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

MINUTES
BOARD OF DIRECTORS MEETING
July 11, 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, July 11, 2023 at 10:03 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 Brent Franks.

Roll Call was taken and a quorum was established (21 Board Members present, 6 absent). The following Board Members were present at the meeting site: Tami Barnes, Brad Burgett, Danny Cornish, Kevin Cory, Tina Foshee-Thomas, Brent Franks, David Hawkins, Andrea Henkel, Jordan Hill, Sharon Johnson, Vickie Leathers, Cindy Logan, Kara Maness, Sandra Meeks, Dwight Satterfield, Leah Savage, Wade Scott, David Smith, William Smith, Vicky Wade, and Craig Young. The following members were absent: Patsy Guess, Jia Johnson, Consuelo Splawn, Kelli Stacy, Jim Bob Sullivan, and Debra Williams. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Diosselyn Tot-Velasquez, Macy Self, Darla Galyon, Sheree Ensley, Kathy James, Mattie McKee, Jordan Mack, W.F. Grammar, Amber Duncan, Stella Dennis, Tasha Clark, Terra Jackman, Ernest McCarty, Brandon McDaniel, and Rebecca (Reynolds) Porter.

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 July 11, 2023 at 9:10 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 two that are past due. The Committee voted to recommend full Board approval of the agency's Financial Reports for May 2023. The Committee was presented with the June 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 June 2023 Regular Meeting Minutes and the May 2023 Financial Reports; the June 2023 Financials were distributed for consideration and vote at the August 2023 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Brad Burgett and seconded by Wade Scott to approve the June 2023 Regular Meeting Minutes and the May 2023 Financial Reports. The roll call vote was as follows: Yes 19; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. FY 2024 Domestic Violence/Sexual Assault Program Application to Oklahoma Office of Attorney General; if awarded, the one-year grant would be used to provide supportive services to adult victims of domestic violence and/or sexual assault, as well as children exposed to family violence, domestic violence or dating violence. Supportive services would include crisis intervention, safety planning, individual counseling, peer counseling, educational services, legal advocacy, personal advocacy, housing advocacy, medical advocacy, information/referral, and transportation. The grant funding would also be used for the provision of dating violence intervention and prevention, culturally and linguistically appropriate services, and outreach to underserved populations. As LIFT CAA has not received funding through this program in the past, the proposed amount of funding is not known at this time, but would be determined based on the number of grants awarded.
2. FY 2024 Base Grant Application to Oklahoma Court Appointed Special Advocates (CASA) Association in the amount of $23,830; if awarded, the proposed one-year grant would be used to provide staff salary support as well as associated operating expenses for the CASA Program.
3. Section 523 Self-Help Housing Technical Assistance Grant Extension Request to U.S. Department of Agriculture, Rural Development in the amount of $733,930.30; if awarded the request, the current Self-Help Housing Grant will be extended by an additional 18 months (until July 31, 2025), to allow for completion of the proposed deliverables.

After discussion and Board Member input with regards to the applications presented, a motion was made by Kara Maness and seconded by Cindy Logan to approve the submission of resolutions and/or grant applications in the amount of $757,760.30 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. American Rescue Plan Act Child Care Stabilization Grant Award (Cycle 9, Early Learning Centers) from Oklahoma Department of Human Services in the amount of $25,000; these funds for Cycle 8 (the Agenda incorrectly listed Cycle 9) will provide key operating support to maintain child care services within the agency's Early Learning Centers.

A motion was made by Andrea Henkel and seconded by Cindy Logan to approve acceptance of grants, contracts, and awards in the amount of $25,000 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

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 Sahvanna Walker to the Office of Head Start. Galyon explained that the Head Start Teacher for the Forest Grove II classroom has resigned. 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. Sahvanna Walker (who is a current Head Start Teacher Assistant at the Forest Grove II classroom) meets the required qualification requirements to request a waiver, which is comparable to Oklahoma's Emergency Teacher Certification. Walker holds a current Preschool Child Development Associate Credential, and is working to obtain an Associate of Arts Degree in Child Development (expected completion in July 2024). If approved, Walker will be eligible to be hired as a Head Start Teacher to fill the vacant position within the Forest Grove II classroom; 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 Tina Foshee-Thomas and seconded by Cindy Logan to approve submission of Teacher Qualifications Waiver Request for Sahvanna Walker to the Office of Head Start. The roll call vote was: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve revised Carryover Requests for the Head Start/Early Head Start and Early Head Start-Child Care Programs. James first provided status updates on the Carryover Applications submitted for the programs. She also explained that in the original Carryover Applications, Retention Incentives were proposed to complement existing practices to stabilize the HS/EHS/EHS-CC workforce, promote recruitment, and help maintain consistency of staffing. Following issuance of guidance regarding competitive bonuses and other retention practices from the Office of Head Start, program leadership developed a formal policy for such expenses. Unfortunately, due to the timing of the agency's approval of the Staff Wellness, Retention, and Incentive Compensation Policy, the proposed Retention Incentives were unallowable under the Carryover applications as the original program funding was received prior to approval of the policy. Therefore, it will be necessary to submit new applications to carry over the funding originally intended for staff Retention Incentives, which equates to \$189,405 for Head Start, \$40,595 for Early Head Start, and \$90,656 for EHS-Child Care. This funding will instead be proposed to provide for staff salary increases, center and playground supplies/resources, and staff wellness and retention supports. A motion was made by Brad Burgett and seconded by Jordan Hill to approve the revised Carryover Requests as presented for the Head Start/Early Head Start and Early Head Start-Child Care Programs. The roll call vote was: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve the 2022-2023 Self-Assessment Plan. The annual Self-Assessment is geared toward reviewing and understanding program data. During the Self-Assessment, staff work to identify areas of need within the Head Start, Early Head Start, and EHS-Child Care Programs on which to focus and improve. As shown on the Self-Assessment 2022-2023 documentation included in the Board Meeting packet, all recommendations to help address the discoveries have been completed. Mack facilitated discussion about the Self-Assessment; Board Members were asked to provide input and suggestions on the plan. While there was nothing further provided by the Board during the meeting, members are always encouraged to contact the Head Start/EHS/EHS-CC Administration Office with any additional input or suggestions. A motion was made by Jordan Hill and seconded by Brad Burgett to approve the 2022-2023 Self-Assessment Plan. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the FY 2024 CASA Program Goals and Objectives. The Board was presented with the FY 2024 Goals and Objectives for the program, to be accomplished during the Oklahoma CASA Association's one-year Base Grant funding period. Discussion concerning the Goals and Objectives was facilitated, and no changes were proposed by the Board. A motion was made by Andrea Henkel and seconded by Cindy Logan to approve the FY 2024 CASA Program Goals and Objectives. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Diosselyn Tot-Velasquez, Associate Relationship Manager for NeighborWorks® America, provided a Board Training over NeighborWorks® America - Working Together for Strong Communities® (Organizational Standard 5.7). Tot-Velasquez spoke about NeighborWorks® America, along with various offerings available for benefit to LIFT CAA, such as Board evaluations (through BoardSource), implementation of new committees for peer-to-peer work, and upcoming NeighborWorks Training Institutes.

Kathy James, Senior Program Planner, provided a Board Training over the National CASA Core Model and Guiding Principles (Organizational Standard 5.7). James reviewed the Core Model and Guiding Principles with the Board and discussed the fundamental elements of CASA.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided a Board Training over Community Services Block Grant Organizational Standards (Organizational Standard 5.7). The CSBG Organizational Standards are a comprehensive set of standards organized into three thematic groups (Maximum Feasible Participation, Vision and Direction Standards, and Operations and Accountability Standards). The Organizational Standards are comprised of nine categories, with 58 total standards that must be met for private, nonprofit entities. The purpose of the Organizational Standards is to ensure that all agencies have appropriate organizational capacity, in both critical financial and administrative areas, as well as areas of unique importance to the mission of the Community Action network. Cox provided a brief overview of all the CSBG Organizational Standards, and then conducted a discussion of Category 5 pertaining to Board Governance.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, presented the 2023 Customer Satisfaction Report for the 2nd Quarter (April – June) in accordance with CSBG Organizational Standard 1.3. The Customer Satisfaction Surveys are completed by clients after having inquired about or received a service through an agency-operated program. During the 2nd Quarter, a total of 88 surveys were collected, with 56% from Choctaw County, 31% from McCurtain County, and 13% from Pushmataha County. The programs represented from these survey responses included the Tri-County Opioid Response Program, Volunteer Income Tax

Assistance, Apartments, and YouthBuild. Of the surveys collected, 100% of respondents were satisfied with regards to agency services received.

W.F. Grammar, Risk Manager, provided the Board with the Risk Assessment and Management Report (Organizational Standard 5.9). The report focused on Workers' Compensation, safety, and risk management activities/programming within the agency during the last quarter.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the June 20, 2023 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Tasha Clark (Teacher, Head Start Program) as the July 2023 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – Terra Jackman (Site Supervisor/Family Advocate, Head Start/Early Head Start/EHS-Child Care Programs & Early Learning Centers), Makennah Smith (Caregiver, Early Head Start Program), and Amy Wilson (Bookkeeper, Administration).

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); Hand to Hand, Inc. Food Pantry Report; and AmeriCorps Seniors Retired and Senior Volunteer Program Bingo Event 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 Brent Franks to adjourn the regular meeting. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. Voting record is attached (Item V).

The Regular Meeting adjourned at 10:57 a.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer