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

MINUTES
BOARD OF DIRECTORS MEETING
June 13, 2023
LIFT HomeOwnership Center - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, June 13, 2023 at 10:06 a.m. The meeting was held at LIFT CAA's HomeOwnership Center, located at 500 East Rosewood 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 (500 East Rosewood, 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 Brent Franks.

Roll Call was taken and a quorum was established (20 Board Members present, 7 absent). The following Board Members were present at the meeting site: Tami Barnes, Brad Burgett, Danny Cornish, Kevin Cory, Brent Franks, Patsy Guess, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Sharon Johnson, Vickie Leathers, Sandra Meeks, Leah Savage, Wade Scott, David Smith, William Smith, Consuelo Splawn, Vicky Wade, and Craig Young. The following members were absent: Tina Foshee-Thomas, Cindy Logan, Kara Maness, Dwight Satterfield, Kelli Stacy, Jim Bob Sullivan, and Debra Williams. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Kathy James, Sheree Ensley, Darla Galyon, Brittany Bailey, Macy Self, Amber Duncan, Jeannie McMillin, Stella Dennis, Ernest McCarty, Christie Terry-Ball, and Taylor Dunn.

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.

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on June 13, 2023 at 9:16 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. All loans in the agency's portfolio are current with the exception of one that is 60 days past due. The Committee voted to recommend full Board approval of the agency's Financial Reports for April 2023. The Committee was also presented with the May 2023 Financial Reports and Meeting Minutes. The Committee also 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 May 2023 Regular Meeting Minutes and the April 2023 Financial Reports; the May 2023 Financials were distributed for consideration and vote at the July 2023 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Brent Franks and seconded by William Smith to approve the May 2023 Regular Meeting Minutes and the April 2023 Financial Reports. The roll call vote was as follows: Yes 15; No 0; Abstain 3. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. FY 2023 Community Services Block Grant Application (2nd, 3rd & 4th Quarter Allocations) to Oklahoma Department of Commerce in the amount of $175,297; if awarded, this allocation of funds for the second, third, and fourth quarters will be used for operational support of agency programs.
2. Local Community Grant Application (Holiday Food Baskets) to Walmart (Facility 49) in the amount of $2,500; if awarded, this funding will be leveraged with LIFT CAA non-federal funds and used to provide food baskets to needy families in the tri-county service area during the 2023 Thanksgiving and Christmas holiday seasons.
3. 2023 Oklahoma Asset Development Project Application to Oklahoma Association of Community Action Agencies in the amount of $7,515; if awarded, these funds (based on the number of returns completed during last year's tax season) will be used to provide free tax preparation assistance for residents of Choctaw, McCurtain, and Pushmataha Counties.
4. FY 2023 Opioid Affected Youth Initiative Grant Application to U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention in the amount of $750,000; if awarded, LIFT CAA will implement the Better Choices : Better Futures Program to develop coordinated intervention and prevention responses that identify and address challenges related to opioid and substance misuse impacting youth, families and communities within Choctaw, McCurtain, and Pushmataha Counties. The target population for the project will be children, youth, and their families residing in the service area who have been impacted by the opioid crisis and/or drug addiction. The project will also focus on promoting equity and removal of barriers to access/opportunity for communities that have historically been underserved, marginalized, and adversely affected by inequality, to include racial and ethnic minorities, as well as socioeconomically disadvantaged populations. It is expected that at least 50 youth/family members will be served each year through project intervention activities (a total of 150 over the three-year period of performance), with at least 1,500 individuals reached each year through prevention activities.
5. American Rescue Plan Act Child Care Stabilization Grant Applications (Cycle 9, Early Learning Centers) to Oklahoma Department of Human Services in the amount of $160,500; if awarded, these funds for Cycle 9 will provide key operating support to maintain child care services within the Early Learning Centers.
6. FY 2023 Regional Supplemental Grant Application to NeighborWorks® America in the amount of $25,000; if awarded, these funds will support the costs associated with organizational capacity building activities (e.g. travel, supplies, software, online course costs, etc.). Staff, leadership, Board Members, and residents will be provided opportunities to attend both internal and external trainings that will lead to increased capacity. Leadership

will participate in peer-to-peer site visits with NeighborWorks Organizations, lenders, Community Development Corporations, housing developers, and others to learn best practices and successful strategies which can be replicated and implemented within the agency's lines of business. Additionally, all staff will complete virtual courses over Equity, Diversity, and Inclusion to improve relationships within our organization, neighborhoods, and communities.

After discussion and Board Member input with regards to the applications presented, a motion was made by David Smith and seconded by Brad Burgett to approve the submission of resolutions and/or grant applications in the amount of $1,120,812 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 F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. PY 2023 Pathway Forward Weatherization Award from ODOC in the amount of $476,393; these funds will be used to support Weatherization Program activities in a 12-county area (Region 5) across southeast Oklahoma, which includes Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties.
2. Signature Cause Grant Award (Retired and Senior Volunteer Program) from International Paper Foundation in the amount of $10,000; these funds will be used for RSVP programmatic support as well as to provide operating support for the program's four food bank stations.
3. 2023 Oklahoma Asset Development Project Contract Award from OKACAA in the amount of $7,515; these funds will be used to provide free tax preparation assistance for residents of Choctaw, McCurtain, and Pushmataha Counties. The contract period will be January 1, 2023 through August 31, 2023.
4. Local Community Grant Award (Holiday Food Baskets) from Walmart (Facility 49) in the amount of $2,000; this funding will be leveraged with LIFT CAA non-federal funds and used to provide food baskets to needy families in the tri-county service area during the 2023 Thanksgiving and Christmas holiday seasons.
5. PY 2023 Department of Human Services Low Income Home Energy Assistance Program Grant Award from ODOC in the amount of $96,785.08; these funds will be used to support Weatherization Program activities within Region 5 (Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties).
6. FY 2023 CSBG Award (2nd, 3rd & 4th Quarter Allocations) from ODOC in the amount of $175,297; these funds represent the core funding source to support Community Action Agencies and other CSBG-funded organizations whose primary mission is to address and alleviate poverty within their communities. This allocation of funds for the second, third, and fourth quarters will be used for operational support of agency programs. The total amount awarded for FY 2023 is $234,444.
7. ARPA Child Care Stabilization Grant Awards (Cycle 8, Head Start/Early Head Start) from OKDHS in the amount of $681,000; these funds for Cycle 8 will provide key operating support to maintain child care services within the agency's Head Start and Early Head Start Programs.
8. ARPA Child Care Stabilization Grant Awards (Cycle 8, ELC) from OKDHS in the amount of $115,500; these funds for Cycle 8 will provide key operating support to maintain child

care services within the agency's Early Learning Centers.

A motion was made by Brad Burgett and seconded by Tami Barnes to approve acceptance of grants, contracts, and awards in the amount of $1,564,490.08 as presented and 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 G).

David Hawkins, Board Chairman, requested the Board's consideration and possible vote on whether to move Item O after Item G and then resume the meeting's regular Agenda order as scheduled. Hawkins explained that Transit Director Jeannie McMillin is in attendance to present Item O, Transportation Advisory Council Report. But, as the Transit Office is currently short staffed, this change in the Meeting Agenda item order is needed so that McMillin can present early and then return to the office in order to provide staffing relief. There is no vote associated with this item, it is for programmatic informational reporting purposes only. A motion was made by Brent Franks and seconded by William Smith to change the meeting order, moving Item O after Item G, with the regular Meeting Agenda to resume as scheduled following the conclusion of Item O. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached.

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 eighth meeting, held on June 13, 2023 at 9:45 a.m., Advisory Council members were briefed on the service results so far, as well as the new KEDDO funding application that was submitted in February, which is currently under review. In total, 551 trips were completed from January 2023 through May 2023. McMillin shared with the Advisory Council the challenges in recruiting and hiring drivers. Advisory council members were asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported. Board Member Jordan Hill arrived to the meeting following the presentation of Item O.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, requested the Board's consideration, discussion, and vote to approve submission of a 2023-2024 Transportation Waiver for the Head Start Program. The Transportation Waiver is an annual request to waive the requirements for a Bus Monitor and child safety restraint systems for those Head Start children who ride on a public school bus to attend their respective center or classroom (through a collaboration agreement), in addition to those participating in field trips. Board approval for the Transportation Waiver is required before it can be submitted to the Office of Head Start for review. Without this waiver, up to 225 children would not be able to receive transportation services in order to attend the Head Start Program. Nine area public schools transport up to 140 Head Start children on approximately 40 rural bus routes, with an average of three children per route.

Additionally, the program has a partnership with LIFT Transit to transport up to 90 Head Start children to and from classrooms. Galyon spoke about the full enrollment initiative being in effect, which will become more of an issue especially with Transit reporting (during the Transportation Advisory Council Report) that they are still understaffed. Such staffing issues had not been an issue in past years as the full enrollment initiative was not in effect. An upcoming webinar will provide more information on the initiative, which will be communicated to the Board in the future. Nevertheless, without a Waiver, the impact of the transportation regulations would force the public schools to discontinue rural bus route services for LIFT's Head Start children. A motion was made by Brent Franks and seconded by William Smith to approve submission of a 2023-2024 Transportation Waiver 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 H).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, provided the Board with the Policy Council Report for the May 16, 2023 meeting (Organizational Standards 2.1 and 5.9).

Brittany Bailey, ERSEA Specialist, provided a Board Training/Programmatic Report (Organizational Standards 5.7 and 5.9). This annual program update and training over Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) works to inform the Board of processes, strategies, and policies/procedures used to ensure that Head Start/Early Head Start/EHS-Child Care only enrolls eligible children within the programs. Bailey explained each component of ERSEA. The training then focused on Head Start/EHS/EHS-Child Care Program eligibility, and explained the following: (a) selection criteria/eligibility determination and processes for collecting complete, accurate information from families and third-party sources; (b) strategies for treating families with dignity and respect, as well as in dealing with possible issues of domestic violence, stigma, and privacy; and (c) policies and procedures regarding action taken against staff, families, or participants who attempt to provide or intentionally provide false information.

Macy Self, Associate Director, requested the Board's consideration, discussion, and vote to approve a Waiver/Exemption of Conflict of Interest for Department of Energy (DOE) Weatherization Assistance for Micky Hall (related to Allison McDaniel, staff member of LIFT CAA), that a full and proper posting of the disclosure has been made to the public, that no objections have been received from the public, a legal opinion determining there is no violation of Oklahoma or local law, any conflict or potential conflict should be waived, and the expenditure of DOE Weatherization Assistance Program funds is fair to LIFT CAA. The agency conducted a public disclosure process and legal review for any/potential conflict of interest. In the case of Micky Hall's application for home weatherization assistance, public disclosure has been made with no objections received, and an Affidavit has been signed by Allison McDaniel (who is her granddaughter) attesting that she was not involved in the application and process, activities or decisions regarding the assistance to be provided. Further, the opinion of LIFT CAA's Attorney, Amber Duncan, is that the exception sought in this matter would not violate Oklahoma or local law. A motion was made by Brad Burgett and seconded by Craig Young to approve a Waiver/Exemption of Conflict of Interest for Department of Energy Weatherization Assistance for Micky Hall (related to Allison McDaniel, staff member of LIFT CAA), that a full and proper posting of the disclosure has been made to the public, that no objections have been received from the public, a legal opinion determining there is no violation of Oklahoma or local law, any conflict or potential conflict should be waived, and the expenditure of DOE Weatherization Assistance Program funds is fair to LIFT CAA. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Macy Self, Associate Director, requested the Board's consideration, discussion, and vote to approve the signing of a Proclamation recognizing June as National Homeownership Month. This national month-long designation is intended to help promote the benefits of homeownership and a continuing commitment to creating opportunities for future homeowners. A motion was made by Andrea Henkel and seconded by Brent Franks to approve the signing of a Proclamation recognizing June as National Homeownership Month. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Macy Self, Associate Director, provided a Board Training/Programmatic Report over National NeighborWorks Week (Organizational Standards 5.7 and 5.9). Self explained that the agency's activities included engaging in an email and social media campaign to increase awareness of the NeighborWorks philosophy and agency's partnership during NeighborWorks Week (June 3-10, 2023). NeighborWorks® America, whose mission is to create opportunities for people to live in affordable homes, improve their lives, and strengthen their communities, is a national nonprofit organization created by Congress in 1978. NeighborWorks® America provides financial support, technical assistance, and training for community-based revitalization efforts. The Corporation supports a network of nearly 240 NeighborWorks organizations that build decent, affordable housing, strengthen communities, and enhance economic support. Working in partnership with others, NeighborWorks organizations are leaders in revitalizing communities and creating affordable housing opportunities for low- and moderate-income families; this nationwide network is at work in nearly 4,000 communities across America. LIFT CAA became a chartered member of NeighborWorks® America in October of 1997. As a chartered member, LIFT CAA is certified to meet a high standard of fiscal integrity and service performance to assist local residents in developing leadership, improving their neighborhoods, and securing decent, affordable housing. Through NeighborWorks® America, the agency has access to financial resources, tools, training opportunities, and the experience of hundreds of colleagues from around the country, all which aid in making LIFT CAA's communities a better place to live. In FY 2022, the agency received $282,500 from NeighborWorks® America (an investment of 57:1 per dollar of funding), which was used to assist 247 individuals with affordable housing as well as create and/or preserve 89 homeowners.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided a Board Training over Results-Oriented Management and Accountability (Organizational Standard 5.7). Cox presented a video training to the Board titled "ROMA for Boards: An Introduction" by the Community Action Association of Pennsylvania, which explained the ROMA framework/process.

Macy Self, Associate Director, recognized Christie Terry-Ball (Case Manager Specialist, Second Chance Reentry Program) as the June 2023 Employee of the Month.

Macy Self, Associate Director, recognized Anita Bruce (Transit Driver, Transit Program) for Thirty-Five Years of Service.

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) and NeighborWorks® America/Community Impact information (Organizational Standards 5.7 and 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Craig Young 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 T).

The Regular Meeting adjourned at 10:59 a.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer