790.70	\$5,728.09	\$17,377.95	\$216,013.24
Total - Other Expense	\$44,491.67	\$13,041.21	\$36,415.62	\$168.00	\$98,790.70	\$5,728.09	\$17,377.95	\$216,013.24

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2023 to Dec 2023

Financial Row	50 Transportation		
	Transit		Total
	Amount	Amount	Amount
Ordinary Income/Expense			
Income			
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$0.00	\$121,982.43	\$121,982.43
4400 - State Revenue	\$284,319.00	\$0.00	\$284,319.00
4500 - Federal Revenue	\$0.00	\$828,366.00	\$828,366.00
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$247.00	\$354,867.63	\$355,114.63
5300 - Interest and Dividends	\$0.00	\$1,678.64	\$1,678.64
5400 - Revenue from other sources	\$0.00	\$6,585.90	\$6,585.90
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00
Total - Income	\$284,566.00	\$1,313,480.60	\$1,598,046.60
8000 - Cost of Goods Sold			
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00
Expense			
7000 - Grants, contracts, & direct assistance	\$0.00	\$6,585.90	\$6,585.90
7200 - Salaries & related expenses	\$306,569.57	\$834,905.92	\$1,141,475.49
7300 - Indirect Cost Pool Expense	\$56,000.71	\$163,159.99	\$219,160.70
7500 - Contract/Consultant Services	\$270.24	\$23,526.98	\$23,797.22
8100 - Non personnel expenses			
8110 - Office/Teaching Supplies	\$301.27	\$8,936.95	\$9,238.22
8120 - Other/Maint Supplies	\$0.00	\$737.75	\$737.75
8130 - Telephone & Internet	\$8,701.24	\$29,007.75	\$37,708.99
8140 - Postage & shipping	\$0.00	\$101.79	\$101.79
8150 - Medical/Dental Supplies	\$0.00	\$0.00	\$0.00
8160 - Events/Meeting Expense	\$0.00	\$472.56	\$472.56
8170 - Printing & copying	\$475.00	\$187.85	\$662.85
8180 - Fatherhood	\$0.00	\$0.00	\$0.00
8190 - WX Materials	\$0.00	\$0.00	\$0.00
Total - 8100 - Non personnel expenses	\$9,477.51	\$39,444.65	\$48,922.16
8200 - Facility & equipment expenses			
8210 - Space Lease	\$0.00	\$11,990.00	\$11,990.00
8215 - Equipment Lease	\$0.00	\$0.00	\$0.00
8220 - Electric	\$5,256.24	\$8,897.97	\$14,154.21
8225 - Water	\$0.00	\$1,628.18	\$1,628.18
8230 - Trash	\$0.00	\$1,353.08	\$1,353.08
8235 - Sewer	\$0.00	\$917.20	\$917.20
8240 - Natural Gas	\$2,443.10	\$533.18	\$2,976.28
8250 - Equip & Over \$5000.00 (Inv Items)	\$0.00	\$68,361.00	\$68,361.00
8255 - WX Tools & Equipment	\$0.00	\$0.00	\$0.00
8260 - Repair/Maint for Building/Equip	\$242.36	\$7,366.78	\$7,609.14
8265 - Construction Rehab & Renovation	\$0.00	\$0.00	\$0.00
8270 - Deprec & amort - allowable	\$0.00	\$0.00	\$0.00
8290 - Construction Leverage	\$0.00	\$0.00	\$0.00
Total - 8200 - Facility & equipment expenses	\$7,941.70	\$101,047.39	\$108,989.09
8300 - Travel & meetings expenses	\$4,557.75	\$121,922.64	\$126,480.39
8400 - Insurance Expense	\$0.00	\$156,078.31	\$156,078.31
8600 - Business expenses	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$0.00	\$0.00	\$0.00
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00
Total - Expense	\$384,817.48	\$1,446,671.78	\$1,831,489.26
Net Ordinary Income	(\$100,251.48)	(\$133,191.18)	(\$233,442.66)
Other Income and Expenses			
Other Expense			
8500 - Other Expense	\$0.00	\$14,870.42	\$14,870.42
Total - Other Expense	\$0.00	\$14,870.42	\$14,870.42

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2023 to Dec 2023

Financial Row	Economic Development & Tourism				
	Economic Development/L ending	Clayton Lake	Hugo Lake	Raymond Gary	Total
	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense					
Income					
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$43.00	\$43.00
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$0.00	\$120.00	\$12,205.00	\$0.00	\$12,325.00
4400 - State Revenue	\$0.00	\$47,525.00	\$0.00	\$55,848.83	\$103,373.83
4500 - Federal Revenue	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$20,419.64	\$33,918.28	\$273,459.78	\$83,150.25	\$391,780.77
5300 - Interest and Dividends	\$22,466.14	\$0.00	\$3,838.94	\$606.14	\$4,445.08
5400 - Revenue from other sources	\$0.00	\$0.00	\$2,373.75	\$68.00	\$2,664.03
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$92,885.78	\$81,563.28	\$291,877.47	\$139,716.22	\$513,156.97
8000 - Cost of Goods Sold					
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$169.31	\$0.00	\$169.31
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$169.31	\$0.00	\$169.31
Expense					
7000 - Grants, contracts, & direct assistance	\$221,853.86	\$0.00	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses	\$4,550.62	\$55,351.13	\$101,266.95	\$70,370.46	\$226,988.54
7300 - Indirect Cost Pool Expense	\$948.22	\$11,045.92	\$19,648.54	\$13,688.35	\$44,382.81
7500 - Contract/Consultant Services	\$0.00	\$0.00	\$51,131.10	\$6,745.00	\$57,876.10
8100 - Non personnel expenses					
8110 - Office/Teaching Supplies	\$0.00	\$32.54	\$729.65	\$111.66	\$873.85
8120 - Other/Maint Supplies	\$0.00	\$1,010.08	\$12,756.19	\$1,194.82	\$14,961.09
8130 - Telephone & Internet	\$0.00	\$397.79	\$5,352.84	\$2,088.51	\$7,839.14
8140 - Postage & shipping	\$0.00	\$0.00	\$399.49	\$50.80	\$450.29
8150 - Medical/Dental Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8160 - Events/Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8170 - Printing & copying	\$0.00	\$0.00	\$0.00	\$86.28	\$86.28
8180 - Fatherhood	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8190 - WX Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8100 - Non personnel expenses	\$0.00	\$1,440.41	\$19,238.17	\$3,532.07	\$24,210.65
8200 - Facility & equipment expenses					
8210 - Space Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8215 - Equipment Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8220 - Electric	\$0.00	\$0.00	\$3,284.24	\$8,896.93	\$12,181.17
8225 - Water	\$0.00	\$136.36	\$0.00	\$1,254.45	\$1,390.81
8230 - Trash	\$0.00	\$1,340.50	\$366.80	\$822.12	\$2,529.42
8235 - Sewer	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00
8240 - Natural Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8250 - Equip & Over \$5000.00 (Inv Items)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8255 - WX Tools & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8260 - Repair/Maint for Building/Equip	\$0.00	\$13,908.26	\$56,209.11	\$8,394.42	\$78,511.79
8265 - Construction Rehab & Renovation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8270 - Deprec & amort - allowable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8290 - Construction Leverage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8200 - Facility & equipment expenses	\$0.00	\$15,835.12	\$59,860.15	\$19,367.92	\$95,063.19
8300 - Travel & meetings expenses	\$0.00	\$1,324.21	\$4,441.80	\$2,153.91	\$7,919.92
8400 - Insurance Expense	\$0.00	\$4,476.26	\$72,273.92	\$8,964.39	\$85,714.57
8600 - Business expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$0.00	\$0.00	\$469.13	\$0.00	\$469.13
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$227,352.70	\$89,473.05	\$328,329.76	\$124,822.10	\$542,624.91
Net Ordinary Income	(\$134,466.92)	(\$7,909.77)	(\$36,621.60)	\$14,894.12	(\$29,637.25)
Other Income and Expenses					
Other Expense					
8500 - Other Expense	\$0.00	\$4,028.56	\$33,665.56	\$9,766.48	\$47,460.60
Total - Other Expense	\$0.00	\$4,028.56	\$33,665.56	\$9,766.48	\$47,460.60

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Dec 2022 to Dec 2023

Options: Activity Only

ended 11/30/2023

HS 22-23

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$0.00	\$574,336.84	(\$574,336.84)	0.00%
4200 - Miscellaneous Revenue	\$0.00	\$42,265.60	(\$42,265.60)	0.00%
4500 - Federal Revenue	\$3,510,751.00	\$3,451,276.00	\$59,475.00	98.31%
Total - Income	\$3,510,751.00	\$4,067,878.44	(\$557,127.44)	115.87%
Gross Profit	\$3,510,751.00	\$4,067,878.44	(\$557,127.44)	115.87%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$2,089,893.00	\$1,974,951.19	\$114,941.81	94.50%
7230 - Pension plan contributions	\$183,012.00	\$112,951.41	\$70,060.59	61.72%
7240 - Employee benefits - not pension	\$310,703.00	\$303,207.18	\$7,495.82	97.59%
7250 - Payroll taxes, etc.	\$195,698.00	\$137,643.05	\$58,054.95	70.33%
Total - 7200 - Salaries & related expenses	\$2,779,306.00	\$2,528,752.83	\$250,553.17	90.99%
7300 - Indirect Cost Pool Expense	\$486,606.00	\$272,003.89	\$214,602.11	55.90%
7500 - Contract/Consultant Services	\$13,500.00	\$49,733.30	(\$36,233.30)	368.39%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$13,250.00	\$120,962.16	(\$107,712.16)	912.92%
8120 - Other/Maint Supplies	\$0.00	\$12,834.60	(\$12,834.60)	0.00%
8130 - Telephone & Internet	\$0.00	\$50,031.74	(\$50,031.74)	0.00%
8140 - Postage & shipping	\$0.00	\$655.68	(\$655.68)	0.00%
8150 - Medical/Dental Supplies	\$0.00	\$17,166.96	(\$17,166.96)	0.00%
8160 - Events/Meeting Expense	\$0.00	\$1,717.56	(\$1,717.56)	0.00%
8170 - Printing & copying	\$0.00	\$16,177.11	(\$16,177.11)	0.00%
8180 - Fatherhood	\$1,000.00	\$0.00	\$1,000.00	0.00%
Total - 8100 - Non personnel expenses	\$14,250.00	\$219,545.81	(\$205,295.81)	1,540.67%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$3,104.96	(\$3,104.96)	0.00%
8220 - Electric	\$35,000.00	\$49,616.40	(\$14,616.40)	141.76%
8225 - Water	\$0.00	\$5,513.02	(\$5,513.02)	0.00%
8230 - Trash	\$0.00	\$9,685.68	(\$9,685.68)	0.00%
8235 - Sewer	\$0.00	\$4,073.92	(\$4,073.92)	0.00%
8240 - Natural Gas	\$0.00	\$3,356.20	(\$3,356.20)	0.00%
8260 - Repair/Maint for Building/Equip	\$14,208.00	\$5,570.45	\$8,637.55	39.21%
Total - 8200 - Facility & equipment expenses	\$49,208.00	\$80,920.63	(\$31,712.63)	164.45%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$10,000.00	\$30,119.41	(\$20,119.41)	301.19%
8320 - Out of Area Travel	\$3,400.00	\$3,056.06	\$343.94	89.88%
8330 - Fuel Cost	\$3,500.00	\$6,071.10	(\$2,571.10)	173.46%
8335 - Vehicle Repair & Maint	\$3,500.00	\$1,574.50	\$1,925.50	44.99%
8340 - Child Transportation Exp	\$0.00	\$1,809.00	(\$1,809.00)	0.00%
Total - 8300 - Travel & meetings expenses	\$20,400.00	\$42,630.07	(\$22,230.07)	208.97%
8400 - Insurance Expense	\$23,500.00	\$67,738.18	(\$44,238.18)	288.25%
8700 - Food Expenses	\$46,800.00	\$177,667.15	(\$130,867.15)	379.63%
8800 - In-Kind Expenses	\$0.00	\$574,686.84	(\$574,686.84)	0.00%
Total - Expense	\$3,433,570.00	\$4,013,678.70	(\$580,108.70)	116.90%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	\$0.00	\$3,992.47	(\$3,992.47)	0.00%

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
8530 - Fees/Dues	\$865.00	\$98.25	\$766.75	11.36%
8540 - Training & TTA	\$39,956.00	\$39,956.00	\$0.00	100.00%
8560 - Computer & Software Related Expenses	\$33,200.00	\$9,863.29	\$23,336.71	29.71%
8570 - Advertising & Community Sponsorships	\$2,160.00	\$17,648.51	(\$15,488.51)	817.06%
8590 - Other Expenses	\$1,000.00	\$200.62	\$799.38	20.06%
Total - 8500 - Other Expense	\$77,181.00	\$71,759.14	\$5,421.86	92.98%
Total - Other Expense	\$77,181.00	\$71,759.14	\$5,421.86	92.98%
Net Income	\$0.00	(\$17,559.40)	\$17,559.40	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Dec 2022 to Dec 2023

Options: Activity Only

ended 11/30/23 *Early Head Start*

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$0.00	\$53,434.25	(\$53,434.25)	0.00%
4500 - Federal Revenue	\$999,189.00	\$920,699.00	\$78,490.00	92.14%
Total - Income	\$999,189.00	\$974,133.25	\$25,055.75	97.49%
Gross Profit	\$999,189.00	\$974,133.25	\$25,055.75	97.49%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$521,946.00	\$532,647.77	(\$10,701.77)	102.05%
7230 - Pension plan contributions	\$47,167.00	\$28,326.01	\$18,840.99	60.05%
7240 - Employee benefits - not pension	\$78,995.00	\$81,320.95	(\$2,325.95)	102.94%
7250 - Payroll taxes, etc.	\$50,328.00	\$38,222.70	\$12,105.30	75.95%
Total - 7200 - Salaries & related expenses	\$698,436.00	\$680,517.43	\$17,918.57	97.43%
7300 - Indirect Cost Pool Expense	\$121,515.00	\$127,170.56	(\$5,655.56)	104.65%
7500 - Contract/Consultant Services	\$2,500.00	\$8,527.10	(\$6,027.10)	341.08%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$34,340.00	\$33,109.26	\$1,230.74	96.42%
8120 - Other/Maint Supplies	\$0.00	\$2,207.70	(\$2,207.70)	0.00%
8130 - Telephone & Internet	\$0.00	\$6,498.61	(\$6,498.61)	0.00%
8140 - Postage & shipping	\$0.00	\$155.64	(\$155.64)	0.00%
8150 - Medical/Dental Supplies	\$0.00	\$4,939.46	(\$4,939.46)	0.00%
8160 - Events/Meeting Expense	\$0.00	\$432.75	(\$432.75)	0.00%
8170 - Printing & copying	\$0.00	\$4,040.51	(\$4,040.51)	0.00%
8180 - Fatherhood	\$2,500.00	\$0.00	\$2,500.00	0.00%
Total - 8100 - Non personnel expenses	\$36,840.00	\$51,383.93	(\$14,543.93)	139.48%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$180.12	(\$180.12)	0.00%
8220 - Electric	\$25,500.00	\$12,637.29	\$12,862.71	49.56%
8225 - Water	\$0.00	\$1,608.26	(\$1,608.26)	0.00%
8230 - Trash	\$0.00	\$2,188.70	(\$2,188.70)	0.00%
8235 - Sewer	\$0.00	\$1,021.49	(\$1,021.49)	0.00%
8240 - Natural Gas	\$0.00	\$1,159.85	(\$1,159.85)	0.00%
8260 - Repair/Maint for Building/Equip	\$27,000.00	\$9,532.56	\$17,467.44	35.31%
Total - 8200 - Facility & equipment expenses	\$52,500.00	\$28,328.27	\$24,171.73	53.96%
8300 - Travel & meetings expenses	\$9,028.00	\$6,117.15	\$2,910.85	67.76%
8400 - Insurance Expense	\$13,500.00	\$16,414.83	(\$2,914.83)	121.59%
8700 - Food Expenses	\$22,070.00	\$19,849.48	\$2,220.52	89.94%
8800 - In-Kind Expenses	\$0.00	\$53,434.25	(\$53,434.25)	0.00%
Total - Expense	\$956,389.00	\$991,743.00	(\$35,354.00)	103.70%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	\$0.00	\$345.79	(\$345.79)	0.00%
8530 - Fees/Dues	\$0.00	\$9,671.81	(\$9,671.81)	0.00%
8540 - Training & TTA	\$19,304.00	\$19,275.33	\$28.67	99.85%
8560 - Computer & Software Related Expenses	\$0.00	\$2,087.40	(\$2,087.40)	0.00%
8570 - Advertising & Community Sponsorships	\$2,000.00	\$5,047.81	(\$3,047.81)	252.39%
8590 - Other Expenses	\$21,496.00	\$0.00	\$21,496.00	0.00%
Total - 8500 - Other Expense	\$42,800.00	\$36,428.14	\$6,371.86	85.11%
Total - Other Expense	\$42,800.00	\$36,428.14	\$6,371.86	85.11%

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Net Income	\$0.00	(\$54,037.89)	\$54,037.89	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2023 to Dec 2023
Options: Activity Only *EHS ChildCare Partnership*

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$0.00	\$536.41	(\$536.41)	0.00%
4500 - Federal Revenue	\$2,216,745.00	\$608,528.00	\$1,608,217.00	27.45%
Total - Income	\$2,216,745.00	\$609,064.41	\$1,607,680.59	27.48%
Gross Profit	\$2,216,745.00	\$609,064.41	\$1,607,680.59	27.48%
Expense				
7200 - Salaries & related expenses	\$610,157.00	\$187,613.86	\$422,543.14	30.75%
7300 - Indirect Cost Pool Expense	\$123,968.00	\$38,054.95	\$85,913.05	30.70%
7500 - Contract/Consultant Services	\$1,016,075.00	\$301,294.22	\$714,780.78	29.65%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$64,000.00	\$55,048.32	\$8,951.68	86.01%
8120 - Other/Maint Supplies	\$5,000.00	\$325.05	\$4,674.95	6.50%
8130 - Telephone & Internet	\$14,400.00	\$1,402.54	\$12,997.46	9.74%
8140 - Postage & shipping	\$0.00	\$69.63	(\$69.63)	0.00%
8150 - Medical/Dental Supplies	\$1,000.00	\$471.49	\$528.51	47.15%
8160 - Events/Meeting Expense	\$0.00	\$16.65	(\$16.65)	0.00%
8170 - Printing & copying	\$15,000.00	\$1,459.44	\$13,540.56	9.73%
8180 - Fatherhood	\$2,000.00	\$0.00	\$2,000.00	0.00%
Total - 8100 - Non personnel expenses	\$101,400.00	\$58,793.12	\$42,606.88	57.98%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$224.96	(\$224.96)	0.00%
8220 - Electric	\$720.00	\$3,300.54	(\$2,580.54)	458.41%
8225 - Water	\$500.00	\$22.11	\$477.89	4.42%
8230 - Trash	\$300.00	\$218.97	\$81.03	72.99%
8235 - Sewer	\$300.00	\$10.16	\$289.84	3.39%
8240 - Natural Gas	\$500.00	\$57.98	\$442.02	11.60%
8250 - Equip & Over \$5000.00 (Inv Items)	\$122,122.00	\$0.00	\$122,122.00	0.00%
8260 - Repair/Maint for Building/Equip	\$47,250.00	\$2,125.67	\$45,124.33	4.50%
Total - 8200 - Facility & equipment expenses	\$171,692.00	\$5,960.39	\$165,731.61	3.47%
8300 - Travel & meetings expenses	\$17,750.00	\$6,163.21	\$11,586.79	34.72%
8400 - Insurance Expense	\$6,300.00	\$4,151.94	\$2,148.06	65.90%
8700 - Food Expenses	\$3,000.00	\$141.78	\$2,858.22	4.73%
8800 - In-Kind Expenses	\$0.00	\$536.41	(\$536.41)	0.00%
Total - Expense	\$2,050,342.00	\$602,709.88	\$1,447,632.12	29.40%
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	\$25,000.00	\$9,093.00	\$15,907.00	36.37%
8530 - Fees/Dues	\$1,500.00	\$715.20	\$784.80	47.68%
8540 - Training & TTA	\$42,863.00	\$9,000.20	\$33,862.80	21.00%
8560 - Computer & Software Related Expenses	\$0.00	\$6.12	(\$6.12)	0.00%
8570 - Advertising & Community Sponsorships	\$7,500.00	\$2,964.84	\$4,535.16	39.53%
8590 - Other Expenses	\$2,000.00	\$0.00	\$2,000.00	0.00%
8595 - Subsidy Expense	\$89,540.00	\$51,835.50	\$37,704.50	57.89%
Total - 8500 - Other Expense	\$168,403.00	\$73,614.86	\$94,788.14	43.71%
Total - Other Expense	\$168,403.00	\$73,614.86	\$94,788.14	43.71%
Net Income	(\$2,000.00)	(\$67,260.33)	\$65,260.33	3,363.02%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Credit Card Vendor Totals
Nov 2023
Options: Show Zeros

NAME	AMOUNT (GROSS)
CAPITAL ONE	\$8,335.67
DAVISON FUELS & OIL, LLC	\$8,676.27
DOLLAR GENERAL CHARGE SALES	\$56.36
HOME DEPOT BRC/GECF	\$4,339.40
TCM BANK NA	\$33,415.29
WAL-MART COMMUNITY BRC	\$7,101.31
Total	\$61,924.30

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Credit Card Report
Nov 2023

Program	Contract/Consultant Services	Facility & equipment expenses Repair/Maint for Building/Equip	Food Nutrition Cost	Food, Nutrition Cost	Food Expenses Non-Food		Non personnel expenses										Other Expense			Travel & meetings expenses				Total
					Other Food Expense	Total	Events/Meeting Expense	Office/Teaching Supplies	Other/Maintenance Supplies	Postage & shipping	Telephone & Internet	WX Materials	Total	Advertising & Community Sponsorships	Computer & Software Related Expenses	Fees/Dues	Other Expenses	Recognition	Training & TTA	Total	Fuel Cost	Out of Area Travel	Total	
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Administration					\$564.13	\$564.13	\$2,379.50	\$2,557.44	\$171.99				\$5,108.93		\$2,082.54	\$161.91		\$1,699.91	\$49.00	\$3,993.36	\$88.76	\$1,658.00	\$1,658.00	\$11,324.42
Apartments					\$0.00	\$0.00							\$0.00						\$595.00	\$595.00	\$88.76	\$389.10	\$88.76	\$88.76
Community Services					\$0.00	\$0.00							\$0.00						\$753.40	\$2,161.90	\$49.56	\$389.10	\$49.56	\$984.10
Early Head Start					\$579.86	\$579.86	\$2.53	\$1,247.93					\$1,250.46			\$1,408.50			\$1,609.14	\$1,609.14	\$49.56	\$2,163.72	\$49.56	\$4,041.78
Early Head Start Child Care					\$0.00	\$0.00	\$6.31	\$1,974.51					\$1,980.82						\$330.00	\$384.25	\$123.82	\$2,039.90	\$52.28	\$5,753.68
Early Learning Centers			\$569.20	\$221.07	\$154.47	\$944.74	\$300.75	\$1,508.97					\$1,809.72			\$54.25			\$6,095.25	\$7,972.11	\$951.29	\$52.28	\$52.28	\$3,190.99
Head Start			\$165.71	\$183.16		\$348.87	\$494.58	\$2,604.83					\$3,099.41	\$1,391.89	\$14.98	\$379.75	\$90.24		\$126.00	\$126.00		\$0.00	\$0.00	\$12,371.68
Healthy Start					\$1,797.85	\$1,797.85							\$0.00						\$3,563.36	\$3,676.17	\$705.80	\$705.80	\$0.00	\$1,923.85
Housing					\$194.12	\$194.12				\$10.25		\$195.00	\$240.22		\$65.97	\$46.84			\$0.00	\$0.00	\$187.12	\$187.12	\$0.00	\$19.18
Mentoring					\$0.00	\$0.00	\$19.18						\$0.00						\$0.00	\$0.00	\$187.12	\$187.12	\$0.00	\$187.12
Self-Help Housing					\$0.00	\$0.00							\$0.00						\$1,195.80	\$413.81	\$413.81	\$413.81	\$0.00	\$3,286.46
State Park Operations		\$468.87			\$166.60	\$166.60		\$215.30	\$56.36		\$769.72		\$1,041.38	\$9.92		\$632.11	\$553.77		\$95.94	\$95.94		\$0.00	\$0.00	\$608.62
T&MA					\$0.00	\$0.00		\$512.68					\$512.68		\$95.94				\$0.00	\$0.00	\$5,875.93	\$5,875.93	\$0.00	\$6,702.81
Transit					\$0.00	\$0.00		\$826.88					\$826.88						\$0.00	\$0.00		\$0.00	\$0.00	\$6,702.81
Tri-CORPS					\$0.00	\$0.00	\$41.70						\$41.70						\$0.00	\$0.00		\$0.00	\$0.00	\$41.70
Youth Build	\$359.88				\$169.25	\$169.25		\$13.01	\$20.86	\$17.10			\$50.97	\$16.50				\$552.48	\$585.92	\$1,154.90	\$280.18	\$228.26	\$508.44	\$2,243.44
Total	\$359.88	\$468.87	\$734.91	\$404.23	\$3,626.28	\$4,765.42	\$3,244.55	\$11,496.52	\$249.21	\$27.35	\$769.72	\$195.00	\$15,982.35	\$1,418.31	\$2,259.43	\$2,683.36	\$644.01	\$2,252.39	\$13,707.07	\$22,964.57	\$8,676.27	\$4,367.54	\$13,043.81	\$57,584.90

Funding Entity:	NeighborWorks America
Funding Opportunity:	FY24 Round 1 Expendable Grant
Due Date:	December 15th, 2023
Anticipated Award Amount:	\$182,000

LIFT Community Action Agency, Inc. is requesting the Board of Directors' approval to apply to NeighborWorks America for the FY24 Expendable Grant opportunity. LIFT CAA is a chartered member of the NeighborWorks America Network. NWA supports many of the agency's lines of business with a strong focus on housing, lending, and community development. For expendable grants, in addition to base awards provided to any/all NeighborWorks Organizations in good standing, NWA awards additional funds to NeighborWorks Organization's based upon past 3 years production, level of comprehensive community development (CCD) activities, and the organizations overall health rating. All NeighborWorks organizations in good standing will receive a base award of \$87,000 in 2024. LIFT CAA has an exemplary OHTS rating which equates to receiving an additional \$50,000 in expendable funds. Production awards are calculated based on units produced and investment and can range from \$5,000 to \$15,000 per NeighborWorks Organization. LIFT's CCD activities should make us eligible for the top award amount of \$40,000. This expendable grant provides funding primarily to support our operating costs associated with each of these activities as described above.

Funding Entity:	NeighborWorks America
Funding Opportunity:	FY24 Round 1 Capital Grant
Due Date:	December 15th, 2023
Anticipated Award Amount:	\$50,000.00

LIFT Community Action Agency, Inc. is requesting the Board of Directors' approval to apply to NeighborWorks America for the FY24 Capital Grant opportunity. LIFT CAA is a chartered member of the NeighborWorks America Network. NWA supports many of the agency's lines of business with a strong focus on housing, lending, and community development. Capital grant awards range from \$50,000.00 to \$150,000.00 and are based on average annual leveraged investment reported over four rolling federal fiscal years. FY2024 awards will be based on investment activity from FY2020 through FY2023 for real estate and lending activities. Capital Awards from NeighborWorks America are primarily used to acquire and/or improve assets to include buildings, land, homes, etc. Based on current investments and NWA's formula for calculating Capital Awards, LIFT anticipates a capital award of \$50,000.00.

Funding Entity: International Paper Valliant Container Board Mill

Funding Amount: \$1,000

International Paper addresses critical needs in the communities where their employees live and work through volunteerism, product donations and charitable giving.

The Valliant Containerboard Mill located in Valliant Oklahoma has partnered with LIFT Community Action Agency for more than a decade in support of local community giving efforts. This year, they have supported the Holiday Food Drive by making monetary donations for both the Thanksgiving and Christmas Food baskets.

This donation of \$1,000 will be used for the purchase of food which will allow us to provide Christmas Food Baskets to twenty families in our area.

For a family to be considered for a Food Basket, the process begins with LIFT Program staff submitting nomination forms of families they know to be in need. We always receive more nominations than we are able to fund. Therefore, a committee prioritizes the nominations and families are selected based on greatest level of need.

This year, Representatives from International Paper Valliant Mill also helped with the distribution of food baskets for Thanksgiving and plan to help with the Christmas food baskets as well.

LIFT Community Action, Inc.

WAP-2023-LIFT CAA-00005

Contract Part I: 19361 DOE 23

FAIN #: DE-EE0009925

UEI #: CL9DVU1YDGU2

FEI #:

73-0772321

CONTRACT**PART I****SUMMARY AND SIGNATURES**

Contracting Agency:	Oklahoma Department of Commerce State of Oklahoma (ODOC)
Contractor:	LIFT Community Action Agency, Inc.
Contract Title:	ODOC Weatherization Assistance Program - DOE
Contract Number:	19361 DOE 23
Federal Amount:	\$273,906.00
Match Amount:	
Contract Amount:	\$273,906.00
Research and Development:	Not R&D Related
Indirect Cost Rate:	35.68%
Grant Award Amount - This Action:	\$273,906.00
Total Committed:	\$273,906.00
Total Obligated:	\$273,906.00
Source:	Department of Energy (DOE) Weatherization Assistance Program. Catalog of Federal Domestic Assistance (CFDA) Number 81.042
Project Funding Period:	April 1, 2023 through March 31, 2024
Federal Award Period:	April 1, 2022 through March 31, 2025

Summary of Project**Budget Summary**

CDBG Funds
Construction -
Engineering/Architect -
Inspection -
Other -
Public Facilities Admin -
Direct Grantee Admin -
Planning -
TOTAL CDBG -
TOTAL LEVERAGE -
TOTAL FUNDS -

LIFT Community Action, Inc.

WAP-2023-LIFT CAA-00005

Contract Part I: 19361 DOE 23

Submit Requisitions to:	Issue Payment To:
Community Development	LIFT Community Action
	Agency, Inc.
Oklahoma Department of	209 N 4th Street
Commerce	
900 North Stiles	Hugo, OK 74743-3809
Oklahoma City, OK	
73104-3234	
AGREEMENT	Part I - Summary and
COMPONENTS:	Signatures

Part II - Terms and
Conditions
Certification Regarding
Lobbying

SPECIAL CONDITIONS:

SIGNATURES – EXECUTION OF CONTRACT

The rights and obligations of the parties to this contract are subject to and governed by Part II – Terms and Conditions. To the extent of any inconsistency between the general and the specific, the specific governs.

✓ I certify that I am authorized to sign this document, and any attachments or addendums thereto, and I have read and agree to all parts of the contract.

Executed by:	Executed by:
LIFT Community Action	Oklahoma Department of
Agency, Inc.	Commerce
Sheree Ensley	

Signature of Authorized	Signature of Authorized
Official	ODOC Official
12/5/2023	
Date	Date



Award# 06CH012393-01-00

FAIN# 06CH012393

Federal Award Date: 11/07/2023

Recipient Information**1. Recipient Name**

LIFT COMMUNITY ACTION AGENCY INC
209 N 4TH ST
HUGO, OK 74743-3809
580-326-3351

2. Congressional District of Recipient

02

3. Payment System Identifier (ID)

1730772321A1

4. Employer Identification Number (EIN)

730772321

5. Data Universal Numbering System (DUNS)

095453171

6. Recipient's Unique Entity Identifier (UEI)

XL9DVU1YDGU2

7. Project Director or Principal Investigator

Ms. Darla Galyon
dgalyon@ldcaahs.org
580-326-7581

8. Authorized Official

Mr. David Hawkins
boardchair@liftca.org
(580) 326-7581

Federal Agency Information

ACF/OHS Region VI Grants Office

9. Awarding Agency Contact Information

Ms. Jennifer M Curtiss
Grants Management Officer
jennifer.curtiss@acf.hhs.gov
816-426-2991

10. Program Official Contact Information

Mr. Kenneth Gilbert
Regional Program Manager
HHS/ACF/OHS Region VI
kenneth.gilbert@acf.hhs.gov
214-767-8844

Federal Award Information**11. Award Number**

06CH012393-01-00

12. Unique Federal Award Identification Number (FAIN)

06CH012393

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

Head Start and Early Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information**19. Budget Period Start Date** 12/01/2023 - **End Date** 11/30/2024**20. Total Amount of Federal Funds Obligated by this Action** \$2,254,971.00

20a. Direct Cost Amount \$1,919,485.00

20b. Indirect Cost Amount \$335,486.00

21. Authorized Carryover \$0.00**22. Offset** \$0.00**23. Total Amount of Federal Funds Obligated this budget period** \$0.00**24. Total Approved Cost Sharing or Matching, where applicable** \$563,743.00**25. Total Federal and Non-Federal Approved this Budget Period** \$2,818,714.00**26. Period of Performance Start Date** 12/01/2023 - **End Date** 11/30/2028**27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance** \$2,818,714.00**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Ms. Jennifer M Curtiss
Grants Management Officer

30. Remarks



Notice of Award

Award# 06CH012393-01-00

FAIN# 06CH012393

Federal Award Date: 11/07/2023

Recipient Information**Recipient Name**

LIFT COMMUNITY ACTION AGENCY INC
209 N 4TH ST
HUGO, OK 74743-3809
580-326-3351

Congressional District of Recipient

02

Payment Account Number and Type

1730772321A1

Employer Identification Number (EIN) Data

730772321

Universal Numbering System (DUNS)

095453171

Recipient's Unique Entity Identifier (UEI)

XL9DVU1YDGU2

31. Assistance Type

Discretionary Grant

32. Type of Award

Service

33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$1,275,618.00
b. Fringe Benefits	\$432,142.00
c. Total Personnel Costs	\$1,707,760.00
d. Equipment	\$0.00
e. Supplies	\$23,795.00
f. Travel	\$5,194.00
g. Construction	\$0.00
h. Other	\$151,136.00
i. Contractual	\$31,600.00
j. TOTAL DIRECT COSTS	\$1,919,485.00
k. INDIRECT COSTS	\$335,486.00
l. TOTAL APPROVED BUDGET	\$2,254,971.00
m. Federal Share	\$2,254,971.00
n. Non-Federal Share	\$563,743.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
4-G064122	06CH01239301	ACFOHS	41.51	93.600	\$2,225,341.00	75-24-1536
4-G064121	06CH01239301	ACFOHS	41.51	93.600	\$9,652.00	75-24-1536
4-G064120	06CH01239301	ACFOHS	41.51	93.600	\$19,978.00	75-24-1536



35. Terms And Conditions

STANDARD TERMS

1. Federal awards are subject to legally binding requirements called terms and conditions (T&Cs). Recipients must review and comply with all T&Cs identified under the award. When a recipient is awarded and accepts an ACF award, it must comply with the requirements outlined in the Notice of Award and T&Cs. The recipient must actively manage its award and adhere to all applicable requirements. For more information about grants management activities and resources for recipients throughout the award lifecycle, see the Managing Your ACF Grant Award at <https://www.acf.hhs.gov/grants/manage-grant>.

Applicable Legislation, Statute, and Regulations

1. The administration of this program is authorized under the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, Public Law 110-134 at <https://www.congress.gov/bill/110th-congress/house-bill/1429>.
2. The program is codified at 42 U.S.C. 9831 et seq at <http://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter105/subchapter2&edition=prelim>.
3. Implementing program regulations are published as the Head Start Program Performance Standards at 45 CFR Parts 1301 to 1305, <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XIII/subchapter-B>. Additional program guidance is located on the Early Childhood Learning & Knowledge Center (ECLKC), <https://eclkc.ohs.acf.hhs.gov/>. Recipients must act in compliance with the Program Instructions and Information Memoranda. For full text, go to <https://eclkc.ohs.acf.hhs.gov/policy/pi> and <https://eclkc.ohs.acf.hhs.gov/policy/im>.
4. This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards found at 45 CFR Part 75 at <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>. This award is subject to the Closeout requirements for Grants and Agreements found at 2 CFR 200.344 at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbabcde2/section-200.344>.
5. This award is subject to Executive Orders in the Federal Register available at <https://www.federalregister.gov/presidential-documents/executive-orders>.
6. This award is subject to requirements or limitations in any applicable Appropriations Act available at <https://crsreports.congress.gov/>.
7. This award is subject to the Administrative and National Policy Requirements at <https://www.acf.hhs.gov/grants/administrative-and-national-policy-requirements>.
8. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on your recipient type and the purpose of this award. This includes requirements in Parts I and II available at <https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html>. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.



Department of Health and Human Services

Administration for Children and Families

Item L3

Page 4 of 4

Notice of Award

Award# 06CH012393-01-00

FAIN# 06CH012393

Federal Award Date: 11/07/2023

Property

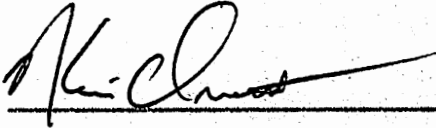
9. This award is subject to the Property Related T&Cs found at <https://www.acf.hhs.gov/grants/manage-grant/grant-award/property-terms>. Under 45 CFR §75.323, all real property, equipment, and intangible property acquired or improved with ACF funds must be held in trust by the non-federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved.

Award Payment

10. This award will be paid through the Department of Health and Human Services, Payment Management Services, operating under the Program Support Center (PSC). The PSC provides automated award payment and cash management services from awards issued by Federal Government Awarding Agencies through the centralized payment system, Payment Management System (PMS). For more detailed information on payment through PMS, go to <https://pms.psc.gov/>. Drawing funds from PMS indicates acceptance and agreement to the T&Cs of the award.

Unique Entity Identifier (UEI) Notice

11. All applicants and recipients must have an active System for Award Management (SAM) registration and UEI issued. ACF recommends that organizations start the renewal process at least 30 days prior to expiration to avoid delays in federal funding. Entities can search for help at Federal Service Desk (FSD) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET. This award is subject to requirements as set forth in 2 CFR 25.110.

McCRAW OIL COMPANY INCORPORATED		101	
KIDS AND COLLEGE ACCOUNT		88-858/1119	
PO BOX 220 PH #903-583-7481		01	
BONHAM, TX 75418		Date <u>11/30/23</u>	
Pay to the Order of <u>Life Community Action Agency</u>		CHECK AMOUNT <u>\$11500.00</u>	
<u>one thousand five hundred dollars</u>		no/100 Dollars	
 CapTex BANK Trenton, Leonard, Bonham, Melissa, Farmersville, Ft Worth			
For _____		106 Hamilton Trenton, TX 75490 903-889-2235	
⑆ 111908583⑆ ⑈ 60 2375 8⑈ 0101			

**LIFT C.A.A. HEAD START
209 NORTH 4TH STREET
HUGO, OK 74743
(580) 326-7581**

**HEAD START
STAFF QUALIFICATION WAIVER REQUEST**

HEAD START REQUEST:

LIFT Head Start is requesting a waiver as outlined in the Head Start Act, Section 648A Teacher Qualifications, for a Head Start Teacher, Lori Stiles:

(B) As of October 1, 2011--

(i) an associate degree in early childhood education;

(ii) an associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; or

(iii) a baccalaureate degree and has been admitted into the Teach For America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in a Teach For America summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support from Teach For America's professional staff.

(4) WAIVER- On request, the Secretary shall grant--

(B) as of October 1, 2011, a 3-year waiver of the requirements of paragraph (3)(B) for a Head Start agency that can demonstrate that--

(i) the agency has attempted unsuccessfully to recruit an individual who has the qualifications described in clause (i) or (ii) of such paragraph, with respect to an individual who is enrolled in a program that grants a degree described in clause (i) or (ii) of such paragraph and will receive such degree in a reasonable time; and

(ii) each Head Start classroom has a teacher who has, at a minimum--

(I) a child development associate credential that is appropriate to the age of children being served in center-based programs; or

(II) a State-awarded certificate for preschool teachers that meets or exceeds the requirements for a child development associate credential.

(III) the teacher can demonstrate that she/he has completed all prerequisites for a CDA or State awarded preschool certificate meeting or exceeding the requirements of the CDA and is awaiting the award of the CDA or certificate.

Justification for Waiver:

Lori Stiles was hired as a full-time employee within our agency, as a Head Start Teacher Assistant in August 2020, prior to that she was a School Readiness AmeriCorps Member for 2 years. Ms. Stiles holds a current Preschool CDA and has had numerous hours of training throughout her tenure with Head Start. She is in the process of obtaining her Associate Degree in Child Development to be a 3-year-old teacher. Ms. Stiles is currently on track to finish an Associate of Science in Child Development in June 2025, she will complete all hours within the required timeframe for the waiver requested. She is currently enrolled in 9 hours this Fall 2023 semester. We are therefore requesting a waiver for Ms. Stiles while completing the required number of early childhood related hours. A copy of her CDA and class schedule is attached.

This position has run on our website internally and to the public, on Indeed, and posted with paid Facebook ads. Three applications were received for this position, of those, Teresa was the only applicant that would qualify to request a waiver due to her holding a CDA.

Council for Professional Recognition

LORI STILES

has satisfactorily demonstrated competence in working with young children through an assessment by the CDA® National Credentialing Program and is hereby awarded the Child Development Associate® (CDA) Credential™

Preschool



A handwritten signature in black ink, appearing to read "C. Stiles", is written over a horizontal line.

Chief Executive Officer
Council for Professional Recognition

September 19, 2023

Credential Date

September 19, 2026

Expiration Date

C000222702

Credential Number

Risk Assessment Executive Summary

Risk Management Basics

This segment of the executive summary contains recommendations related to Risk Management Basics, including the assignment of responsibility for risk management, risk oversight, and risk committees.

Governance Risk

This segment of your executive summary contains priority recommendations to strengthen your board.

- Explore ways to convey and reinforce your agency's mission and purpose, such as through short videos, infographics, or even a draft 'elevator speech.' These tools will be valuable to your board as it works to fully understand what you do, and effectively convey your mission to other stakeholders.
- See the full report for suggestions to increase the engagement and dialogue during Finance Committee presentations.

Facilities and Building Security

This section of your executive summary contains priority recommendations based on your answers to the questions in the Facilities and Building Security Module.

- Review your evacuation plans to ensure that they are comprehensive; a list of elements that should be included in a thorough plan can be found in your full report for this module.
- Consider the value of requiring ID badges for all visitors. Explore affordable options and possible barriers to implementation. Solicit input from staff prior to implementing a new badge policy.

You indicated that your agency's facilities may not be compliant with the Americans with Disabilities Act. For more specific information about various aspects of the ADA and how it might apply to your organization and / or facility, visit the [ADA Question and Answer](#) page.

Human Resources and Employment Practices

This section of your executive summary notes priority recommendations based on your answers to the questions in the Human Resources and Employment Practices module.

- You indicated that your agency has not identified who is a 'disqualified person' under IRS regulations. We recommend that you learn more about this topic, determine whether your organization is required to comply with these regulations, and take steps to ensure compliance. See the full report for resources on this topic.

Financial Reporting and Internal Controls

- See your full report for suggestions to improve financial reporting. Remember to also review Category 8 (Financial Operations and Oversight) of the COE Developed CSBG Organizational Standards to make sure that your team fully understands these expectations for community action agencies. As indicated in the narrative introduction, "The fiscal bottom line of Community Action is not isolated from the mission, it is a joint consideration."
- See your full report for suggestions to improve financial reporting. Remember to also review Category 8 (Financial Operations and Oversight) of the COE Developed CSBG Organizational Standards to make sure that your team fully understands these expectations for community action agencies. As indicated in the narrative introduction, "The fiscal bottom line of Community Action is not isolated from the mission, it is a joint consideration."
- We recommend that you make it a priority to catch up with any outstanding investment schedules and update these on a timely basis in the future.

Contracts

This section of your executive summary features priority recommendations related to contracts and your nonprofit's contracting processes.

- Incorporated entities answer for their debts and liabilities. When your agency is asked to indemnify another, you are being asked to agree in advance of an incident to pay for the debts or liability of another party. As a general rule, an organization *receiving* a service should *not agree* to indemnify (or name as an additional insured) the organization *providing* a service.

Client and Participant Safety

This section of your executive summary contains priority recommendations based on your answers to the questions in the Client and Participant Safety module.

- You indicated that your organization does not provide instruction to staff concerning appropriate steps to take in emergency situations. We recommend that you remedy this gap by developing clear steps applicable to a wide array of accidents and incidents. Simple checklists, reminders, or info cards should be shared with staff across the organization.
- We recommend that you update your screening practices to ensure that you are exploring the issue of how applicants would exercise control over clients. Applicants also need to know the organization's guidelines for discipline and control. If the applicant appears to be unwilling -- or unable -- to adapt to the organization's guidelines for exercising control over service recipients, the organization would be well advised not to place the applicant in a position that requires supervising activities for service recipients.

Transportation

This section of your executive summary contains priority recommendations based on your answers to the questions in the Transportation module.

You indicated that your organization provides or sponsors transportation services or owns (or leases) vehicles. The following transportation issues were identified as concerns during the assessment. Look to the full report for details.

- Your organization may be directly or vicariously liable when volunteers or employees operate a vehicle on behalf of your organization. The conditions for each situation and the proper procedures are addressed in the full report.
- Rented, hired or borrowed vehicles can create some of the same exposures as vehicles that are owned by your organization. Be sure that you have policies governing the use of these vehicles and familiarize yourself with the insurance coverage guidelines in your operating area (state, region).
- Driver training is the best opportunity to verify the abilities of the people who will operate vehicles. In addition, it is the best way to communicate policies, procedures and expectations about transportation to a captive audience. We recommend instituting a driver training program as soon as possible.
- Remember that cargo is not typically covered under regular vehicle policy. Check with your broker to see if you have the appropriate policy for coverage (usually inland marine coverage).

Technology and Privacy Risk Management

This section of your executive summary contains priority recommendations based on your answers to the questions in the Technology and Privacy Risk Management module.

- We recommend that you adopt a Bring Your Own Device Policy that clarifies what agency information may and must never be accessed on personal devices, including whether employees may access Personally Identifiable Information (PII) on their personal devices.
- It is common practice to require users to change login practice on a regular basis. We recommend that you develop a policy as soon as possible that provides guidelines about the strength of passwords and the frequency of changes.
- We recommend that you consider developing a data classification policy. A template policy is available in *My Risk Management Policies*.
- You indicated that your agency does not have a data breach plan in place. We recommend that you address this gap as soon as possible. See the full report for this module for information on key components in a plan, as well as hyperlinks to NYS and other state breach notification laws.
- See the report for this module for information on cyber liability insurance.

Special Events

This section of your executive summary contains priority recommendations based on your answers to the questions in the Special Events module.

- Hosting special events may require risk management efforts not normally associated with the normal operations of your organization. Be sure to consider the various components of the event and risks associated with these components. Doing so will help the event be successful and have a positive impact for your organization.
- Documentation is critical to clarify expectations when working with other entities. Get agreements in writing when other parties are involved.
- An absence of personnel devoted to security (and other emergency situations) at your event creates a liability for your organization. You should implement appropriate staffing internally or contract the appropriate vendor to provide security.
- Although there may be time and other resource constraints that apply, selection, training, and supervision of 'day of' volunteers for your special event should reflect the magnitude of the risks associated with their use.
- You should be taking the necessary steps to address spectator safety as a part of your event.
- Vehicle operating and insurance concerns need to be addressed if you are transporting event participants yourself or by contracting an outside service.
- You should be using accident or incident forms to create documentation of the event. This documentation helps with review after the accident as well as fostering the ability to prevent similar incidents from happening going forward. Look to the full report for information on what your forms should include.

Crisis Management and Business Continuity Planning

This section of your executive summary contains priority recommendations based on your answers to questions in the Crisis Management and Business Continuity Planning module.

- To increase your confidence with respect to crisis planning, review the gaps in your crisis management plan identified in your full report for this module.
- We recommend that you establish a timetable and appoint a small task force to assemble existing components of business continuity planning into a true BCP.

Volunteer Risk Management

This section of your executive summary offers priority recommendations based on your answers to the questions in the Volunteer Risk Management module.

- You indicated that some, but not all, volunteers undergo an orientation prior to serving. We recommend that you require an onboarding or orientation process for all volunteers. Doing so increases the likelihood that volunteers will serve safely and effectively. In cases where it is difficult or impossible to provide an orientation, closer supervision or periodic in-service training should be provided.
- Consider developing a volunteer handbook as a way to share important policies with your volunteers.
- You indicated that you encourage volunteers to raise concerns but that you do not have a formal process for them to follow. It may be confusing or discouraging to a volunteer who has a complaint but does not know how to resolve it. We suggest establishing a formal process for volunteers to voice concerns with your organization.
- Conducting exit interviews with departing volunteers offers many benefits. We recommend that you consider conducting exit interviews. See the full report for suggestions on components of an exit interview process as well as questions to include.

Fundraising and Resource Development

This section of your executive summary contains priority recommendations based on your answers to the questions in the Fundraising and Resource Development module.

- Planning for the possibility that an individual donor will walk away from your nonprofit is sound risk management. See the report for insight on the reasons some donors walk away, and four tips for reducing the likelihood and potential impact of losing a major individual donor.
- You indicated that your nonprofit does not have practices in place to manage the risk of non-compliance with the CAN-SPAM Act. See the full report for additional information on this federal law, including resource links.
- Nonprofits that have minimal experience with government contracts may be caught off guard and unprepared for some of the risks associated with such funding, including inadequate funding for infrastructure, late payment/reimbursement, and complex reporting requirements. Thoughtfully consider the range of risks and 'what ifs' before you seek any government contract.
- You indicated that your nonprofit has not adopted goals with respect to the diversification of funding sources. Perhaps your agency has a single, highly reliable source of funding. Or your revenue streams have been judged adequately diverse. See the full report for a few risk tips related to the goal of diversifying funding sources.

What is ERSEA?

From the application process to enrollment continuing through the completion of the program, all participants must flow through the ERSEA system

Eligibility

Determining those qualified to receive services:

- Income based on the current Federal Poverty Guidelines (updated annually in January)
- Categorically Eligible
- Income Eligible
- Must meet age requirements for each program

Recruitment

All agency staff participate in recruitment:

- Word of mouth
- Wearing agency apparel in public
- Attending community events
- Flyers
- Yard signs

Selection

Based on the Community Needs Assessment, points are determined to ensure families with the greatest need are served first.

Some factors for calculating points:

- Disabilities
- Income
- Family size
- Parental status
- Homeless/Foster Care

Enrollment

Based on the number of funded slots that are granted for each program

Head Start: 387

Early Head Start: 48

Early Head Start Child Care: 120

Attendance

Enrolled participants are expected to maintain an 85% attendance rate.

Attendance is monitored throughout the program year

Eligibility Determination Process

Head Start/Early Head Start/Early Head Start Child Care Programs

All participants in Federally Funded Head Start/Early Head Start/Early Head Start Child Care programs must have eligibility determinations completed prior to acceptance into the program. These are the steps taken to determine individual eligibility for services.

STEP 1

Staff member conducts
interview



Interview can be
conducted in person or
by telephone

STEP 2

Promote Confidentiality
and Sensitivity



Be respectful of family
backgrounds and
experiences

Maintain professional
boundaries and
confidential information

STEP 3

Collect required
information



Verify age eligibility for
program

Verify income for
eligibility

Step 4

Determine Eligibility
Status



Income eligibility (below
100% Poverty
Guidelines)

Public Assistance (SSI,
TAFN, or SNAP) Foster
Care

Experiencing
Homelessness

Step 5

Determine Eligibility
Points



Based on income, age,
risk factors, disabilities,
household makeup,
homelessness/foster
care and parental status

Score points using
approved selection
criteria

Step 6

Maintain Waitlist and
Enrollment



Participants with the
highest number of
eligibility points are
accepted first

Vacancies are filled
within 30 days

Selection Criteria Breakdown



● **Final Score**
Each participant family is scored using the same selection criteria then ranked on the waitlist by the final total number of points. As vacancies occur, the participant with the next greatest need is accepted.

● **Income**
Based on the family's income source and number of household members, points are assessed based on the Federal Poverty Guidelines. The lower the income, the higher the number of points.

● **Age**
Highest level of points are given to youngest participants in Early Head Start and 4 year olds in Head Start.

● **Experiencing Homelessness/Foster Care**
Categorically Eligible – Performance standards require children and families experiencing homelessness or in foster care to receive services without additional barriers.

● **Other Risk Factors**
Points are broken down to provide more intricate variances between otherwise similar families to rank based on specific need. Focuses on Social Services, characteristics of the primary caregiver, etc.

● **Disability**
Participants who apply and are eligible, by providing documentation of disability services, receive base score, with additional nominal points added for each additional service received to differentiate needs within this category.

● **Multiple Participants**
Additional points are given to families with multiple children, many of whom are participant siblings.

● **Parental Status**
Highest scoring points given to participants in greatest need whose support system is made up of a legal guardian/single parent, and least points given for two parent families.

What is a false claim?

Misleading, untrue, or “fake” information reported by a “knowing” individual to another person.

GAO Investigation 2010

US Government officials posed as applying families to determine if programs were collecting complete information and determining eligibility correctly.

- Agencies were found to not be collecting full income information to be able to determine some families eligible who otherwise would not be.

Head Start, EHS, & EHS-CC Employees

Confidential and False Claim regulations/policies are reviewed annually in training and employee personnel policy manuals.

Employees who falsify or willingly withhold information for the purpose of increasing a family's probability for eligibility:

- Are subject to disciplinary action
- Possible suspension or termination

Families

Staff interviews family on all aspects of eligibility to lessen the instances of false claims.

Applications signed by the family include an acknowledgement statement that all information is true and correct.

Families who falsify or willingly withhold information to increase their eligibility will have their application withdrawn and asked to begin the application process again.

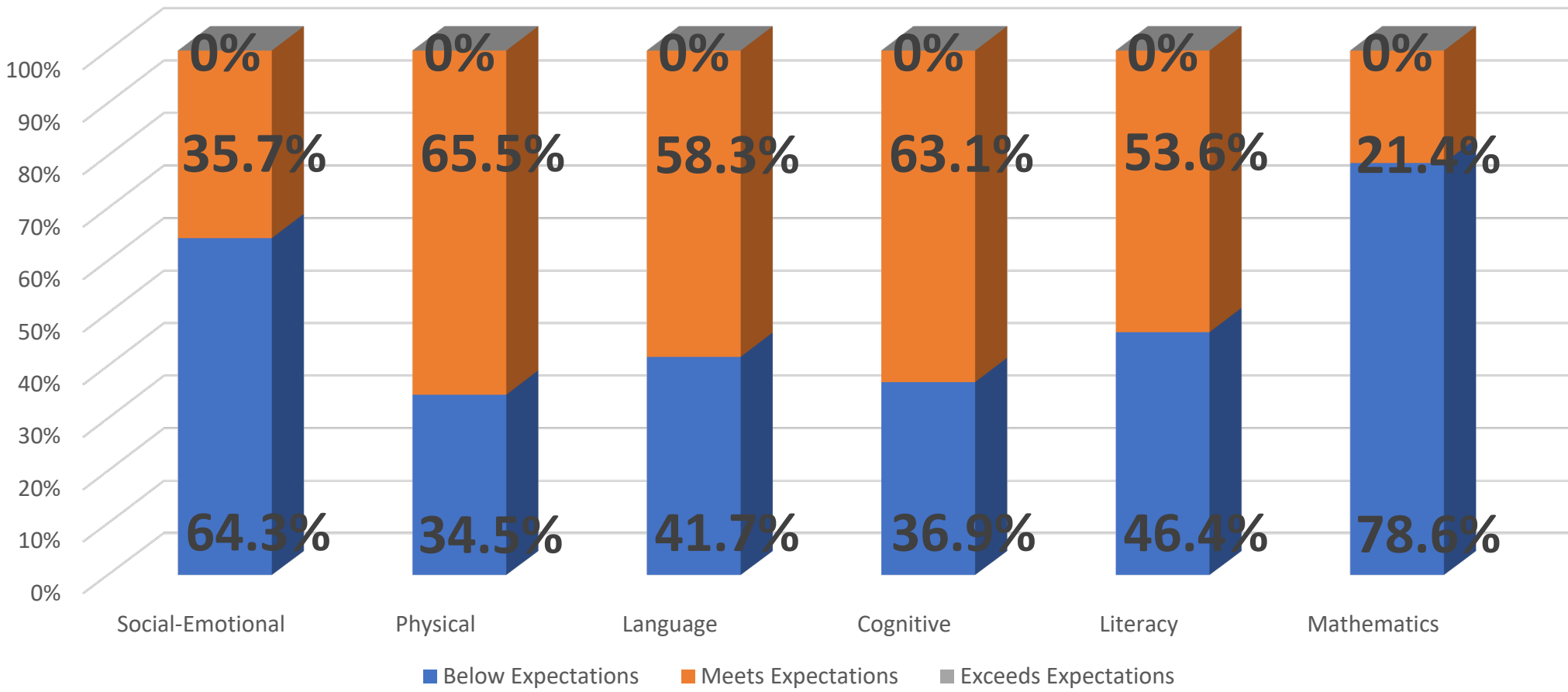
Fall 2023

Widely Held Expectations

Head Start/Early Head Start/Early Head
Start-Child Care

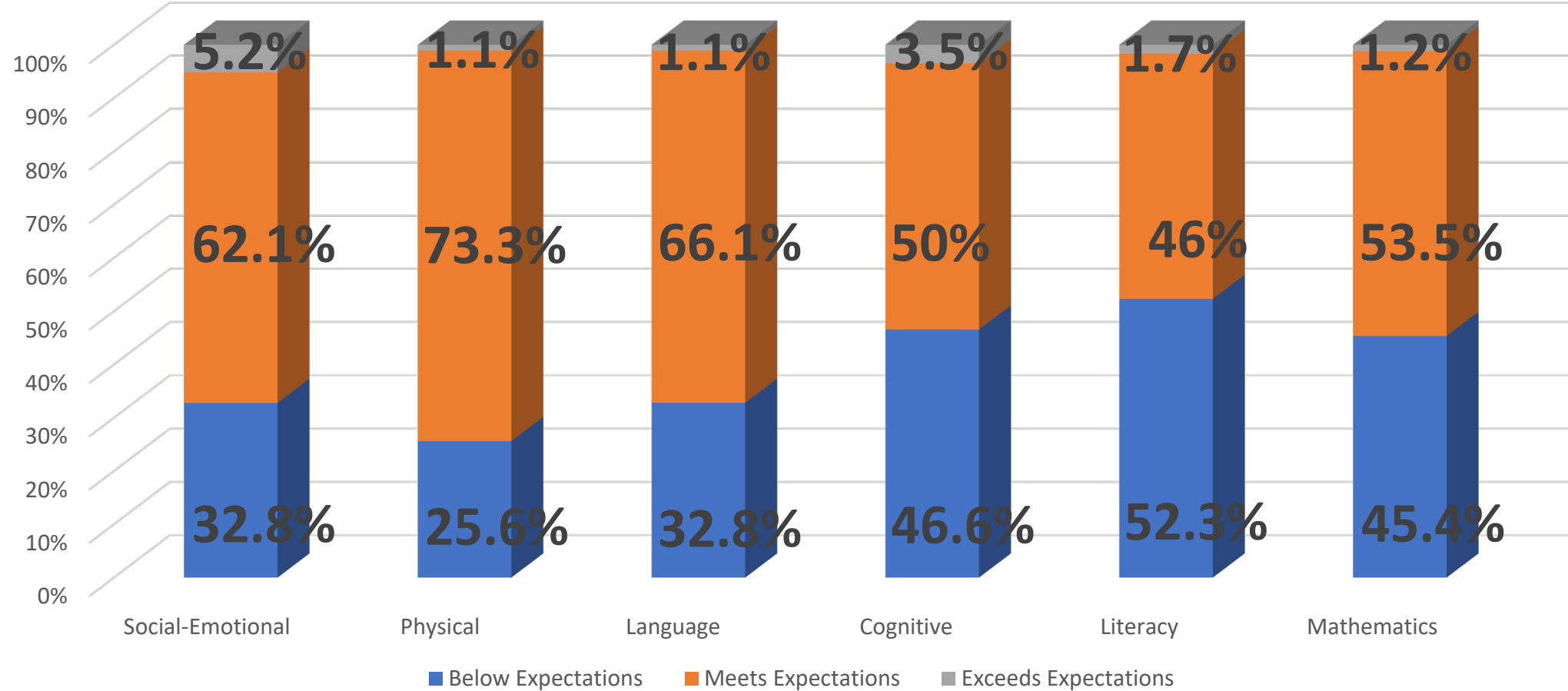
Head Start 4 year olds (84 children)

Fall 2023



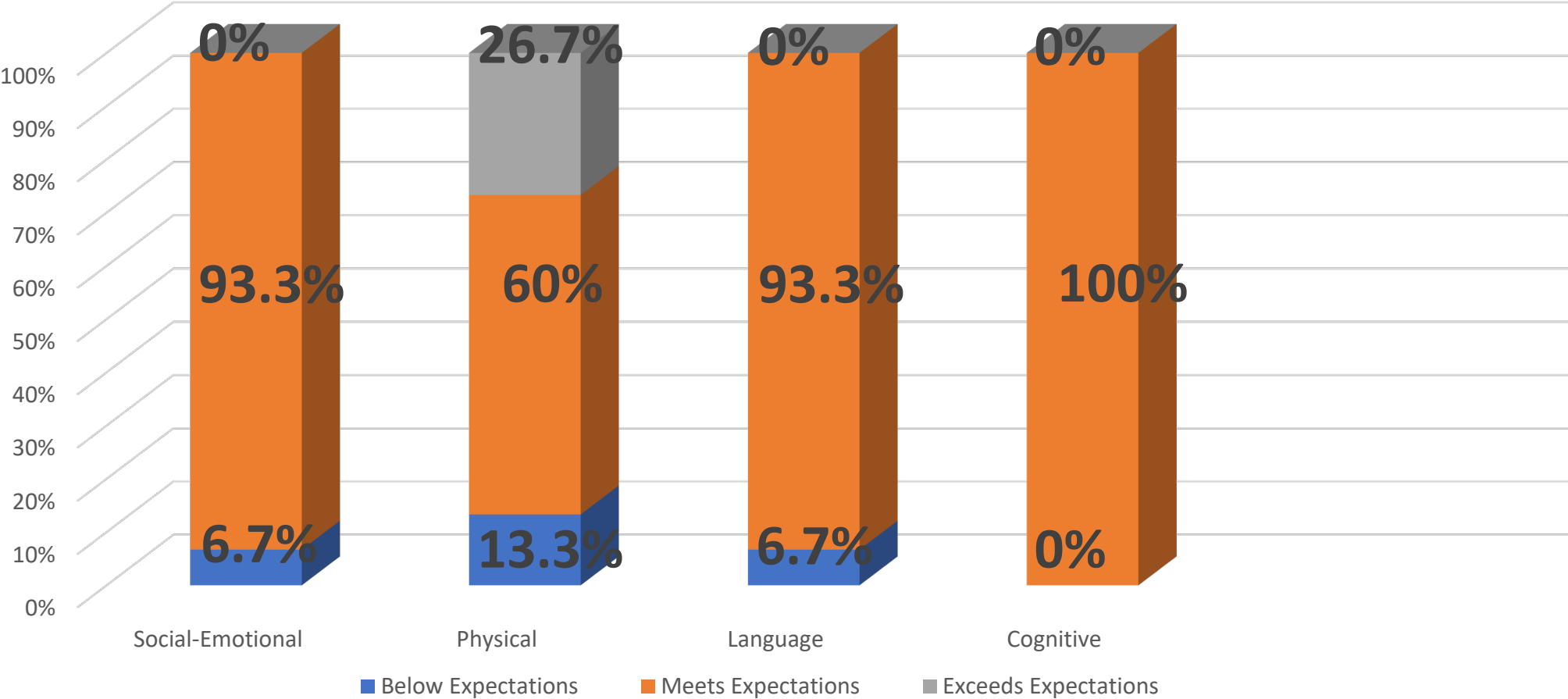
Head Start 3 year olds (174 children)

Fall 2023-2024



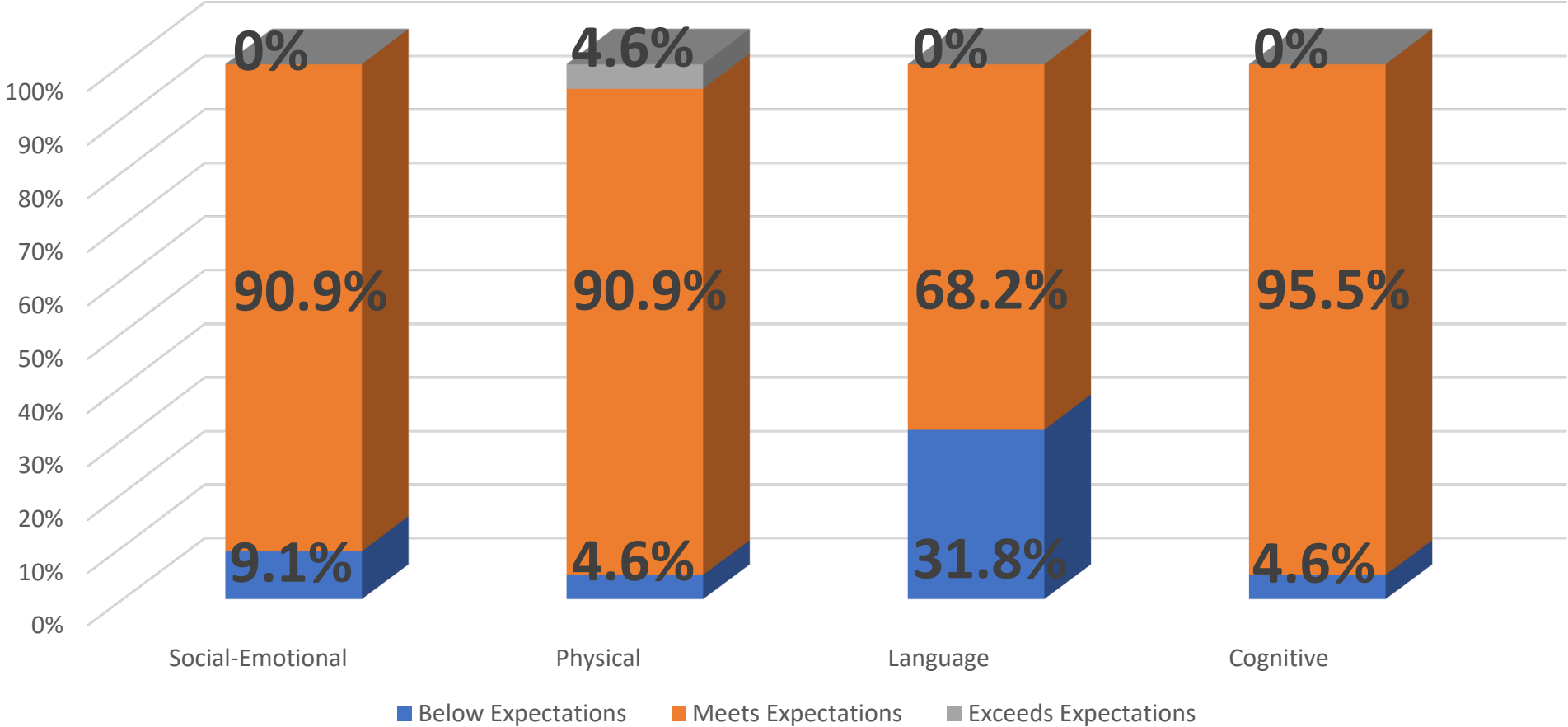
EHS 2 years-3 years (15 Children)

Fall 2023-2024



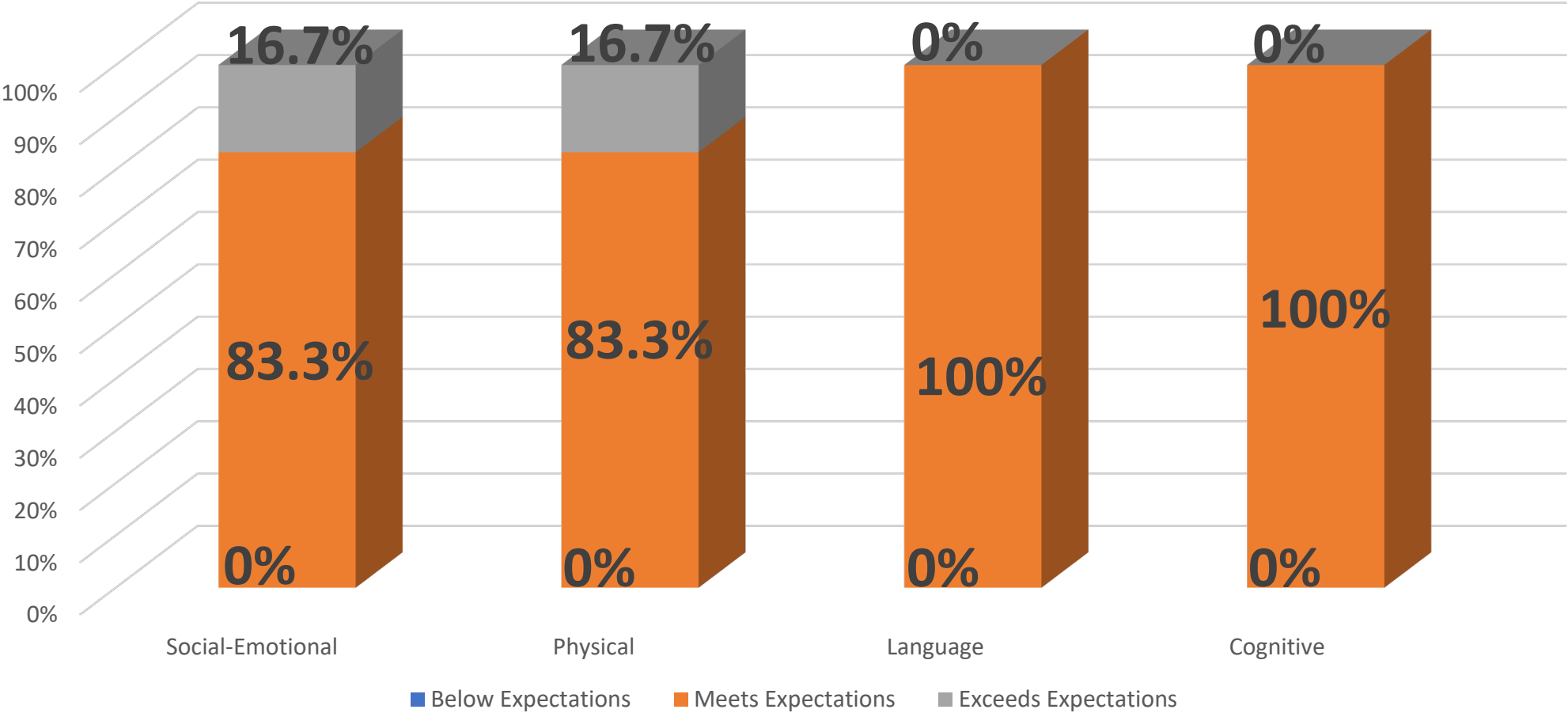
EHS 1 year-2 years (22 children)

Fall 2023-2024



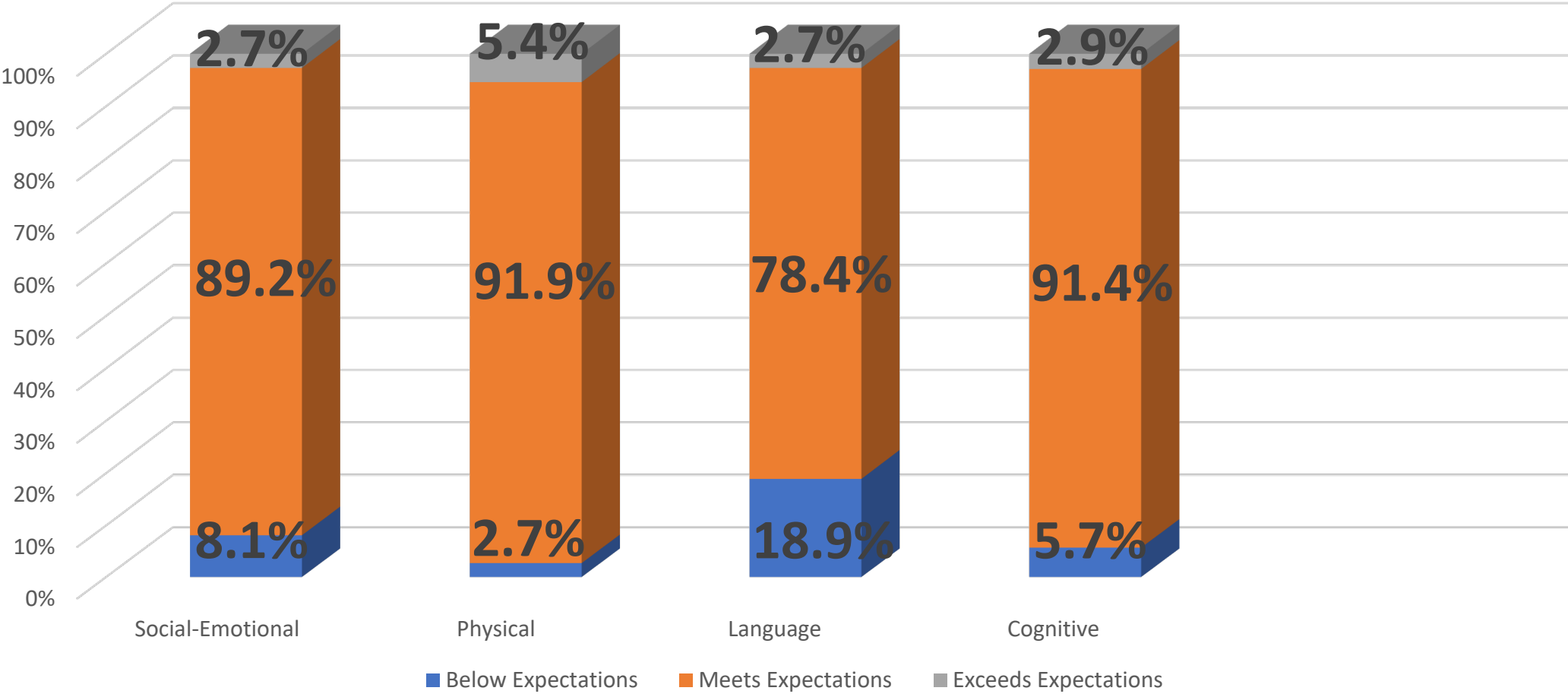
EHS-Birth to 1 year (6 Children)

Fall 2023-2024



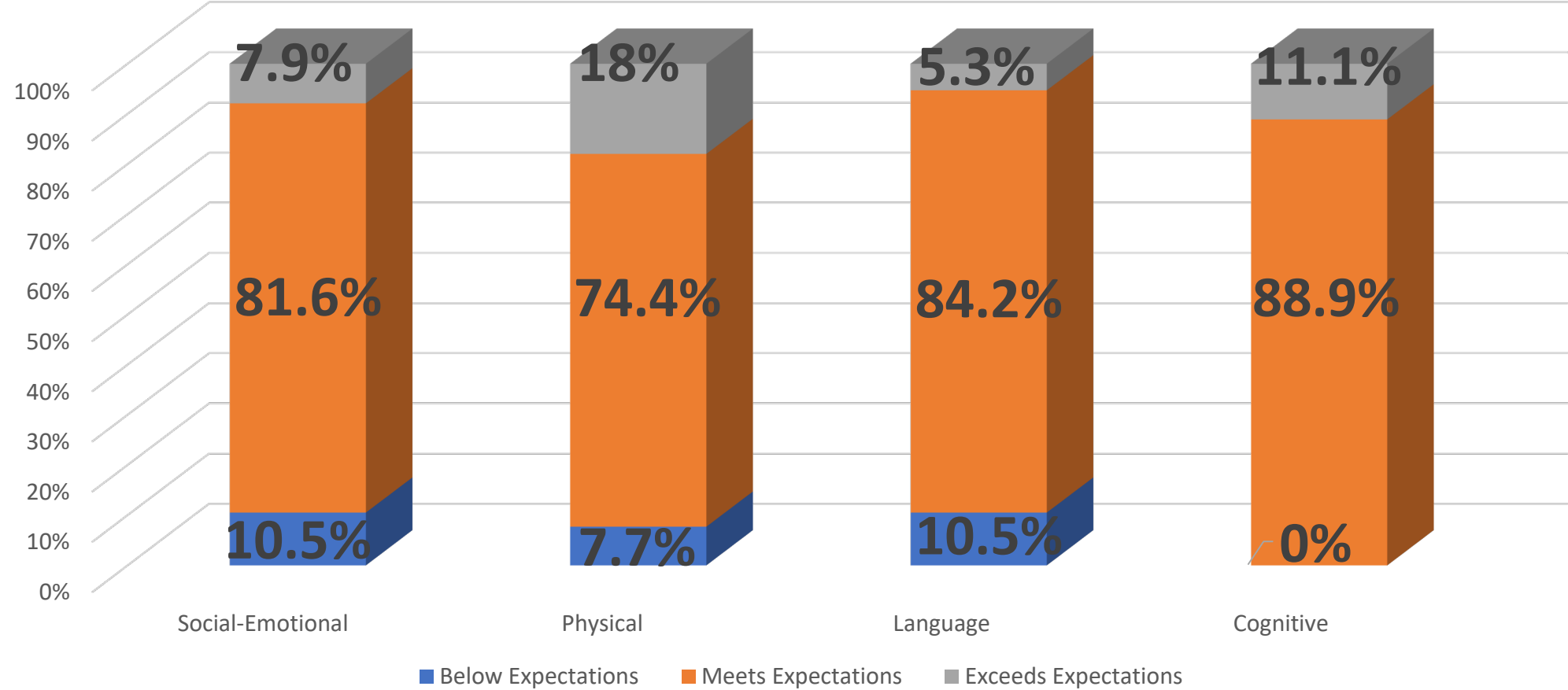
EHS-CC 2 years-3 years- (37 Children)

Fall 2023-2024



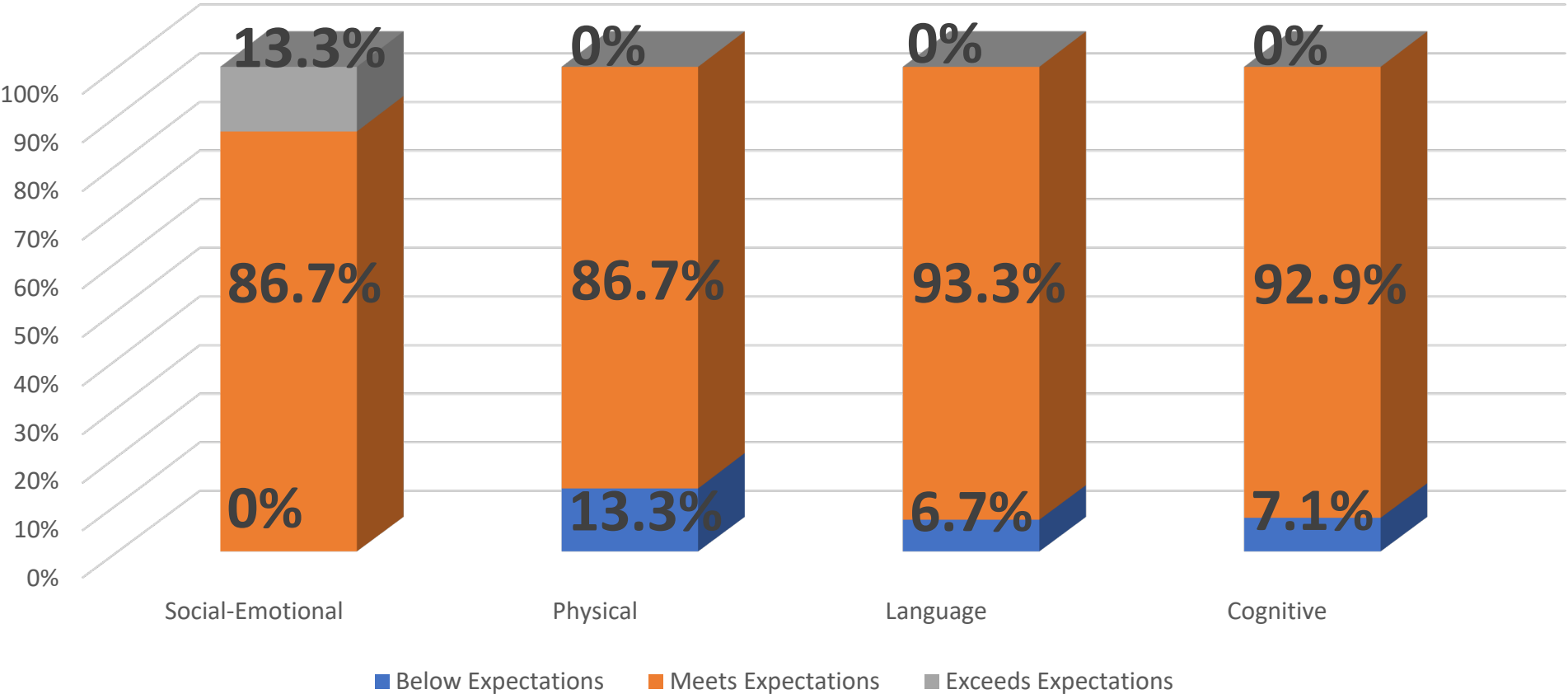
EHS-CC 1 year – 2 years (38 Children)

Fall 2023-2024



EHS-CC-Birth to 1 year (15 Children)

Fall 2023-2024



Understanding Oklahoma's Open Meeting Act & Open Records Act

Abby Dillsaver
General Counsel to the Attorney General

Transparency

The Open Meeting Act Title 25 O.S. §§ 301-314

Overview



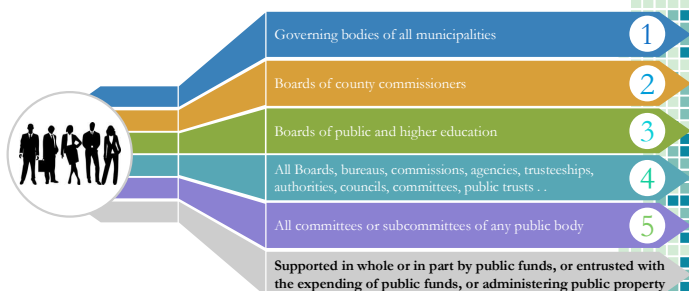
- 1 When is the Act triggered?
- 2 What actions must be taken before meetings?
- 3 What procedures must be followed during meetings?
- 4 What consequences may ensue from violations of the Act?

1. When is the OMA triggered?

When is the OMA triggered?

- Every regular, special, emergency, or reconvened **meeting** of a **public body** shall be open, except as provided by the Act.
- The Act applies when there is a:
 - majority of a public body together,
 - and that public body is conducting the business of the public body
- “**Public body**” and “**meeting**” are both defined by statute.

“Public Body” Defined



Public Body Does Not Include

- Judiciary
- Legislature and legislators
- Administrative staff of public bodies (including faculty meetings and athletic staff meetings of institutions of higher ed when not meeting with public body)
- Other specific exceptions per statute, i.e. racing stewards, Council on Judicial Complaints, etc.

Public Body Does Not Include

- Committees that are purely fact finding, information, recommendatory, or advisory with no decision-making authority.
 - *Andrews v. Ind. School District No. 29 of Cleveland Co.*, 1987 OK 40, 737 P.2d 929.
- Private organizations which contract to provide goods or services to the public on behalf of a governmental agency and receive payment from public funds merely as reimbursement for goods or services provided.
 - 2002 OK AG 37.

25 O.S. § 304(1)

“Meeting” Defined

- When conducting business of a public body
- By a majority of its members
- Being personally together, OR, by teleconference, as authorized by § 307.1
- **Note:** a “meeting” does not include informal gatherings of a majority of members when no business of the public body is being discussed. 25 O.S. § 304(2).

25 O.S. § 304(2)

Electronic and Telephonic Communications

- Prohibits deciding or taking action (voting) on any matter by phone or email
- Also prohibits deciding or taking action on any matter at an “informal gathering”
- **Caution!** Discussion in a group email/social media group can create a virtual meeting subject to the OMA.

25 O.S. § 306

Hypothetical: Post-Board Meeting Lunch

- Does the OMA apply?
- Best Practice: majority of body’s members should not attend lunch together
- **Note:** If members insist on a group lunch, announce it at the end of the meeting, and invite everyone to join the public body.

25 O.S. § 306

2. What actions must be taken before meetings?

Required Pre-Meeting Actions

- ☒ Provide Notice
- ☒ Post Agenda

Four Types of Meetings



25 O.S. § 304(3)-(6)

Provide Notice: Regular Meetings

- **When?**
 - Annually by December 15 for the next calendar year
 - Include *date, time, and place* of meetings
 - Regular meetings can be changed with 10 days notice to the appropriate office, and limited new business is permitted

25 O.S. § 311

Provide Notice: Regular Meetings

- To whom?**
- State public bodies: Secretary of State
 - County public bodies: County Clerk of the county where the body is principally located
 - Municipal public bodies: municipal clerk

25 O.S. § 311

[illegible]

Provide Notice: Special Meetings

- **When:** 48 hours notice of date, time, and place
 - Excludes Saturdays, Sundays, and State holidays
- **Form:** includes notice
 - **Notice:** in writing, in person, or by telephonic means to the proper record keeping official (i.e. SOS, county clerk) AND to those who have filed written requests to receive notice of a meeting

25 O.S. § 311(A)(12)

Provide Notice: Emergency Meetings

- **Defined:** “[A] situation involving injury to persons or injury and damages to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damages or immediate financial loss”
- **When:** Give advance notice that is reasonable and possible under the circumstances.
- **Form:** Give notice as soon as possible, whether in person, by phone, or electronic means.

25 O.S. § 311(A)(13)

Provide Notice: Continued or Reconvened Meetings

- **When:** Announce date, time, and place of continued/reconvened meeting at original meeting

25 O.S. § 311(A)(11)

Required Pre-Meeting Actions

- ☒ Provide Notice
- ☒ Post Agenda

Post the Meeting's Agenda

- **When.**
 - **Regular Meeting:** Display agenda 24 hours prior to meeting, excluding Saturday, Sunday, and Oklahoma State holidays
 - *Ex: Meeting is at 10:00 a.m. on Monday, so agenda must be posted no later than 10:00 a.m. the Friday before.*
 - **Special Meeting:** Notice posted 48 hours in advance and agenda posted 24 hours prior to meeting

25 O.S. §§ 311(A)(9)-(10), (12)

Post the Meeting's Agenda

- Where.**
1. Post notice and agenda at principal office (or location of meeting if no office exists)
 - ❑ *Must be visible to the public the entire 24 hours before the meeting begins*
- OR**
2. Post on public body's website
 - ❑ Must also maintain an email distribution system and send notice to this group no less than 24 hours in advance,
 - ❑ *AND*, post notice and agenda at the principal office (or location of meeting) during normal business hours at least 24 hours in advance

25 O.S. §§ 311(A)(9)-(10), (12)

Post the Meeting's Agenda

- **What:**
Must contain sufficient information for the public to identify the items of business and the purpose. 25 O.S. § 311(B).

"Agendas [must] be worded in plain language, directly stating the purpose . . . The language used should be simple, direct and comprehensible to a person of ordinary education and intelligence."
Haworth Bd. of Ed. v. Havens,
 637 P.2d 902, 904 (Okla. Civ. App. 1981).

Agendas

- Cannot take action if the action is not on the agenda
- Cannot be vague
 - Ex: "Executive Director's Report"
 - Needs more detail on what the report will cover.
- List *proposed* executive sessions
- New Business only permitted at regularly scheduled meetings

25 O.S. § 311(B)

New Business

- Defined: "Any matter not known about or which could not have been reasonably foreseen prior to the time of posting [the agenda]."
 - *New Business is NOT what someone forgot needed to be on the agenda.*
- To consider new business at a regular meeting, timely post an agenda containing an item called "new business."
- **New business is only allowed at a regular meeting**
- **Caution!** Use sparingly, only when not reasonably foreseeable prior to posting the agenda.

25 O.S. § 311(A)(10)

Failed Agenda Example

Agenda said purpose of the meeting was to:

1. Appoint new board member.
2. Interview a new administrator.
3. Hire principals.

- The court found the agenda was deceptively vague and a willful violation where the school board hired a superintendent.
Haworth Bd. of Ed. v. Havens, 637 P.2d 902 (Okla. Civ. App. 1981).
- ***Best Practice:** Be specific and clear. Do not vaguely refer to the action planned to be taken or discussed.

3. What actions must be taken during meetings?

When and Where to Hold Meetings

- Meetings "shall be held at specified times and places which are convenient to the public"
- Use good judgment
 - Not a locked courthouse on a public holiday.
Rogers v. Excise Bd., 1984 OK 95, 701 P.2d 754.

25 O.S. § 303

Recording Votes

- The vote of each member must be both:
 - Publicly cast, AND
 - Recorded
- Section 306's prohibition on informal gatherings ensures actions are taken publicly and recorded
- **Caution!** Failure to meet both requirements results in the action being invalid. *Oldham v. Drummond Bd. of Ed.*, 1975 OK 147, 542 P.2d 1309.

25 O.S. § 305

Recording Votes

- Must record the vote of each individual member at a meeting
- If vote is unanimous, it is sufficient to record "5-0 in favor of..." *Graybill v. Oklahoma State Bd. of Educ.*, 1978 OK 124, 585 P.2d 1358.
 - However, best practice is to record how each individual voted, including yes and no votes, and whether there were any abstentions.

25 O.S. § 305

Minutes

Minutes must be written and include:

- Official *summary* of the proceeding
- Identification of:
 - all members present and absent (2012 OK AG 24)
 - all matters considered
 - all actions taken
- Should reflect manner and time notice was given
- Any person may record the meeting, provided it does not interfere with the meeting
- Note: Minutes of public meetings are open records.

25 O.S. § 312

Minutes

- Minutes must be taken in Executive Session.
Berry v. Bd. of Gov. of Registered Dentists, 1980 OK 45, 611 P.2d 628.
 - However, minutes taken in Executive Session may be kept confidential under the Open Records Act.
51 O.S. § 24A.5(1)(b).
- Minutes for Emergency Meetings: § 312(B)
 - Must state nature of emergency
 - Must include reasons for declaring emergency meeting

25 O.S. § 312

Public Comment

- Public Comment: A public body is not required to provide opportunity for citizens to speak (2002 OK AG 26; 1998 OK AG 45).
 - If public body chooses to allow public comment, it is advisable to set policy.
 - Could limit comments to agenda items only and/or set a time limit.
 - Public body should be careful not to discuss topics on the agenda during public comment portion of meeting.

Executive Sessions

- **General Rule:** No executive sessions unless specifically authorized in § 307 or another statute.
- **Limited Permissible Purposes:**
 - Personnel matters (25 O.S. § 307(B)(1))- construed narrowly
 - Not job openings (2006 OK AG 17)
 - Not hiring independent contractors (2005 OK AG 29)
 - Must identify individual or unique position (1997 OK AG 61)
 - Purchase or appraisal of real property (25 O.S. § 307(B)(3))
 - Confidential communications with attorney concerning pending investigation, claim or action (25 O.S. § 307(B)(4))
 - Other specific statutes
- **Violation:** Criminal liability and minutes and records of the executive session shall be made public

25 O.S. § 307

Executive Sessions

- **Special Procedures-Convening Executive Session:**
 - *Proposed* executive session must be noted on agenda.
(25 O.S. § 311(B) and 82 OK AG 114).
 - Include specific citation to which provision of § 307 authorizes the executive session. (25 O.S. § 311(B)(2)(C)).
 - Must take vote at the meeting to go into executive session and have majority of quorum to convene executive session. (25 O.S. § 307(E)(2)).
 - No executive session by videoconference (25 O.S. § 307(B)).

Executive Sessions

- **Special Procedures-Deliberation Only:**
 - Votes cannot be taken in executive session.
 - Can discuss, but actions arising out of executive session must be taken in an open meeting.
 - Must take and keep minutes (i.e. what happened, who was there). *Berry v. Bd. of Gov. of Registered Dentists*, 1980 OK 45, 611 P.2d 628.
 - Must vote to come out of executive session and record those votes publicly

25 O.S. § 307(E)

Executive Session Agenda Item: Example 1

Proposed executive session: Possible discussion and vote to enter Executive Session *pursuant to* 307(B)(4)¹ for confidential communications between Board and its attorney concerning the *pending tort claim filed by John Doe*² against the Board, where the Board's attorney has determined disclosure *will seriously impair* the ability of the Board to process the claim in the public interest.³

1. State applicable 307(B) provision (§ 311(B)(2)(c)).
2. Identify the claim, investigation, or proceeding.
3. Board's attorney must make determination if 307(B)(4) used.

Executive Session Agenda Item: Example 2

Proposed executive session: Possible discussion and vote to enter Executive Session *pursuant to* 25 O.S. § 307(B)(1)¹ to discuss annual review of Executive Director and *possible merit raise increase*² for Executive Director.³

1. Citation to specific 307(B) provision (§ 311(B)(2)(c)).
2. Salary and evaluations can be discussed in Executive Session (1996 OK AG 40).
3. Name or unique position identified. (1997 OK AG 61).

Teleconference

- Permissible, but certain conditions must be met:
 - Audio **and** visual at each site- “videoconference”
 - Must have quorum of public body at agenda site
 - Notice and agenda must list video sites
 - Notice and agenda must identify each member and site from which each will participate
 - Off-site location must be in district
 - Public must have access to all sites, including the off-site location
 - No executive sessions

25 O.S. § 307.1

4. What consequences may ensue from violations of the OMA?

Penalties and Remedies Under the OMA

Civil Implications

- ❖ Actions taken in willful violation are invalid. 25 O.S. § 313.
- ❖ Minutes of an Executive Session will be made public where the OMA is willfully violated. 25 O.S. § 307(F)(2).
- ❖ Any person can bring a civil action. 25 O.S. § 314(B).
- ❖ Successful party is entitled to reasonable attorney fees

Criminal Penalties

- ❖ Any willful violation of the provisions of the Act are punishable
- ❖ Misdemeanor offense
- ❖ Fine up to \$500 and/or up to one (1) year in the county jail. 25 O.S. § 314.

Willful Violation

- “The Act provides that any action taken in willful violation shall be invalid. Willfulness does not require a showing of bad faith, malice, or wantonness, but rather, encompasses *conscious, purposeful violations of law or blatant or deliberate disregard of the law by those who know, or should know* . . . Notice of meetings of public bodies which are deceptively vague or likely to mislead constitute a willful violation.”

Rogers v. Excise Bd. of Greer County, 1984 OK 95, 701 P.2d 754.

How to Correct an OMA Mistake

- If not in compliance with OMA when an action is taken, the act will be invalid.
- The public body should redo its action in conformity with the OMA.
- How? Depends on the type of mistake.
 - Give proper public notice and put item on next meeting’s agenda
 - Re-vote and record the decision in the public meeting

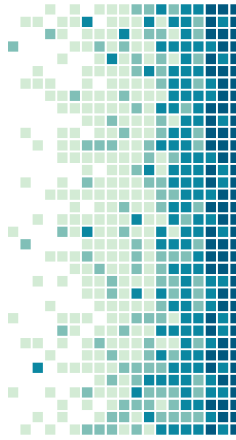
The Purpose of the ORA

- Oklahoma citizens have an “inherent right to know and be fully informed about their government . . . so they may efficiently and intelligently exercise their inherent political power.”

51 O.S. § 24A.2

The Open Records Act Title 51 O.S. §§ 24A.1-24A.31

1. What is a public record?



What is a record?

All documents, including:

Books, papers, photographs, microfilm, certain data files, computer tape, disks, records, sound or film recordings, video recordings, emails, and text messages (2009 OK AG 12).

51 O.S. § 24A.3(1)



What is **NOT** a record?

- Computer software
- Personal effects
- Personal financial information
- Toll collection audio/video
- Personal information given as a guest at a state park
- Certain Department of Defense forms
- Requests for information

51 O.S. § 24A.3(1)(a)-(h)

What makes a record public?

Where?

Created by, received by, under the authority of, or coming into the custody, control or possession of

Who?

A public official, public body, or their representatives

What?

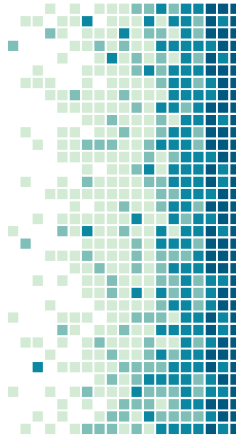
In connection with:

- The transaction of public business,
- The expenditure of public funds, OR
- The administering of public property

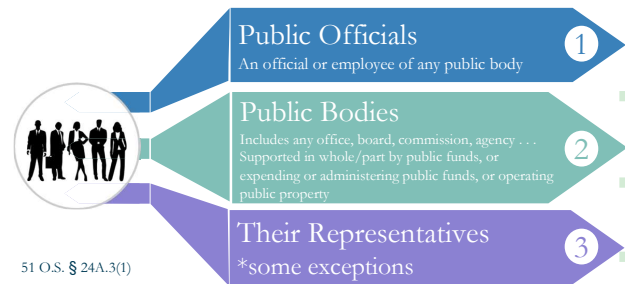
*Note: Nothing in the ORA imposes any new recordkeeping requirements or any additional timeline for maintaining records.

51 O.S. § 24A.3(1)

2. Who is a public body or a public official?



Public Bodies and Public Officials



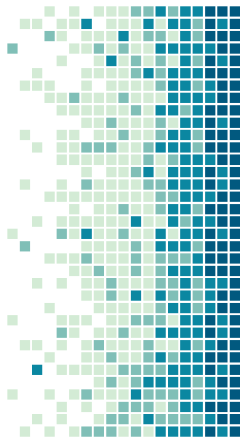
51 O.S. § 24A.3(1)

GENERAL RULE

When a record meets these broad definitions, it is an OPEN RECORD.

However, exemptions or exceptions may shield a public record from disclosure.

3. What *exemptions* or *exceptions* apply to shield a record from disclosure?



Exempted Records: Required by Law to Remain Confidential

51 O.S. § 24A.5



State Evidentiary Privilege
Attorney-client privilege,
attorney work product
immunity, identity of informer



Executive Sessions
Records of a lawfully
closed portion of a public
meeting



**Other State or
Federal Statutes**
i.e. FERPA,
Juvenile Records



**Testing Materials for State
Licensing Exams**
Including test forms, question
banks, answer keys



**Drivers' Personal
Information**
When collected by state
motor vehicle agencies



Social Security Numbers
May be redacted or deleted
prior to record's release

Redaction

- Sometimes the entire record will be exempt.
- However, if redaction is possible, must provide any reasonably segregable portion of a record after deleting exempt portions.

51 O.S. § 24A.5(3)

58

Common Exemption: Attorney-Client Privilege

- The **Attorney-Client Privilege** generally protects communications made in confidence between privileged persons for the purpose of seeking, obtaining, or providing legal assistance for the client.
- Note:** limited privilege for government clients
 - Protects communication re: pending investigation, claim, or action, when disclosure will seriously impair

12 O.S. § 2502(A)(5)

12 O.S. § 2502(D)(7)

Common Exemption: Work Product Immunity

- Attorney Work Product Immunity** protects certain materials prepared in anticipation of litigation from being disclosed.
 - Generally, protects the strategy of the case: mental impressions, conclusions, opinions or legal theories. See *Scott v. Peterson*, 2005 OK 84, ¶ 8, 126 P.3d 1232, 1235.

Exceptions: These Records Excluded from Disclosure



**CERTAIN PERSONNEL
RECORDS**



FEDERAL RECORDS



PERSONAL NOTES



**CERTAIN LAW
ENFORCEMENT
RECORDS**



**LITIGATION FILES &
INVESTIGATORY
REPORTS**



**COURT-SEALED
RECORDS**

Personnel Records

- Public bodies may keep personnel records confidential in two situations:
 - Internal Personnel Investigations
 - When disclosure would warrant an invasion of personal privacy.

51 O.S. § 24A.7(A)(2)

Personnel Records

- Public bodies should utilize a balancing test weighing the public's right to know against the employee's right to privacy.
 - Protected from disclosure: place of birth, birthdate, date of marriage, employee ID number. *Oklahoma Pub. Employees Ass'n v. State ex rel. Oklahoma Office of Pers. Mgmt.*, 2011 OK 68, ¶ 39, 267 P.3d 838, 852.
 - However, shall disclose dates of employment, title, position, **final** disciplinary action. 51 O.S. § 24A.7(B).

Personal Notes

- A public official may keep confidential his or her personal notes and personally created materials **prior to taking action**.
 - Prior to making a recommendation, or
 - Prior to issuing a report
- Note:** Consider records disposition schedule: duty to maintain records for a set period of time.

51 O.S. § 24A.9

Litigation Files & Investigatory Reports

- “Except as otherwise provided by state or local law, the **Attorney General** of the State of Oklahoma and **agency attorneys authorized by law**, the office of the **district attorney** of any county of the state, and the office of the **municipal attorney** of any municipality may keep its litigation files and investigatory reports confidential.”

51 O.S. § 24A.12

Litigation Files & Investigatory Reports

But see 51 O.S. § 24A.20:

“Access to records which, under the Oklahoma Open Records Act, would otherwise be available for public inspection and copying, shall not be denied because a public body or public official is using or has taken possession of such records for investigatory purposes or has placed the records in a litigation or investigation file. However, a law enforcement agency may deny access to a copy of such a record in an investigative file if the record or a true and complete copy thereof is available for public inspection and copying at another public body.”

Federal Records

Records coming into the possession of a public body from the federal government or as a result of federal legislation may be kept confidential to the extent required by federal law.

51 O.S. § 24A.13

Law Enforcement Records

- The Act identifies 9 categories of law enforcement records that **MUST** be made available for inspection if kept.
- Except for these 9 categories, law enforcement agencies may deny access to records except where a court finds public interest/interest of an individual outweighs the reason for denial

51 O.S. § 24A.8(B)

Law Enforcement Records

- No Duty to Re-Create Records:
 - Law enforcement records shall be kept for as long as specified by law.
 - If no specific time requirement by law, maintain for as long as needed for administrative purposes.

51 O.S. § 24A.8(C)

Nine Categories of Open Law Enforcement Records



*A/V recordings may be redacted or obscured before release as provided by the Act

Law Enforcement Related Records

- Certain information relating to **terrorism** may be kept confidential. 51 O.S. § 24A.28.
- Traffic Collision Reports** may be withheld for up to 60 days, but the reports shall be made available as soon as practicable upon request to certain individuals (parties involved in the collision and their legal counsel, law enforcement agency, newspaper, radio, television broadcaster, etc.). 47 O.S. § 40-102; *Cummings*, 1993 OK 36, 849 P.2d 1087.
- CLEET and the Department of Public Safety shall keep certain **law enforcement training records** confidential. 51 O.S. § 24A.8.

Court Records

- A **Protective Order** withholding material from the public must include: (1) statement from the court, (2) specific identification of material to be withheld, and (3) a Confidential stamp or label. 51 O.S. § 24A.29.
- Court records** are open, unless sealed by a court.
 - To seal, the court must find a “compelling privacy interest exists which outweighs the public’s interest in the record.”
 - The order sealing the record must be public and must make specific findings of fact and conclusions of law. 51 O.S. § 24A.30.
- Pleadings** in a criminal case may be kept confidential, until filed with the court clerk (unless sealed or otherwise protected). See, e.g., 22 O.S. § 385.

Voluntarily Supplied Information

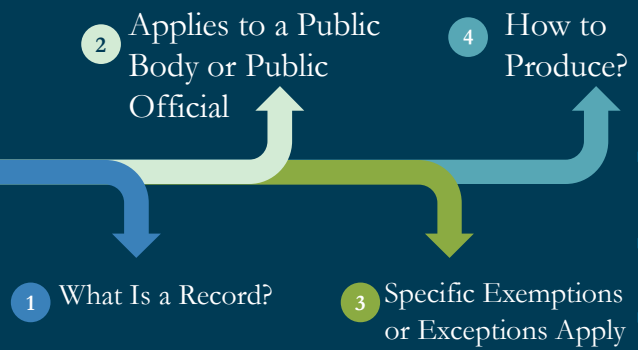
- Information or records voluntarily supplied to any state agency, board, or commission shall be subject to full disclosure.

51 O.S. § 24A.10

*Exception if disclosure would give an unfair advantage to competitors or bidders in certain situations delineated in Section 24A.10(B).

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The Open Records Act



4. How to produce open records?

How to Disclose Public Records?

- Open to any person
- For inspection, copying, or mechanical reproduction
- During regular business hours
- Not required to create a record or produce in a format that does not exist

51 O.S. § 24A.5

Procedures for Disclosure

- Reasonable procedures** may be implemented to protect the integrity and organization of records and to prevent excessive disruption of essential functions. Section 24A.5(6).
- A public body shall **designate certain persons** who are authorized to release records of the public body for inspection, copying, or mechanical reproduction. At least one person shall be available at all times to release records during regular business hours of the public body.* Section 24A.5(7).

*Special considerations given to public bodies maintaining less than 30 hours of regular business per week. Section 24A.6.

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Charging Fees

- The reasonable fee for direct cost of **searching and copying** records may be charged if:
 - The request is for solely commercial purposes; or
 - It would clearly cause excessive disruption of the essential functions of the public body.
- Recovery of the reasonable, **direct costs of record copying** or mechanical reproduction is also permitted
 - Not in excess of 25¢ per page for 8 1/2 x 14" or smaller
 - Not in excess of \$1 for a certified copy
- Cannot charge a **search fee** when the release of records is in the public interest or to the news media.

51 O.S. § 24A.5(4)

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Charging Fees: Media Exception

- Publication by media for news purposes shall not constitute commercial purpose; and
- The charge for providing copies of electronic data to the media for a news purpose **shall not exceed the direct cost of copying**.

51 O.S. § 24A.5(4)(b)

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Charging Fees: Notice of Fees

- Written fee schedule must be posted at principal office and with the county clerk.

51 O.S. § 24A.5(4)(b)

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Timeline for Responses

- Must provide prompt, reasonable access to records
- Cannot use a FIFO method to respond to requests

51 O.S. § 24A.5(6)

Penalties for Violations of the ORA

- Public official + willful violation= misdemeanor
 - Fine of up to \$500,
 - Imprisonment in the county jail for up to 1 year,
 - or both fine and imprisonment
- Any person denied access may file:
 - a civil suit for declarative or injunctive relief, or both
 - BUT, suit is limited to records requested and denied prior to filing,
 - plus, if successful, reasonable attorney fees
- A public body/official is entitled to reasonable attorney fees if the suit is successfully defended and found clearly frivolous.

51 O.S. § 24A.17

THANK YOU

www.oag.ok.gov

Excerpt from: "Tools for Top-Notch CAAs: A Practical Approach to Governance and Financial Excellence"
Community Action Program Legal Services, Inc. (CAPLAW), 2011

Section 1: Making Board Meetings Matter, Part IV: Board Meeting Minutes

Importance of Good Minutes

Maintaining good meeting minutes for all board and committee meetings is important for four reasons:

- **Sound Board Functioning.** Memories are surprisingly short, particularly in the case of volunteer directors and committee members who may not have contact with the CAA every day. Meeting minutes permit the board to review the history of how it addressed a matter, better assuring consistency in its decisions.

Meeting minutes create and preserve institutional memory. A board can review actions that an earlier board took and understand what those actions were and why they were taken. When a board decision is a controversial one, the board may be required to revisit and fine tune it. If the board does not have a clear written statement of what was decided and why, those who opposed it may try to "re-litigate" the decision when the board needs to refer back to the decision. This can result in inconsistencies and wasted meeting time; "What did we decide?" Detailed minutes describing each decision will minimize this possibility.

- **Regulatory Compliance and Oversight.** All CAAs are subject to scrutiny from federal and state funders, the IRS, and the agencies that oversee health and safety, employment, and the myriad of other matters that governments regulate. Most are also subject to an annual A-133 audit (Single Audit) conducted by an independent auditor. Outside monitors and independent auditors often ask to review the CAA's meeting minutes, and some funding sources, such as state CSBG offices, often request minutes to be sent to them after each meeting. Up-to-date and thorough meeting minutes create the perception that the CAA is well-governed. Minutes may also quell more extensive inquiries if they answer more questions than they raise.

Government monitors and independent auditors may take an unfavorable view of the organization if there are no meeting minutes, the minutes are haphazard, or the minute book is in disarray. The additional work on the monitor or auditor's part may lead to findings and/or additional fees.

- **State Statutory Requirements.** Many state statutes require nonprofits to maintain meeting minutes for board and committee meetings, so doing so is a legal requirement. These same statutes rarely specify the level of required detail. Sketchy minutes may satisfy the letter of the law, but if board actions are ever questioned, highly abbreviated minutes may pose a problem for officers and board members.

State charity officials generally don't engage in the regular review of meeting minutes or conduct audits of charities. Regulators tend to be reactive, opening investigations when they have reason to believe that charitable assets are being misused or the board or management have been derelict. Once on the scene, however, charity regulators sometimes review corporate records, including meeting minutes. Several state charity regulators have commented on the quality of meeting minutes and have imposed requirements regarding the maintenance of meeting minutes as part of settlement agreements with officers and board members.

- **Risk Mitigation.** Meeting minutes are not only of interest to regulators and auditors, but they also can protect board members and officers in the event of lawsuits or media scrutiny. When called upon to examine the board's diligence, some courts have examined the meeting business to assess whether the board exercised business judgment and discharged its legal duties. Sketchy minutes may suggest that one or more board members have been derelict in discharging their fiduciary duties.

Special Considerations for Community Action Agencies

Community Action Agencies, whether private nonprofits receiving large amounts of government funding, or public agencies that are part of a local government, should carefully consider how their minutes comply with explicit laws concerning access to and retention of records, or may serve as key evidence of compliance with financial, governance, administrative, and programmatic requirements.

Community Services Block Grant Act

The Community Services Block Grant Act requires a CAA's board to participate in the development, planning, implementation, and evaluation of the CAA's program to serve the low-income community.¹⁴ The board's meeting minutes provide an opportunity to build a record demonstrating that the board is fulfilling this obligation.

Office of Head Start

The *Office of Head Start Monitoring Protocol and Guides: Program Design and Management* instructs reviewers to examine meeting minutes for evidence that the governing board:

- Approved the annual self-assessment and financial audit
- Approved personnel policies regarding hiring, evaluation, termination, and compensation
- Reviewed applications for funding and related amendments
- Received and reviewed audit reports

Monitors must also review the minutes for evidence of financial conflicts of interest, such as transactions between the CAA and business owned by board members, and related-party leases. Those CAAs operating Head Start programs should therefore expect program reviewers to request minutes for board meetings.

Open Record Laws¹⁵

Public CAAs are generally required to make their meeting minutes available to the public, so their meeting minutes should be prepared with the expectation that they will be reviewed by members of the public, including the media. Generally, there is an exception for those portions of the minutes that pertain to certain sensitive matters reserved for executive sessions. Under some state statutes, the minutes of nonprofit CAAs may be considered public records, opening them up to public review. Each CAA, whether public or private, should consult with counsel to ensure that it complies with all public records requirements.

LIFT C.A.A., Inc.
Head Start/Early Head Start/Early Head Start-Child Care
Policy Council
1005 South 5th Street
Hugo, OK 74743

November 28, 2023
MINUTES

LIFT Community Action Agency's Head Start/Early Head Start/EHS-CC Policy Council met on Tuesday, November 28, 2023 at 10:30 a.m. at 1005 S. 5th Street in Hugo, Oklahoma. Notice of time, place and agenda of meeting was posted within prominent view at 1005 S 5th Street, Hugo, Oklahoma twenty-four (24) hours prior to the meeting.

The meeting was called to order at 10:30 a.m. by Lindsey Kent, Chairperson. A quorum was met. Members present were Key'Osha Jones; Cabbage Patch, Jeanne Wyatt; Forest Grove I, Dixie Hurlburt; Horace Mann II, Steve Woldanski; Hugo EHS, Harli Phillips; Hugo ELC, Lindsey Kent; Idabel III, and Lisa Heady; Community Representatives.

HS/EHS/EHS-CC staff present included: Darla Galyon; HS/EHS/EHS-CC Director, Lori Henry; HS/EHS/EHS-CC Secretary, Ronda Spear; Health Assistant Specialist, Lauren Barger; Nutrition Specialist, Johonna House; Nutrition Assistant, Susie Mashburn; Education Specialist, Sommer Springfield; Education Assistant, Sara Moore; Professional Development Specialist, Brittany Bailey; ERSEA Specialist, Brianna Nelson; ERSEA Assistant, Christina Merritt; FCE/Disability/Mental Health Assistant, and Taryn Creasman; FCE Specialist.

Guest Present: Sheree Ensley; LIFT Financial Officer.

Consideration, Discussion and Vote to Accept the minutes from the October 17, 2023: Copies of the minutes were provided to the council for review. Steve Woldanski made a motion to approve the minutes as written, and Lisa Heady seconded the motion. The motion carried.

Presentation of the 2022 LIFT CAA Audit-Sheree Ensley: Sheree Ensley, Chief Financial Officer for LIFT, CAA presented the 2022 Agency Audit along with a brief overview and stated there were no findings. Mrs. Ensley stated that the

audit is completed annually and is available for public viewing on the agency's website.

Consideration, Discussion, and Vote to Enter into Executive Session to Discuss the employment, transfer, hiring, appointment, promotion, demotion or disciplining of employees: Amber Westbrook-Hugo IV Teacher Assistant, Zoe Gilmore-Substitute, Johnisha Edmond-Substitute, Mona Tyson-Antlers EHS Caregiver Aide, Savanna Eskue-Antlers I Teacher Assistant, Karissa Scott-Hugo Special Needs Aide, Kajaira Cubit-Idabel EHS Caregiver, Brittany Fennell-Ft. Towson Teacher Assistant, Kori Smith-Valliant Special Needs Aide, Sandra Barcheers transfer from Hugo IV Teacher Assistant to Hugo II Teacher Assistant and Petrina Henson transfer from Antlers HS Substitute Cook to Antlers EHS Cook, pursuant LIFT, CAA Okla. Stat. title 25§ 307 (b) (1). No motion was made therefore no vote was needed.

Consideration, Discussion, and Vote to Adjourn Out of the Executive Session and the Regular Board Meeting Be Reconvened. Did not enter into Executive Session, therefore no vote was needed.

Consideration, Discussion and Vote to Approve New Hires, Transfers and Terminations Recommended by the Personnel Committee. Harli Phillips made a motion to approve and Lindsey Kent seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the Submittal of the Teacher Qualifications Waiver Request-Jonna Reynolds to the Office of Head Start: Darla Galyon, Head Start/Early Head Start/EHS-CC Director, stated that the Head Start Program has been unsuccessful in recruiting qualified applicants for teaching positions, who have at least an Associate Degree in early childhood education or related field and the required coursework and experience. Jonna Reynolds (who is a current Head Start Teacher Assistant at the Boswell II classroom) meets the required qualification requirements to request a waiver, which is comparable to Oklahoma's Emergency Teacher Certification. Reynolds holds a current Preschool Child Development Associate Credential, and is working to obtain an Associate of Arts Degree in Child Development and Bachelor's Degree and is on track to finish her degree within 3 years. Darla Galyon stated that she feels like Ms. Reynolds has been a great asset to our agency and to the children that she has served. Lisa Heady made a motion to approve submittal and Steve Woldanski seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the Submittal of FY 2024 Change in Scope-Enrollment Reduction Amendment Application for LIFT Head Start Program: Darla Galyon, HS/EHS/EHS-CC Director stated that the amendment includes a request for a Change in Scope to reduce the Funded Federal Enrollment of Head Start slots from 387 to 295 without reducing the amount of grant funding received. The effective date of the enrollment reduction, if awarded, would coincide with the start of the FY 2024 program year, with full implementation by January 1, 2024. This reduction will only apply to the Head Start Program, as the Funded Federal Enrollment for EHS will remain at 48 slots. The change in enrollment will also affect the Cost Allocation Plan for the Head Start/EHS/EHS-Child Care programs, which will require funding to be reallocated accordingly through this Amendment. No Head Start children will be displaced through the enrollment reduction. The program plan and budgets for Head Start and Early Head Start, along with the proposed Change in Scope – Enrollment Reduction were reviewed in depth with the Policy Council. Harli Phillips made a motion to approve submittal and Lisa Heady seconded the motion. The motion carried.

Consideration, Discussion and Vote to accept HS, EHS, EHS-CC, SAF, Community Facilities, OECP, USDA, and Non-Fed October, 2023 Financial Statements and Credit Card Distribution Reports and Presentation of the November, 2023 Financial Statements and Credit Card Distribution Reports: Darla Galyon, HS/EHS/EHS-CC Director provided copies and an overview of the October, 2023 financial statements and Credit Card Distribution Report for the Council and it was reviewed and recommend by the Finance Committee to vote for approval. Harli Phillips made a motion to accept and Steve Woldanski seconded the motion. The motion carried. Mrs. Galyon then presented the November, 2023 Financial Statements and Credit Card Distribution Reports. Darla Galyon provided a copy and overview of the November, 2023 Financial Statements and Credit Card Distribution Report for review along with an explanation of where non-fed monies come from for members to review and vote on at the January 16, 2024 meeting, as there is no Policy Council Meeting scheduled for December, 2023. Copies will be mailed to members not present.

Presentation of the 2023 Head Start/Early Head Start/EHS-CC Widely Held

Expectations: Susie Mashburn, Education Specialist provided copies along with a power point and discussion on the Widely Held Expectations for Fall 2023 for HS/EHS/EHS-CC students.

Presentation of the Head Start/Early Head Start/Early Head Start-CC Program Information Report (PIR) for 2022-2023: Darla Galyon, HS/EHS/EHS-CC Director provided copies and an overview stating that the Program Information Report (PIR) is a snapshot that summarizes key data on demographics and services for preschool-age children served by the program. The PIR once completed is submitted to the Office of Head Start.

Policy Council Training on:

- The Open Meeting Act
- Mission, Vision, and Values
- School Readiness Training

The Open Meeting Act & Mission, Vision & Values: Sara Moore, Professional Development Specialist provided a power point along with an overview and discussion on The Open Meeting Act and Mission, Vision & Values

School Readiness Training: Susie Mashburn, Education Specialist provided a handout along with an overview and discussion on School Readiness.

Other Reports/Announcements:

Recruitment & Enrollment Update/Enrollment and Attendance Report-
Brittany Bailey, ERSEA Specialist: Brittany Bailey, ERSEA Specialist reported that as of today, 11/28/2023 264 children have been enrolled in the Head Start classrooms. Head Start attendance for September, 2023 was 90.1 %. Early Head Start currently has 45 children enrolled and attendance for September, 2023 was 86.1%. Early Head Start-CC currently has 99 children enrolled and attendance for

September, 2023 was 87.3%. Recruitment is on-going and applications are still be accepted and processed.

Governing Board Report: Darla Galyon- Darla Galyon reported the Governing Board met on November 14, 2023 and gave an overview of the agenda, which was attached for review and that all HS/EHS/EHS-CC items were approved.

USDA Meals and Snack Report-Lauren Barger, Lauren Barger, Nutrition Specialist provided a copy and an overview summary of meals and snacks served for October, 2023.

Data Analysis-Darla Galyon-Darla Galyon gave an overview of the data assessed for October, 2023.

OHS Communications and Guidance-Darla Galyon presented and reviewed all OHS Communications and Guidance received since the last council meeting.

Program Summary Report-Darla Galyon presented the HS/EHS/EHS-CC Program Summary for the council to review.

Consideration, Discussion, and Vote on New Business (Not known about or which could not have been reasonably foreseen prior to time of posting the agenda. Okla. Stat. Title 25 § 311): There was none.

There being no other business to come before the board, Harli Phillips made a motion to adjourn and Dixie Hurlburt seconded the motion. The motion carried and the meeting ended at 11: 25 a.m.

Lindsey Kent-Chairperson
Key'Osha Jones-Vice-Chairperson
Titeuna Mitchell-Secretary

Transit Advisory Council
Meeting Minutes
September 12, 2023
1005 S. 5th Street
Hugo, OK 74743

Jeannie McMillin, Transit Director, provided the Board with the Transportation Advisory Council Report. The Transportation Advisory Council was established during the April 2021 Board Meeting for the Transit Program with regards to funding received from the Kiamichi Economic Development District of Oklahoma's Area Agency on Aging Division.

These KEDDO funds help to fill a gap in transportation services for older Americans (60 years of age or older) who do not qualify for Medicaid, Tribal, or other free transportation services.

The Transportation Advisory Council regularly convenes each quarter, with a primary purpose to inform agency leadership of the transportation needs of older Americans within their communities, and will serve an essential function in helping to identify and address transportation barriers, challenges, and resources. During the ninth meeting, held on September 12, 2023 at 9:45 a.m., Advisory Council members were advised that a vacancy needed to be filled for a Choctaw County representative. Advisory council members were also asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported.



Employee of the Month Nomination

Please place an X beside all of the qualities that apply to the person you are nominating, and then write a few words about how each characteristic applies to the person being nominated.

Example: X --Has good customer service--Mary always smiles and says hi to everyone who comes in the office.

Not all qualities will apply to every person. You may also add additional good qualities that the person has in the "other" blanks on the back side of this form. If you would like to elaborate, you can use the empty square on the second page of this form to provide more details of the good work habits of the person you are nominating. Or, you can use the empty space to describe something really good that the person has done.

Date: 10-17-2023

Name of Person being nominated for Employee of the Month: Victim & Youth Services Programs staff

Name of Person submitting the nomination: Karla Luginbill

- X Is a hard worker _____
- _____ Respects others _____
- _____ Is on time _____
- _____ Is organized _____
- _____ Keeps a positive attitude _____
- _____ Encourages other people _____
- X Is willing to help others _____
- _____ Makes a good first impression _____
- _____ Follows all workplace rules _____
- _____ Uses resources wisely _____
- _____ Has good work attendance _____
- _____ Represents the agency well _____
- X Is a loyal employee _____
- _____ Handles crisis well _____
- X Goes above and beyond the call of duty _____
- X Works well with others (team player) _____



_____	Is creative	_____
_____	Likes to learn new things	_____
_____	Is a good listener	_____
_____	Communicates well	_____
X	Dependable	_____
X	Respectful, considerate of others	_____
_____	Safety conscious	_____
X	Good problem solving skills	_____
_____	Other	_____
_____	Other	_____
_____	Other	_____

Use this space if you have anything additional that you would like to say about the person being nominated.

Doris makes herself and her team available to participate in partner program's activities and contributes in any and every way possible to see all programs in our agency succeed. She has been around the agency a long time and has the mentality of teamwork in mind at all times. She encourages her staff to do the same within the buildings they are housed and with their partner programs too. Therefore, this nomination is for Doris and her staff that go above and beyond and helped make all three of the RSVP recognition events successful jumping in and helping each week wherever needed. They deserve this award for all they do for making our agency successful! Doris, Tonya, Dee Dee and Branden thank you so much! Each one had their own jobs to do and successfully did those before and after my events and still participated and helped me with a smile on their face and were so kind to my volunteers which meant the world to them!

Submit nominations by the 30th of the month for consideration. Submit nominations to Kathy James at the Administration Office, by mail (209 N. 4th St., Hugo, OK 74743), by fax (580-326-2305), or by email (kathy.james@liftca.org). Nominations are judged by a five-member committee. If the person you nominate is not selected, it is okay to nominate that person again the following month if you feel he/she is deserving of the award.

LIFT Community Action Agency, Inc.
209 North 4th Street, Hugo, OK 74743
Telephone (580) 326-3351 Fax (580) 326-2305
www.liftca.org



Employee of the Month Nomination

Please place an X beside all of the qualities that apply to the person you are nominating, and then write a few words about how each characteristic applies to the person being nominated.

Example: X --Has good customer service--Mary always smiles and says hi to everyone who comes in the office.

Not all qualities will apply to every person. You may also add additional good qualities that the person has in the "other" blanks on the back side of this form. If you would like to elaborate, you can use the empty square on the second page of this form to provide more details of the good work habits of the person you are nominating. Or, you can use the empty space to describe something really good that the person has done.

Date: 8/1/2023

Name of Person being nominated for Employee of the Month: Gary Teague Jr & Ken McDaniel

Name of Person submitting the nomination: Jordan Mack, Darla Galyon, Mattie McKee

- X Is a hard worker _____
- X Respects others _____
- X Is on time _____
- X Is organized _____
- X Keeps a positive attitude _____
- X Encourages other people _____
- X Is willing to help others _____
- X Makes a good first impression _____
- X Follows all workplace rules _____
- X Uses resources wisely _____
- X Has good work attendance _____
- X Represents the agency well _____
- X Is a loyal employee _____
- X Handles crisis well _____
- X Goes above and beyond the call of duty _____
- X Works well with others (team player) _____



- X Is creative _____
- X Likes to learn new things _____
- X Is a good listener _____
- X Communicates well _____
- X Dependable _____
- X Respectful, considerate of others _____
- X Safety conscious _____
- X Good problem solving skills _____
- _____ Other _____
- _____ Other _____
- _____ Other _____

Use this space if you have anything additional that you would like to say about the person being nominated.

Thank you for considering both Gary Teague Jr. and Ken McDaniel for employee of the month. We are nominating them together, because they are the epitome of team work. They begin each day with a great attitude no matter what is thrown their way. A day for them can include repairing flooring, playground equipment, air conditioning units, and the lists goes on and on. These two men have been minutes away from Broken Bow and be called back because a kitchen is flooding in Antlers. They tackle each challenge with a positive attitude and say "we will head that way" with never an ounce of negativity! They are truly deserving of employee of the month.

Submit nominations by the 30th of the month for consideration. Submit nominations to Kathy James at the Administration Office, by mail (209 N. 4th St., Hugo, OK 74743), by fax (580-326-2305), or by email (kathy.james@liftca.org). Nominations are judged by a five-member committee. If the person you nominate is not selected, it is okay to nominate that person again the following month if you feel he/she is deserving of the award.

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Program Summary
Head Start/Early Head Start/Early Head Start-Child Care Programs
December 2023

Eligibility, Recruitment, Selection, Enrollment & Attendance

During the month of November there were 43 children, age birth to 3, that were provided services in the Early Head Start centers and 99 children served, age birth to 3, in the Early Head Start – Child Care locations. Services were provided for 272 children, age 3 to 4 years old in the Head Start centers within the tri-county service area.

The Outreach Specialist prepared and sent out radio ads that reached across our service area. Our ad was included on local restaurant menus. Daily social media posts are also made on our LIFTCA Facebook page.

Family Advocates and other Head Start, Early Head Start, and Early Head Start Child Care staff have been placing recruitment flyers, recruitment apple signs, recruitment cards and other recruitment items in and around various businesses within the tri-county service area, along with placing recruitment items online, to ensure all enrollment opportunities are filled as they occur. Partnering childcare facilities are also actively recruiting children for the program.

Family & Community Engagement

For the Month of August, we had 256 parents that participated in Parent Meetings. Family Advocates are starting goals with families through the Family Partnership Agreements. The centers started inviting parents and community members in to participate in Parent Ready to Read by having a story time with the children; there were 22 participants, with 6 of them being father figures.

Father Involvement

The Dad's Day activities for the month of August were various school bus, scarecrow, animal, and airplane crafts as well as a water relay and the Idabel center did crafts to display at the county fair (where they ended up 2 first place finishes for their age division). For the August Dad's Day, there were 111 people that participated in Dad's Day activities with 68 being father figures. In addition, 51 dads/father figures participated in parent meetings for August. Since the beginning of the 2023-2024 school year, we have had 125 father figures participate in family engagement activities.

Nutrition

In the month of November, the nutrition team completed their first round of CACFP kitchen checks, Head Start 1st round folders checks, EHS & EHS-CC 3rd round folder checks. We were pleased to find there was no findings in our first round of CACFP checks. We are looking to fill; Valliant HS and Broken Bow 3 HS cook positions. For the month of November, we filled the Antlers Early Head Start Cook position. The nutrition team is starting to dive into the new school year with our new nutrition paperwork, as well as getting the nutritional needs of children situated, we have been continuously tracking our special dietary needs they are growing daily. The red dye 40 has become a very popular issue this school year so far, we have decided for any items containing the red dye ingredient to be removed from that said center along with any other allergies the same precautions are taken.

Health

During the month of November most of the 45-day screenings for health is complete, with more to come as children continue to enroll. Immunization are going well, a few of the children have exemptions from immunizations.

250 out of 256 have passed hearing screening, with 6 having failed, they will either be rescreened or referred to an audiologist. 240 out of 256 have passed vision screenings. Of the 16 that failed, 11 need a professional exam, 4 received glasses, and one dropped from the program before getting the professional exam done. Currently there is only 1 child with a high lead level and parent is aware and is waiting on the doctor to rescreen.

We are finishing up our first round of folder checks. We currently keep staff updated with the newest safety info available. We are providing training to our centers on active supervision and health and safety on a regular basis.

Early Head Start and Early Head Start Child Care are currently in good shape with immunizations and are working on completing necessary exams. We will have 3 students are aging out. If you know of any children that would like to attend please let us know and we will contact them.

We are still a training site for the American Heart Association and Oklahoma State Fire Service Training Center. We currently have 3 people in the office that can teach CPR.

We are sending out information handouts on the Flu and RSV. We also are reminding parents not to kiss or pick up infants without permission due to cold and flu season being here. We have only had a few cases of RSV / Flu.

Well child exams/physical/dentals are back on track again. We currently have 215 dentals out of 256, 235 physicals out of 256. That's an increase of 34% of dentals and an increase of 33% for physicals.

Education

It was once said that children are our most valuable assets. Parents are also valuable parts of their children's lives. As education specialists, Sommer and I would like to thank parents for their involvement in the lives of children. Many parents volunteer their time to Policy Council, reading to children, Parent Meetings, Dad's Day, etc. Thanksgiving Holidays gave children and teaching staff a much-needed break. We are appreciative of our teaching staff and the effort they put into educating young children. As parents and visitors see the classroom, they may be unaware that staff are responsible for lesson plans, observations/documentations, screenings, family contacts, health, disability, mental health, transition paperwork. Please take time to thank your child's teacher for their devotion in educating children.

Professional Development

During the month of November, the Professional Development Specialist scheduled a CPR/First Aid class taught by LIFT CPR Instructors Tori Williams, Taryn Creasman, and/or Ronda Spear, where

several LIFT employees received or renewed their Adult and Infant CPR and First Aid certifications. An ELCCT class was scheduled by the Professional Development Specialist in which eight newly hired LIFT Head Start/Early Head Start employees participated.

The Professional Development Specialist also helped several Head Start/Early Head Start employees apply for and/or renew their Professional Development Ladders and Oklahoma Director's Credentials in November.

The Professional Development Specialist has been busy ensuring that all staff members are on track to meet any education requirements in the proper timeframe. Staff members have been making progress and are on track to be completed within requirement deadlines.

We have been working to ensure all new staff meet requirements for the programs they work for including trainings as well. We strive for excellence and want to make staff as well seasoned and informed as possible.

Disabilities/Mental Health/Transition

Sooner Start has an online process for referrals that goes directly to the Oklahoma State Department of Education. This process has streamlined the referral process. In Early Head Start, one child has an IFSP and 4 others have been referred to Sooner Start through the online process. In the EHS-Child Care program, there are four children that have been identified to receive Sooner Start services and 5 others are in the referral process.

In Head Start for the school year 2023-2024, fifty-six students have been evaluated and have an IEP and will receive special education services from the staff/consultants from the public schools. Fourteen other students have been accepted that have been referred to the public schools for an evaluation to determine eligibility for services.

The Mental Health Consultant and staff provide classroom observations and follow-up activities and resources. Teachers, staff and parents have the opportunity to visit with the Mental Health Consultant while she is in the classroom or other appointments can be made at the discretion of the parents and staff. A classroom written report will be completed by the Mental Health Consultant for each classroom with ideas to share with the parents and staff.

Early Head Start-Child Care Center Staff and the Early Head Start Center staff have been providing transition activities for children ages 2 ½ to 3 years old to promote a smoother transition to the next level. In the month of November, four students have completed transition activities.

Recruitment/Outreach

The following recruitment and outreach strategies/activities were implemented or held during the month of November 2023.

November Radio ad:

Start preparing for the new year by joining our Head Start Team! LIFT Head Start, Early Head Start and Early Head Start Childcare is HIRING! We are seeking motivated individuals who have a passion for working with young children, ages 0-4. We have positions available in Choctaw, McCurtain and Pushmataha counties such as: Head Start or Early Head Start Teacher, Teacher Assistant, Special Needs Aide, Cook, Family Advocate, or you can even apply to be a substitute! We are offering sign-on incentives starting at \$1,000. LIFT Community Action Agency also offers amazing benefits for our full-time employees. Apply today, and take advantage of dental, vision and medical insurance, accrued sick leave, our employee assistance program and retirement plans.

If you have questions, please call our Head Start Office at 580-326-7581 or visit www.liftca.org to apply!

Help Me Grow Newsletter Email Blast



Facebook data for HMG Newsletter:

Shares: 11

Post Impressions: 679

Post Reach: 621

Post Engagement: 28

Facebook Data for our LIFT Head Start/Early Head Start Facebook Page

· At the end of November, we officially switched our Help Me Grow Oklahoma Facebook Page to our new LIFT Head Start/Early Head Start page, after experiencing technical issues.

Recruitment for Available Jobs



***This was posted on our LIFT Community Action Agency Facebook Page**

Shares: 81

Post Impressions: 7,412

Post Reach: 6,382

Post Engagement: 250

Post reactions, comments and shares: 132



Shares: 13
Post Impressions: 1,130
Post Reach: 1,073
Post Engagement: 60



Shares: 23
Post Impressions: 1,710
Post Reach: 1,664
Post Engagement: 119

Recruitment for Enrollment



Shares: 6
Post Impressions: 348
Post Reach: 335
Post Engagement: 11



Shares: 9

Post Impressions: 394

Post Reach: 367

Post Engagement: 19

Overall Facebook Data

Facebook Reach: 4,425

11 New Followers

5 New Page Likes

LIFT Community Action Agency In-service

At our agency in-service, each program had a booth set up with an interactive game for our fellow co-workers to visit. This gave each program an opportunity to answer any questions others may have. This also allowed our team the opportunity to learn about all the programs our agency offers.

Health and Family Community Engagement Meeting

Head Start held our bi-annual Health and Community Engagement meeting this month. Community partners, from local businesses and organizations, join our meeting to discuss data and trends we are seeing in early childhood settings. During the meeting, the outreach specialist discussed enrollment and our open job positions. We asked the members of the meeting to please pass the word around and to also pass the flyers along to anyone who might be interested in our services or if they are looking for employment.

Community Partner Meetings

The Outreach Specialist joined the local coalition meetings each month. At each meeting, the Outreach Specialist provides information regarding enrollment and our open job positions.

Upcoming Outreach:

The Outreach Specialist is gearing up for the New Year by redesigning our popular apple signs and preparing for February in-service. We are revamping our outreach materials and how we provide those to our center staff. We are exploring ways we can simplify and re-organize our annual Recruitment Packets that are provided every February.

The Outreach Specialist is also preparing materials to be disseminated at our Christmas events/parades coming up, and at our local libraries that are holding holiday events.



Office of Head Start

Explore content posted to the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) throughout the month of November. These email announcements and resources are helpful for Head Start and Early Head Start programs and other early childhood staff. Find information and tools related to your work with the children and families you support daily. Select the links below to get started. Use the [Español button](#) on each ECLKC page to see its Spanish translation.

News from OHS

- [ACF-PI-OHS-23-04 NPRM on Supporting the Head Start Workforce and Consistent Quality Programming](#)
 - Available in [Spanish \(español\)](#)
- [Biden-Harris Administration Announces Updated Resource to Support the Inclusion of Children with Disabilities in Early Childhood Programs](#) (press release)
- [Comment Period Open on OHS Proposed Rule to Improve Head Start Program Quality and Support the Workforce](#) (email)
 - Available in [Spanish \(español\)](#)
- [Federal Funds Available to Support Children Experiencing Homelessness](#) (email)
- [Forecasted Notice of Funding Opportunity for Dissertation Research](#) (email)
- [FY24 Office of Head Start Monitoring Recordings](#) (videos)
 - [Focus Area 1 Informational Session](#)
 - [Focus Area 2 Informational Session](#)
- [Head Start Program Facts: Fiscal Year 2022](#)
- [HHS Awards \\$2.1M to Bolster Supportive Services for Families Living in Affordable Housing](#)
- [New Rule Proposed to Improve Head Start Program Quality and Support the Workforce](#)
 - [Detailed Summary of Proposed Changes](#)
 - [How to Submit Comments to the Federal Register](#)
 - [More on How the NPRM Supports the Workforce](#) (video)
 - [Overview Fact Sheet](#)
 - [Social Messages from Director Garvin](#)
 - [Supporting the Head Start Workforce and Consistent Quality Programming](#) (video)

Training and Technical Assistance Resources

Early Childhood Development, Teaching, and Learning

- [Brilliant Bilingual Language Development in Infants and Toddlers](#) (podcast)
- [Embedded Learning Opportunities](#)
- [Fostering Playful Learning Experiences for All Infants and Toddlers](#) (podcast)
- [Infant and Toddler Peer Relationships](#) (podcast)

Health, Behavioral Health, and Safety

- [Active Supervision in Early Childhood Programs](#) (email)
- [Children with Special Health Care Needs](#)
 - [A Coordinated Approach to Services](#)
 - [Common Special Health Care Needs](#)
 - [Considerations for Infants and Toddlers](#)
 - [Identification of Known or Suspected Health Care Needs](#)
 - [Individualized Planning for CSHCN](#)
 - [Sharing Information About Special Health Care Needs](#)

- [Engaging Families in Head Start Programs and WIC](#) (video)
- [Getting Up to Date with Childhood Immunizations](#) (video)
- [Indoor Air Quality and Ventilation](#) (email)
- [Infectious Diseases](#)
 - [Orientation Resources on Preventing Infectious Diseases](#)
- [Preventing Injuries in Early Childhood Programs](#)
- [Starting a Healthy and Safe School Year](#) (video)
- [Understanding Infant and Early Childhood Mental Health Consultation](#) (video)

Parent, Family, and Community Engagement

- [Sharing the Family Economic Mobility: Taking Charge of Your Future Video Series](#)

Professional Development

- [Use PD Plans to Guide Career Goals and Foster Engagement](#) (video)

Program Management and Fiscal Operations

- [Build Stronger Programs with a Multigenerational Workforce](#) (video)
- [New Director Mentor Initiative](#)

Newsletters

- [Disabilities Services Newsletter Issue No. 73](#)
- [Resources to Make You Smile! Issue No. 33](#)
 - Available in [Spanish \(español\)](#)
- [Sesame Street in Communities Issue No. 26](#)
 - Available in [Spanish \(español\)](#)

[Subscribe now](#) to get all your favorite newsletters direct to your inbox.

Head Start Careers

- [Associate Director, Engagement and Economic Mobility](#) San Marcos, CA
- [Child Care Partnership Specialist](#) Fort Morgan, CO
- [Head Start Center Operations Coordinator](#) Laurel, DE

Find more [Head Start program employment opportunities](#) in the ECLKC Job Center.

Upcoming Events for December

- Monday, Dec. 4–7: [Parent and Family Engagement Conference](#)
- Wednesday, Dec. 6
 - [Feeding Infants in the CACFP Boot Camp](#)
 - [Nutrition Services Are a Health Equity Intervention](#)
- Thursday, Dec. 7: [The Verification Visit Experience](#)
- Monday, Dec. 11: [MyPeers Orientation](#)
- Tuesday, Dec. 12: [Program of Excellence Informational Webinar](#)
- Thursday, Dec. 14
 - [Talking More About Marijuana with Families and Staff](#)
 - [Supporting Families' Financial Goals Using the New Family Economic Mobility Toolkit](#)
- Friday, Dec. 15: [Addressing Questions on the NPRM](#)

Visit the ECLKC for a full list of [upcoming events](#).

Stay connected! Follow the Office of Head Start on [X](#), [Facebook](#), and [Instagram](#). Visit the [Family Room blog](#) to learn more about the activities of the Administration for Children and Families (ACF).

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201
| <https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

MEALS SERVED TO CHILDREN IN HEAD START & EARLY HEAD START 12 Month Summary Report

Children that eat 2 meals and a snack at Head Start/ Early Head Start receives
1/2 to 2/3 of their daily nutritional needs.

Month	Breakfast	Lunch	Snack	Monthly Total
November-22	2375	2554	3141	8070
December-22	1901	1889	2343	6133
January-23	2459	2634	3575	8668
February-23	2191	2220	3084	7495
March-23	2435	2410	3386	8231
April-23	2767	2830	3868	9465
May-23	1937	1936	2385	6258
June-23	568	613	541	1722
July-23	628	716	643	1987
September-23	3070	3091	4006	10167
October-23	3069	3074	4035	10178
November-23	2469	2362	3176	8007
YEARLY TOTALS	25869	26329	34183	86,381

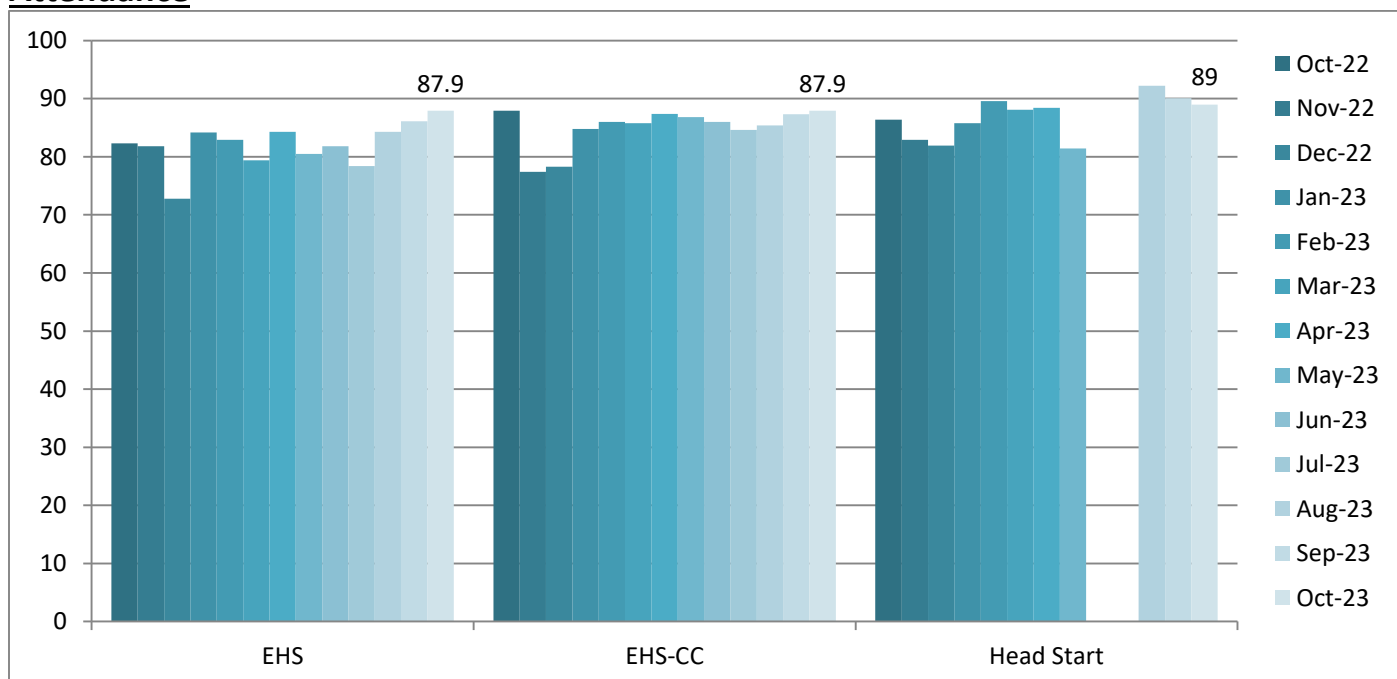
October 2023 Pre-K TIME & ATTENDANCE REPORT									
As of 10/31/23	ENROLLED			DROPPED					ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Drop	Monthly Drop	YTD Drop	Currently Enrolled	Kid Days	Monthly ADA
Antlers 2			0			0	0		
Battiest			0			0	0		
Boswell 1			0			0	0		
Boswell 2	4		4			0	4	16	85.9%
Broken Bow 3			0			0	0		
Clayton 2			0			0	0		
Forest Grove 1			0			0	0		
Fort Towson			0			0	0		
Horace Mann 2			0			0	0		
Hugo 2			0			0	0		
Hugo 4			0			0	0		
Rattan 2			0			0	0		
Rattan 3			0			0	0		
Soper 2			0			0	0		
TOTALS	4	0	4	0	0	0	4		85.9%

October 2023 EHS Time and Attendance												
As of 10/31/23	ENROLLED			DROPPED								ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Dropped	Monthly Drop	YTD Drop	Currently Enrolled	AI	30 Day Count	Date Dropped	Kid Days	Monthly ADA
Antlers	49		49	26	3	29	20	1	3	10/23/2023	20	86.3%
Hugo	25	2	27	14	1	15	12	1	1	10/5/2023	19	89.8%
Idabel	24	1	25	15		15	10	2	0		20	89.7%
TOTALS	98	3	101	55	4	59	42	4	4			87.9%

October 2023 EHS-CC Time and Attendance												
As of 10/31/23	ENROLLED			DROPPED								ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Dropped	Monthly Drop	YTD Drop	Currently Enrolled	AI	30 Day Count	Date Dropped	Kid Days	Monthly ADA
ELC-Antlers	17		17	10		10	7		0		20	77.9%
ELC-Broken Bow	42		42	26		26	16		0		20	81.9%
ELC-Hugo	17		17	9		9	8		0		20	88.1%
ELC-Idabel	35	3	38	22	1	23	15	3	1	10/3/2023	20	87.8%
Cabbage Patch	30	1	31	12	2	14	17	5	2	10/27/2023	21	94.0%
The LearningTree	70	1	71	33	6	39	32	1	6	10/20/2023	21	89.4%
TOTALS	211	5	216	112	9	121	95	9	9			87.9%

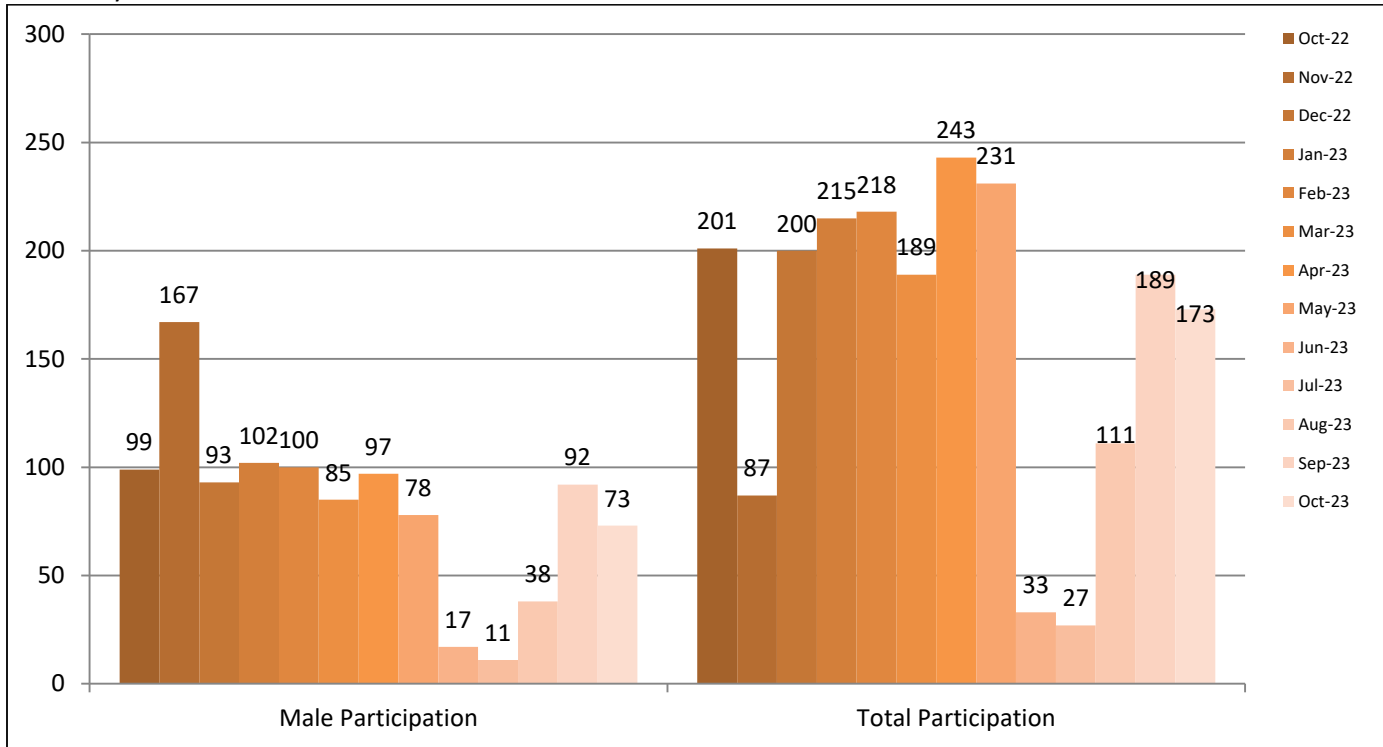
October 2023 HEAD START TIME & ATTENDANCE REPORT													Item W Page 13 of 14
As of 10/31/23	ENROLLED			DROPPED									ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Drop	Monthly Drop	YTD Drop	Currently Enrolled	30 Day Count	Date Dropped	Total Enrollment	AI	Kid Days	Monthly ADA
Antlers 1	12	1	13			0	13	0		13		15	97.4%
Antlers 2			0			0	0	0		0			
Battiest	8		8		1	1	7	1	10/9/2023	8	4	16	85.5%
Boswell 1	10		10	1		1	9	0		9	4	16	95.1%
Boswell 2	10		10	5		5	5	0		5	2	16	86.3%
Broken Bow 1	17		17	2		2	15	0		15		18	88.5%
Broken Bow 3	12		12			0	12	0		12		18	87.5%
Clayton 1	12	1	13			0	13	0		13	4	19	88.1%
Clayton 2	9		9		1	1	8	1	10/17/2023	9	2	19	86.0%
Forest Grove 1	11		11	1		1	10	0		10	5	17	88.8%
Forest Grove 2	15	1	16			0	16	0		16	8	17	86.6%
Fort Towson	11		11	1	2	3	8	2		10	5	17	82.7%
Haworth	10		10	1		1	9	0		9		17	86.3%
Horace Mann 1	10	1	11			0	11	0		11		19	89.2%
Horace Mann 2	13		13			0	13	0		13	4	19	87.9%
Horace Mann 3	11		11	1		1	10	0		10		19	93.7%
Hugo 2	5		5			0	5	0		5		18	88.9%
Hugo 4	8	1	9			0	9	0		9	1	19	83.9%
Idabel 1	11		11			0	11	0		11		20	85.5%
Idabel 2			0			0	0	0		0			
Idabel 3	14		14	2		2	12	0		12		20	93.3%
Rattan 1	12		12	1		1	11	0		11	3	16	93.2%
Rattan 2	3		3			0	3	0		3	3	16	100.0%
Rattan 3	7		7	1		1	6	0		6	1	16	93.8%
Soper 1	10	2	12	1		1	11	0		11	5	21	87.8%
Soper 2	20		20	1	1	2	18	1	10/27/2023	19	10	21	87.7%
Valliant 1			0			0	0	0		0			
Valliant 2	14		14	2		2	12	0		12		20	90.0%
TOTALS	275	7	282	20	5	25	257	5		262			89.0%

IEP/IFSP –



Family & Community Engagement

Dad's Day



Parents Ready to Read

