LIFT COMMUNITY ACTION AGENCY, INC.
209 NORTH 4$^{TH}$ STREET
HUGO, OKLAHOMA 74743

MINUTES
BOARD OF DIRECTORS MEETING
October 10, 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, October 10, 2023 at 10:10 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5$^{th}$ 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. 4$^{th}$ St., Hugo, Oklahoma) and the meeting site (1005 S. 5$^{th}$ 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 Danny Cornish.

Roll Call was taken and a quorum was established (18 Board Members present, 9 absent). The following Board Members were present at the meeting site: Tami Barnes, Tiffany Brockway, Danny Cornish, Kevin Cory, Brent Franks, David Hawkins, Andrea Henkel, Jia Johnson, Sharon Johnson, Vickie Leathers, Kara Maness, Sandra Meeks, Carolyn Pool, Wade Scott, David Smith, Consuelo Splawn, Vicky Wade, and Debra Williams. The following members were absent: Brad Burgett, Tina Foshee-Thomas, Patsy Guess, Jordan Hill, Trina Low, Leah Savage, William Smith, Jim Bob Sullivan, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Michelle Pulliam, Ernest McCarty, Macy Self, Johnny Moffitt, Darla Galyon, Jordan Mack, Mattie McKee, Stella Dennis, Amy Craven, Kelly Thomas, Rebecca (Reynolds) Porter, Brandon McDaniel, Kathy James, W.F. Grammar, and Kayla Lemons.

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.

The Board recognized Carolyn Pool as the elected representative for the Antlers Community Food Bank, a Low-Income Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2024).

Board Member David Smith was appointed to serve as Board Mentor for new Board Member Carolyn Pool (Organizational Standard 5.7).

Rebecca (Reynolds) Porter, Executive Director, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on October 10, 2023 at 9:05 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 August 2023. The Committee was presented with the September 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 September 2023 Regular Meeting Minutes and the August 2023 Financial Reports; the September 2023 Financials were distributed for consideration and vote at the November 2023 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Brent Franks and seconded by Vicky Wade to approve the September 2023 Regular Meeting Minutes and the August 2023 Financial Reports. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items F & G).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Child Care Stabilization Grant Program Applications (Year 3, Early Learning Centers) to Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of $128,000; if awarded, these funds will provide key operating support to maintain child care services within the Early Learning Centers.
2. 2023 Grant Application to Potts Family Foundation, Inc. in the amount of $10,000; if awarded, these funds will be used for operational support of the agency's Head Start, Early Head Start, EHS-Child Care, and Help Me Grow programming, which promote resilience and help mitigate adverse childhood experiences prevalent among the children served.
3. FY 2024 Retired and Senior Volunteer Program Grant Application (Continuation, Year 3) to AmeriCorps in the amount of $64,299; if awarded, funding will be used to support program operations within the third year of the three-year grant cycle.
4. National Initiatives Travel Application (Rural Advisory Council Convening) to NeighborWorks® America in the amount of $2,000; if awarded, these funds will be used to support travel costs to attend the Rural Advisory Council meeting held during the National Rural Housing Conference in Washington, D.C.

After discussion and Board Member input with regards to the applications presented, a motion was made by David Smith and seconded by Andrea Henkel to approve the submission of resolutions and/or grant applications in the amount of $204,299 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. 2023 Victims of Crime Act Grant Award (Court Appointed Special Advocates) from Oklahoma District Attorneys Council in the amount of $44,383; these VOCA grant funds will be used to provide salary and other operating support for LIFT CASA staff during the project year. Since the purpose of this grant program is to provide direct services to victims of crime, this funding will allow LIFT CASA to continue providing advocacy services for abused and neglected children within Choctaw, McCurtain, and Pushmataha Counties.
2. 2023 VOCA Grant Award (Victim Advocacy Services) from Oklahoma DAC in the amount of $75,000; this funding will provide operational support for the Victim Advocacy

Services Program for a period of one year. The program provides enhanced, needed direct services to victims and their families; a Victim Services Coordinator assists victims of crime in Choctaw, McCurtain and Pushmataha Counties through direct service provision/linking to resources that will serve the victim's physical, emotional, and basic needs.

3. FY 2023 Opioid Affected Youth Initiative Grant Award from U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention in the amount of $750,000; under this award, 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.
4. FY 2024 Base Grant Award from Oklahoma CASA Association in the amount of $23,830; the one-year grant award will be used to provide staff salary support as well as associated operating expenses for the CASA Program.
5. SFY 2024 Community Action Agencies State Appropriated Funds for Head Start Award from Oklahoma Department of Commerce in the amount of $83,602; these funds will be used to offset Head Start/Early Head Start Teacher salaries and fringe benefits, and support a portion of the salaries/fringe benefits for Family Advocates who work with the programs.
6. FY 2023 Community Services Block Grant Award (3rd Allocation) from ODOC in the amount of $2,286; these funds will be used for the purpose of revitalizing communities and the creation of opportunities for economic prosperity among low-income individuals and families. The total amount awarded for FY 2023 is $236,730.
7. National Initiatives Travel Award from NeighborWorks® America in the amount of $2,000; these funds will be used to support travel costs to attend the Rural Advisory Council meeting held during the National Rural Housing Conference in Washington, D.C.
8. Child Care Stabilization Grant Program Awards (Year 3/Quarter 1, ELC) from Choctaw Nation of Oklahoma in the amount of $21,000; these funds will provide key operating support to maintain child care services within the Early Learning Centers.
9. Food and Nutrition for Better Health Leadership Training Institute Award (Quarter 1) from National Healthy Start Association in the amount of $2,500; this funding will be used to conduct planning and implementation work to bring nutritious food options to communities and families served by LIFT Healthy Start, in addition to the provision of education over nutrition and healthy foods.

A motion was made by Jia Johnson and seconded by Tami Barnes to approve acceptance of grants, contracts, and awards in the amount of $1,004,601 as presented and listed on the Consent

Docket. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to enter into Executive Session to review and discuss the following items in accordance with Oklahoma Statute Title 25 § 307(B)(1): 1.) Executive and Personnel Committee's Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director (Organizational Standard 7.4) and 2.) Employment Contract Renewal and Compensation of Rebecca (Reynolds) Porter as Executive Director of LIFT CAA (Organizational Standard 7.5). A motion was made by Kara Maness and seconded by Tami Barnes to enter into Executive Session to review and discuss the Executive and Personnel Committee's Performance Evaluation, Employment Contract Renewal, and Compensation of Rebecca (Reynolds) Porter as Executive Director of LIFT CAA. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J). LIFT CAA staff/visitors then exited the room; the Board of Directors entered into Executive Session at 10:30 a.m.

After holding Executive Session, LIFT CAA staff/visitors were brought back into the meeting room. David Hawkins, Chairman, then requested the Board's consideration, discussion, and vote to adjourn out of Executive Session and the regular Board Meeting be reconvened. A motion was made by Andrea Henkel and seconded by David Smith to adjourn out of Executive Session and the regular Board Meeting be reconvened. The Roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K). The Board of Directors adjourned out of Executive Session at 10:42 a.m.

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director. In accordance with Organizational Standards – Category 7, Standard 7.4, the Governing Board conducts a performance appraisal of the Executive Director each calendar year. The Executive and Personnel Committee conduct the Performance Evaluation with the Executive Director present, then reports back to the Board on its findings. The Board reviews the Performance Evaluation, meets with the Executive Director if deemed necessary, and votes whether to approve the Evaluation. During Executive Session, the Board reviewed and discussed Executive Director Rebecca (Reynolds) Porter's Performance Evaluation. A motion was made by Kevin Cory and seconded by Vicky Wade to approve the Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the Renewal of Contract, Employment, and Compensation of Rebecca (Reynolds) Porter as LIFT CAA Executive Director. In accordance with Organizational Standards – Category 7, Standard 7.5, the Governing Board reviews and approves the Executive Director's compensation each calendar year. During Executive Session, the Board reviewed Reynolds' compensation, which is tied to the renewal of the contract and employment approval, and which was also discussed. A motion was made by Kevin Cory and seconded by Jia Johnson to approve the Renewal of Contract and Employment of Rebecca (Reynolds) Porter as LIFT CAA Executive Director, along with approval of her Compensation as discussed by the Board in Executive

Session. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Johnny Moffitt, Associate Director, requested the Board's consideration, discussion, and vote to approve the LIFT Transit Title VI Program Plan (Organizational Standard 5.9). A Title VI Plan is the standard operating procedure for how Title VI of the 1964 Civil Rights Act is implemented and overseen by the LIFT Transit Program. The plan details the who, what, how, when, and why for each of the program's activities in relation to Title VI. Moffitt reviewed the Title VI Program Plan with the Board and facilitated discussion. A motion was made by Brent Franks and seconded by Wade Scott to approve the LIFT Transit Title VI Program Plan. The roll call vote was as follows: Yes 17; 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 the LIFT CAA Board of Directors Regular Meeting Dates for 2024 (Organizational Standard 5.5). All Regular Meetings of the Board of Directors will be held at 10:00 a.m. on the second Tuesday of each month at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th Street in Hugo, Oklahoma. A motion was made by Kara Maness and seconded by Tami Barnes to approve the LIFT CAA Board of Directors Regular Meeting Dates for 2024. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve hiring of Kellogg & Sovereign® Consulting, LLC as the E-Rate Consultants for the 2024-2025 E-Rate Funding Year. As the E-Rate Consultants, Kellogg & Sovereign® Consulting, LLC will file forms, assess needs, prepare and post requests, and other lengthy duties. E-Rate is not a grant; it is a service that provides discounts up to 90% on phone, fax, and internet services for schools and libraries, funded by fees paid by telecommunications companies. A motion was made by Brent Franks and seconded by Debra Williams to approve hiring of Kellogg & Sovereign® Consulting, LLC as the E-Rate Consultants for the 2024-2025 E-Rate Funding Year. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item P).

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve the Head Start/Early Head Start/Early Head Start-Child Care Policy Council Operating Procedures and Conflict Resolution/Impasse Policy. The Policy Council Operating Procedures and Conflict Resolution/Impasse Policy reflect Federal requirements contained in the Head Start Program Performance Standards. These documents are reviewed (with changes made as needed) and approved by the Board of Directors and Policy Council annually. No changes are being proposed. A motion was made by David Smith and seconded by Tami Barnes to approve the Head Start/Early Head Start/Early Head Start-Child Care Policy Council Operating Procedures and Conflict Resolution/Impasse Policy. The roll call vote was: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Rebecca (Reynolds) Porter, Executive Director, provided an update on the Board Self-Assessment (Organizational Standard 5.7). The agency is required to conduct the Board Member

Self-Assessment every two years. Board Members essentially "rate" themselves in a series of questions related to the Board and its functioning. The Self-Assessment has been distributed to the Board (via email) for completion; the deadline has been extended until the end of the month for completion. The findings of the Self-Assessment will then be reported to the Board. Based on the responses, the Board Training Committee will develop a plan to raise capacity in areas identified as needs by Board Members.

Kathy James, Senior Program Planner, provided a Board Training (Organizational Standard 5.7) over Board Recruitment and Retention as well as Low-Income Participation (in Board activities and Members), with regards to Organizational Standard 1.1.

David Hawkins, Chairman, appointed Board Member Sharon Johnson to the Transportation Advisory Council. There was a vacancy on the Council stemming from the resignation of Cathie Carothers from the Board of Directors. Therefore, it was necessary to appoint a new member to the Council to fill the open seat. 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 serves an essential function in helping to identify and address transportation barriers, challenges, and resources.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, presented the 2023 Customer Satisfaction Report for the 3rd Quarter (July – September) in accordance with CSBG Organizational Standard 1.3. The Customer Satisfaction Surveys are designed to allow customers an outlet for providing feedback. The Customer Satisfaction Surveys are completed by clients either online or in paper format after having inquired about or received a service through an agency-operated program. LIFT CAA analyzes these survey responses as an additional tool to determine overall effectiveness of programs. During the 3rd Quarter, a total of 31 surveys were collected. Of those, 42% were from Pushmataha County, 26% from Choctaw County, and 16% from McCurtain County, with the remaining 16% from all other service counties. The programs represented during the 3rd Quarter included Apartments, Emergency Assistance, and Housing. Of those responding, 100% selected 'Satisfied' with regards to satisfaction level for 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 September 19, 2023 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Kayla Lemons (Cook, Head Start Program) as the October 2023 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – Allen Carroll (Construction Superintendent, Administration), Jonie Smith

(Center Director, Early Head Start Program); and Ten Years – Amy Craven (Assistant Director/ Center Director/Lead Teacher, Early Learning Centers).

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); Safe Place Healing Hearts Program No-Cost Extension Approval; Head Start Teacher Qualifications Waiver Approval; and Domestic Violence Awareness Month Information (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by Kevin Cory and seconded by Tami Barnes to adjourn the regular meeting. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. Voting record is attached (Item BB).

The Regular Meeting adjourned at 11:26 a.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer