

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, January 9, 2024 · 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.** Recognition of William Smith as Elected Representative for Kiamichi Opportunities, Inc., a Low-Income Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2026*)
- D.** Recognition of Vicky Wade as Elected Representative for Gracefully Yours Foundation of Broken Bow, a Low-Income Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2026*)
- E.** Consideration, Discussion, and Vote to Accept Tami Barnes as Appointed Representative for the City of Fort Towson, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2026*)
- F.** Consideration, Discussion, and Vote to Accept Sandra Meeks as Appointed Representative for the Broken Bow Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2026*)
- G.** Consideration, Discussion, and Vote to Accept Consuelo Splawn as Appointed Representative for the Choctaw Nation of Oklahoma, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2026*)
- 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.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 December 2023 Regular Meeting Minutes (*Organizational Standard 5.5*)
- J.** Consideration, Discussion, and Vote to Approve November 2023 Financial Reports; Distribution of December 2023 Financials for February 2024 Consideration and Vote (*OS 8.7*)
- K.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$20,000**
 - 1. 2024 Community Grants Program Application to Carolyn Watson Rural Oklahoma Community Foundation - **\$20,000**
- L.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$10,000**
 - 1. 2023 Grant Award from Potts Family Foundation, Inc. - **\$10,000**

- M. Training over Board Member Duties, Roles, and Responsibilities/CSBG Information Memorandum #82 Tripartite Boards; Distribution, Discussion/Review, Completion, and Collection of Required Documents (including Code of Conduct and Conflict of Interest Policies/Certification; Board Member Job Descriptions; Demographic/Disclosure Questionnaire; Child Abuse and Neglect Information System Search Form; By-Laws/Addendum and Attestation) Relative to LIFT CAA's Governing Board Members, to be kept on file at the Administrative Office located at 209 N. 4th Street in Hugo, Oklahoma (OS 5.4, 5.6, 5.7 & 5.8)
- N. Consideration, Discussion, and Vote to Approve Board Resolution Authorizing Executive Director to Conduct Business on Behalf of LIFT CAA
- O. Board Training: Board Self-Assessment (OS 5.7)
- P. Board Training/Programmatic Report: Victim Services Programs and Evaluation (OS 5.7 & 5.9)
- Q. Consideration, Discussion, and Vote to Approve Victim Services Programs Evaluation
- R. Presentation and Review of the Head Start/Early Head Start Governance, Leadership, and Oversight Capacity Screener and Training Plan
- S. Consideration, Discussion, and Vote to Approve the Head Start/Early Head Start Governance, Leadership, and Oversight Capacity Screener and Training Plan
- T. Board Training/Programmatic Report: Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) and Distribution of 2024-2025 ERSEA Integrated Services Policies and Procedures with Prioritization Schedule/Point System for Review (OS 5.7 & 5.9)
- U. 2023 LIFT CAA Customer Satisfaction Report: 4th Quarter (Oct. – Dec.) Results (OS 1.3 & 6.4)
- V. Risk Assessment and Management Report
- W. Recognition of January 2024 Employee of the Month:
Kimberly Wright, Program Manager – Work Ready Idabel
- X. Recognition of Service Award:
Twenty-Five Years: Rhonda Teague, Planning Director – Administration
- Y. Other Reports/Announcements/Correspondence: HS/EHS/EHS-Child Care Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Oklahoma CASA Association Notification; 2023 Holiday Food Basket Report; 2023 Salvation Army Red Kettle Campaign Report; National Stalking Awareness Month (OS 5.9)
- Z. 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*)
- AA. Consideration, Discussion, and Vote to Adjourn

Posted: _____ Date: _____ Time: _____