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

MINUTES
BOARD OF DIRECTORS MEETING
November 14, 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, November 14, 2023 at 10:10 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 Andrea Henkel.

Roll Call was taken and a quorum was established (20 Board Members present, 5 absent). The following Board Members were present at the meeting site: Tiffany Brockway, Brad Burgett, Kevin Cory, Brent Franks, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Sharon Johnson, Trina Low, Sandra Meeks, Carolyn Pool, Leah Savage, Wade Scott, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, Vicky Wade, and Debra Williams. The following members were absent: Tami Barnes, Patsy Guess, Vickie Leathers, Kara Maness, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Michelle Pulliam, Rhonda Teague, Darla Galyon, Sheree Ensley, Brandon McDaniel, Johnny Moffitt, Kathy James, Macy Self, Stella Dennis, Mattie McKee, Jordan Mack, Rebecca (Reynolds) Porter, Amber Duncan, and Ernest McCarty. LIFT CAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: Gary Saunders.

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.

Because of technical/sound difficulties, the presenter for Item C (Gary Saunders) was not immediately available to present. Therefore, it was necessary to present Items E, F/G, and H until the equipment was functioning properly.

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on November 14, 2023 at 9:03 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 September 2023. The Committee was presented with the October 2023 Financial Reports and Meeting Minutes. The proposed 2024 Agency-Wide Budget was presented; the Committee voted to approve as proposed, and recommend approval by the full Board of Directors. The Committee also voted to recommend approval to file the 2022 Form 990 by the Board of Directors and 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 October 2023 Regular Meeting Minutes and the September 2023 Financial Reports; the October 2023 Financials were distributed for consideration and vote at the December 2023 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by David Smith and seconded by Andrea Henkel to approve the October 2023 Regular Meeting Minutes and the September 2023 Financial Reports. The roll call vote was as follows: Yes 16; No 0; Abstain 2. The motion carried. The Voting Record is attached (Items F & G).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. PY 2023 Department of Energy Weatherization Assistance Program Grant Application to Oklahoma Department of Commerce/Community Development in the amount of $273,906; if awarded, these will be used to support LIFT's Weatherization Program and provision of services within Bryan, Carter, Choctaw, Coal, Love, McCurtain, Pontotoc, and Pushmataha Counties.
2. HOME Investment Partnerships Program Grant Applications to Oklahoma Housing Finance Agency in the amount of $800,000 (Rental New Construction: $750,000, Community Housing Development Organization Operating: $50,000); if awarded, these funds would be used to construct two duplex apartment buildings in Valliant, Oklahoma (total cost of $750,000), as well as provide CHDO operating support in the amount of $50,000 for staff salaries, travel and administrative costs associated with the construction of the rental new construction units.
3. FY 2024 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Application to Health Resources and Services Administration in the amount of $1,100,000; if awarded, these funds will be utilized during the first year of a new five-year grant cycle to improve access to quality health care and services for women, infants, children, and families through outreach, care coordination, health education and linkage to health insurance; building healthy communities and ensuring ongoing, coordinated, comprehensive services are provided in the most efficient manner through effective service delivery; strengthening the health workforce, specifically those individuals responsible for providing direct services; and promoting and improving health equity by connecting with appropriate organizations.

After discussion and Board Member input with regards to the applications presented, a motion was made by Brad Burgett and seconded by Jim Bob Sullivan to approve the submission of resolutions and/or grant applications in the amount of $2,173,906 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 H). Board Member Jordan Hill arrived to the meeting at 10:18 a.m., directly after voting for the item had concluded.

The technical difficulties were fully resolved at the conclusion of Item H, which allowed for the presentation of Items C and D next, with the regular progression of the Board Meeting Agenda to proceed thereafter (Item I through Item Z).

Gary Saunders, of Saunders and Associates, PLLC, presented the 2022 LIFT CAA Audit and provided a Board Training on How to Interpret an Audit Report (Organizational Standards 5.7, 5.9, and 8.3). The Audit, along with the agency's Tax Returns and current Budget, is posted on LIFT CAA's website to allow access by Board Members, funders, and the general public. Saunders stated that the 2022 Audit was completed in accordance with Government Auditing Standards and the Uniform Guidance; there were no problems with internal control or instances of noncompliance. There were also no weaknesses, findings, or questioned costs, so from an audit perspective, it is considered a clean report and clean opinion. The agency's net assets are strong, and the asset to liability liquidity ratio is very good. From an audit standpoint, LIFT CAA appears to be financially sound within the environment in which it operates. Saunders then lined out expenses by program and natural classification, comparing data from the last three years. He explained components of audits and the different reports/opinions. Saunders fielded questions from the Board and facilitated discussion.

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the 2022 LIFT CAA Audit (Organizational Standards 8.1, 8.2, and 8.4). Through this action, if approved, the Governing Board would formally receive and accept the 2022 LIFT CAA Audit. A motion was made by Brad Burgett and seconded by Brent Franks to approve the 2022 LIFT CAA Audit. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D).

CONSENT DOCKET ITEMS (Continued)

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. Child Care Stabilization Grant Program Award (Year 3/Quarter 1, Early Learning Centers) from Choctaw Nation of Oklahoma in the amount of $11,000; these funds will provide key operating support to maintain child care services within the Early Learning Centers.
2. Child and Adult Care Food Program Award (Head Start/Early Head Start) from Oklahoma Department of Education in the amount of $625,500; these funds, up to $625,500, will be used to provide children enrolled in the agency's Head Start or Early Head Start Programs with adequate nutritional meals appropriate to their age group. Meals include breakfast, snack, and lunch. Funding will also support food-related supplies and salaries for the Cooks.
3. CACFP Award (ELC) from Oklahoma Department of Education in the amount of $142,300; these funds, up to $142,300, will be used to provide breakfast, lunch, and snacks to students of the Early Learning Centers in Antlers, Broken Bow, Hugo, and Idabel. Centers may be reimbursed for three meal services (two meals and one snack or two snacks and one meal) per student per day.
4. CACFP Award from Oklahoma Department of Education in the amount of $1,248,004.74; (Program Operations – $168,004.74; Daycare Home Meal Reimbursement – Up to $1,080,000); of this total, funding for Program Operations will be used for training daycare home providers, site visits to monitor and assist these providers, and other operational

needs of the program. In addition, up to $1,080,000 will be used for food reimbursement claims filed by the participating daycare home providers. LIFT CAA's CACFP program works with daycare home providers within 37 Oklahoma counties. These providers are reimbursed for meals being served to more than 3,000 children daily. The program has been assisting daycare home providers for 37 years and is one of the largest sponsors in the State of Oklahoma. The contract agreement period for the program will be October 1, 2023 through September 30, 2024.

5. Mentoring+ Project Subgrant Award (2019 Extension Increase) from Youth Collaboratory in the amount of $2,600; this funding extension subgrant will be used for the provision of mentoring program services and to support grant close-out activities during the amended period of January 1, 2023 to September 30, 2023. (Total Awarded: $51,600)

It was noted that the amount for Item I4 was incorrectly listed as $1,248,004.74 on the Agenda, and should instead have been $1,239,180.74 (with the Program Operations total being $159,180.74). A motion was made by Andrea Henkel and seconded by Tiffany Brockway to approve acceptance of grants, contracts, and awards as presented and listed on the Consent Docket, with the corrected amount of $1,239,180.74 for Item I4 to be included, for a total approved amount of $2,020,580.74. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve filing of LIFT CAA's 2022 Form 990 and Oklahoma Tax Return (Organizational Standard 8.6). As required by Community Services Block Grant Organizational Standard 8.6, the agency's Form 990 must be completed on an annual basis and made available to the Board of Directors for review. The drafts of the Federal and State Returns have been checked by agency staff, in addition to review by the Finance/Audit/Loan Committee, which voted to approve filing. Copies of the draft returns were also sent out to individual Board Members (via email) for review prior to the meeting. A motion was made by Brent Franks and seconded by Debra Williams to approve filing of LIFT CAA's 2022 Form 990 and Oklahoma Tax Return. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Organizational Conflict of Interest Policy and Procedures (Organizational Standard 7.1). Porter reviewed the proposed Policy and Procedures in detail with the Board and facilitated discussion. The OCI Policy and Procedures were reviewed in their entirety by an Attorney and revised further before being brought to the Board for approval. The document is intended for internal purposes, so that LIFT CAA has an agency-wide policy and procedures related to understanding, avoiding, and mitigating Organizational Conflicts of Interest. Once approved, agency staff will be notified of the policy/procedures via email announcement. Agency staff will receive a copy of the OCI Policy and Procedures by email, and the document will be available through the online Employee Portal. A motion was made by Brad Burgett and seconded by Kevin Cory to approve the LIFT CAA Organizational Conflict of Interest Policy and Procedures. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

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 Jonna Reynolds to the Office of Head Start. 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. Jonna Reynolds (who is a current Head Start Teacher Assistant at the Boswell II classroom) meets the required qualification requirements to request a waiver, which is comparable to Oklahoma's Emergency Teacher Certification. Reynolds holds a current Preschool Child Development Associate Credential, and is working to obtain an Associate of Arts Degree in Child Development and Bachelor's Degree. If approved, Reynolds will be eligible to be hired as a Head Start Teacher to fill a vacant classroom position; 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 William Smith and seconded by Jordan Hill to approve submission of Teacher Qualifications Waiver Request for Jonna Reynolds to the Office of Head Start. The roll call vote was: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve submission of an FY 2024 Change in Scope – Enrollment Reduction Amendment Application for the LIFT Head Start Program. The amendment includes a request for a Change in Scope to reduce the Funded Federal Enrollment of Head Start slots from 387 to 295 without reducing the amount of grant funding received. The effective date of the enrollment reduction, if awarded, would coincide with the start of the FY 2024 program year, with full implementation by January 1, 2024. This reduction will only apply to the Head Start Program, as the Funded Federal Enrollment for EHS will remain at 48 slots. The change in enrollment will also affect the Cost Allocation Plan for the Head Start/EHS/EHS-Child Care programs, which will require funding to be reallocated accordingly through this Amendment. No Head Start children will be displaced through the enrollment reduction. The program plan and budgets for Head Start and Early Head Start, along with the proposed Change in Scope – Enrollment Reduction were reviewed in depth with the Board. A motion was made by Kevin Cory and seconded by Jordan Hill to approve submission of an FY 2024 Change in Scope – Enrollment Reduction Amendment Application 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 M).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve the 2024 Agency-Wide Budget (Organizational Standard 8.9). The proposed budget for the upcoming year is a "best estimate" based on current activities, last year's audit, and projected funding. Ensley also pointed out that the Finance/Audit/Loan Committee reviewed the proposed 2024 Agency-Wide Budget, and voted to recommend approval by the full Board of Directors, as stated during the Committee report. A motion was made by Brad Burgett and seconded by Debra Williams to approve the 2024 Agency-Wide Budget. The roll call vote was as follows: Yes 19; 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 LIFT CAA to act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth ($35,916.71 Maximum Contract Total, Period: 1/1/2024–12/31/2024). Porter explained that currently, the agency is serving as the Fiscal Agent as the Multidisciplinary Team does not have the capacity to administer the contract on their own. The contract provides support for a Forensic Interviewer and Coordinator as well as for those members of the team to travel to meetings or to receive necessary training. A motion was made by Brad Burgett and seconded by Kevin Cory to approve LIFT CAA to act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth for the period of 1/1/2024–12/31/2024 at a maximum contract total of $35,916.71. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve LIFT CAA to act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth ($35,916.71 Maximum Contract Total, Period: 1/1/2024–12/31/2024). Porter explained that currently, the agency is serving as the Fiscal Agent as the Multidisciplinary Team does not have the capacity to administer the contract on their own. The contract provides support for a Forensic Interviewer and Coordinator as well as for those members of the team to travel to meetings or to receive necessary training. A motion was made by Kevin Cory and seconded by Jim Bob Sullivan to approve LIFT CAA to act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth for the period of 1/1/2024–12/31/2024 at a maximum contract total of $35,916.71. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item P).

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided a Board Training/Programmatic Report which included an update on the ROMA Process, 2023 Community Action Plan with Logic Models/Results, and 2023-2025 Strategic Plan: Agency Program and Performance Evaluation, Success of Specific Strategies, Progress on Meeting Goals (Organizational Standards 4.2, 4.3, 4.4, 5.7, 5.9 and 6.5). As a CSBG-funded entity, LIFT CAA's primary goal is to provide services for individuals and families with low incomes in order to alleviate and eradicate the causes and conditions of poverty. The 2023 Community Action Plan and Logic Models provide the Oklahoma Department of Commerce with descriptions of what the agency is doing in order to address poverty. The Community Action Plan is a direct reflection of the Community Needs Assessment and Strategic Plan. It is a guide to use throughout 2023 to help the agency stay on track with addressing the prioritized needs. To that end, it also contains Logic Models which identify the top three prioritized community needs (Housing, Substance Use and Abuse, and Economic Development) as well as an agency-level goal (increase capacity). The Logic Models show specific activities and expected outcomes for each of these needs and agency-level goal. The Community Action Plan also includes a detailed breakdown of Performance Outcomes, which provides outcomes by program, contract amounts and outcome measures, as well as targets. Cox then provided the Board with Community Action Plan and Logic Model results (including the success of specific strategies outlined in the plan and progress made over the year); she also explained how data is tracked/analyzed consistently and continuously. She referenced factors that either potentially or actually contributed to either exceeding or not meeting stated performance targets. Cox also described the process of data collection, review and analysis utilizing CAPTAIN and other agency client/service tracking systems. Each of these documents demonstrates how LIFT CAA's activities are representative of the full ROMA (Results Oriented Management and Accountability) cycle, with the goal being to provide services that lead to long-term positive change, thereby having an impact on poverty and moving families in the direction of self-sufficiency. ROMA is a continuous process of assessing needs, using that data for planning to address the needs, providing services and implementing strategies, documenting and reporting progress, and continuously analyzing the results to determine if interventions or services are working. The Community Action Plan helps ensure fidelity to this process. Cox facilitated discussion with the Board to further their understanding of the process, the 2023 Community Action Plan, and Logic Models/Results, which were included in the Board Meeting packet. Next, Cox provided the Board with an update on the agency's 2023-2025 Strategic Plan, and detailed the success of specific strategies and progress in meeting Goals. Cox provided an overview of the Community Needs Assessment process and the 2023–2025 Strategic Plan, which was included in the Board Meeting packet. She explained how the Strategic Plan is representative of needs and strategies identified during the Community Needs Assessment, and serves as a roadmap for the accomplishment of short- and long-term goals. The Strategic Plan also demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, with services that lead to long-term positive change, impacting poverty and promoting self-sufficiency. A Nationally-Certified ROMA Trainer (Julia Teska, Ph.D) assisted with the creation and implementation of the Strategic Plan to ensure it met with all Community Services Block Grant and Oklahoma Department of Commerce requirements. The Plan includes one Family Level Goal (centered on Housing), two Community Level Goals (focused on Substance Use/Abuse and Economic Development), and one Agency Level Goal (dealing with increasing capacity). Cox reviewed each goal's accompanying objectives, strategies, measures, and benchmarks for achievement. She then provided the Board with an update on progress towards meeting the goals of the Strategic Plan during the last 12 months, and facilitated discussion with the Board regarding such progress.

Brandon McDaniel, Housing Director, provided a Board Training/Programmatic Report over Quarterly and Year-to-Date Housing Production as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). McDaniel provided a review and facilitated discussion with the Board regarding Quarterly Housing Production for the period of July 1 through September 30, 2023, as well as Year-to-Date Housing Production (October 2022–September 2023). The production reports provided insight into activities such as numbers of homeowners created, preserved homeownership, and rental homes constructed, acquired and preserved, as well as numbers of individuals having received housing counseling.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, provided a Board Training/Programmatic Report over the Head Start, Early Head Start, and Early Head Start-Child Care Program Information Reports for 2023 (Organizational Standards 5.7 and 5.9). A Program Information Report is required to be conducted annually for all Head Start and Early Head Start programs. The reports cover a range of topics from teacher qualifications to family needs to enrollment. These reports are used on a National level to survey programs and evaluate operations. Galyon provided a summary overview of each report and their use as a continuous quality improvement/assessment tool, then facilitated discussion with the Board concerning the reports.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). Currently, 15 of 27 Board Members have provided a monetary donation to the agency during 2023. Achieving 100% of giving by the Board is the goal as it is an eligibility requirement by many private funders and foundations. Any amount is appreciated and ensures the agency's ability to apply for funds where Board giving is a threshold requirement. Board Members can designate what program or activity the donation is to be used for, and employees of the agency can also make donations on behalf of Board Members. Since the funding entity typically looks at the year prior, by achieving 100% Board giving in 2023, the agency is eligible to apply for funding in 2024.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the October 17, 2023 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Kristy Priddy (Center Director, Early Head Start Program) as the November 2023 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – Gabrielle Brown (Caregiver, Early Head Start Program) and Thirty Years – Johnna Yow (Program Director, Child and Adult Care Food Program).

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); NeighborWorks® America Board Resources Letter; and YouthBuild Graduation Invitation (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Kevin Cory 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 Z).

The Regular Meeting adjourned at 11:28 a.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer