

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, February 13, 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.** Consideration, Discussion, and Vote to Accept Jeffery Lucas 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*)
- D.** Appointment of Mentor for New Board Member (*Organizational Standard 5.7*)
- E.** Finance/Audit/Loan Committee Report

Consent Docket - *The following items of business indicated by brackets (F and G, H, I) 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- F.** Consideration, Discussion, and Vote to Approve January 2024 Regular Meeting Minutes (OS 5.5)
- G.** Consideration, Discussion, and Vote to Approve December 2023 Financial Reports; Distribution of January 2024 Financials for March 2024 Consideration and Vote (OS 8.7)
- H.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$1,601,601.68**
 - 1. FY 2024 YouthBuild Program Grant Application to U.S. Department of Labor, Employment and Training Administration - **\$1,219,000**
 - 2. FY 2024 Community Services Block Grant Application (1st & 2nd Allocations) to Oklahoma Department of Commerce/Community Development - **\$81,979**
 - 3. FY 2023/2024 Improvement Grants Application to Choctaw Nation of Oklahoma, Child Care Assistance Program
 - 4. 2024 Victims of Crime Act Grant Application (Court Appointed Special Advocates) to Oklahoma District Attorneys Council - **\$44,383**
 - 5. 2024 VOCA Grant Application (Victim Advocacy Services) to Oklahoma DAC - **\$75,000**
 - 6. Oklahoma Early Childhood Program Grant Application (Year 19) to Community Action Project of Tulsa County & Signing of Provider Agreement - **\$181,239.68** (Match: \$90,812.94)
- I.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$37,750**
 - 1. FY 2024 Training Grant Award from NeighborWorks® America - **\$5,750**
 - 2. Child Care Stabilization Grant Program Awards (Year 3/Quarter 2, Early Learning Centers) from Choctaw Nation of Oklahoma - **\$32,000**
- J.** Consideration, Discussion, and Vote to Re-Appoint Jeannie McMillin as LIFT CAA Equal Employment Opportunity Officer

- K. Consideration, Discussion, and Vote to Approve LIFT CAA Equal Opportunity Policy Statement
- L. Consideration, Discussion, and Vote to Approve 2024 LIFT CAA Affirmative Action Plan (OS 5.7 & 5.9)
- M. Consideration, Discussion, and Vote to Approve FY 2024 Operating Plan and Annual Operating Budget Documents (by Lines of Business) for Submission to NeighborWorks® America
- N. Consideration, Discussion, and Vote to Approve 2024-2025 Eligibility, Recruitment, Selection, Enrollment, and Attendance Integrated Services Policies and Procedures with Prioritization Schedule/Point System
- O. Consideration, Discussion, and Vote to Approve Subrecipient Monitoring Policy and Procedures
- P. Board Training: Analysis Report over CSBG Annual Report and Results Oriented Management and Accountability (ROMA) Application; Analyzing Data and Assessing Results Among Programs, Clients, and Communities Served (OS 9.1–9.4)
- Q. Review, Facilitated Discussion, and Board Member Input Regarding CSBG Annual Report Analysis and Outcomes (OS 9.3)
- R. Board Training: Board Training Plan, ROMA Plan, Community Needs Assessment, Community Action Plan, Performance Management Outcomes, and FY 2024 Planning Logic Models (OS 5.7)
- S. Board Training/Programmatic Report: Quarterly (October – December 2023) and Year-to-Date Housing Production as Reported to NeighborWorks® America (OS 5.7 & 5.9)
- T. Policy Council Report (OS 2.1 & 5.9)
- U. Recognition of February 2024 Employee of the Month:
Jennifer Gordon, Community Response and Recovery Specialist – Tri-County Opioid Response Project
- V. Recognition of Service Award
Five Years: Jami Reich, Director – Choctaw County YouthBuild Program
- W. Other Reports/Announcements/Correspondence: Head Start/Early Head Start/EHS-Child Care Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Teen Dating Violence Awareness and Prevention Month; Work Ready Idabel Ribbon Cutting Ceremony (OS 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: _____