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

MINUTES
BOARD OF DIRECTORS MEETING
August 8, 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, August 8, 2023 at 10:09 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 (17 Board Members present, 9 absent). The following Board Members were present at the meeting site: Brad Burgett, Danny Cornish, Brent Franks, David Hawkins, Andrea Henkel, Jia Johnson, Sharon Johnson, Vickie Leathers, Cindy Logan, Sandra Meeks, Leah Savage, Wade Scott, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, and Debra Williams. The following members were absent: Tami Barnes, Kevin Cory, Tina Foshee-Thomas, Patsy Guess, Jordan Hill, Kara Maness, Dwight Satterfield, Vicky Wade, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Michelle Pulliam, Rhonda Teague, Dawn McDaniel, Darla Galyon, Sheree Ensley, Mattie McKee, Macy Self, Brandon McDaniel, Johnny Moffitt, Ernest McCarty, Susie Mashburn, Sommer Springfield, Jordan Mack, Ashley Gaddy, Rebecca (Reynolds) Porter, Kathy James, Amber Duncan, Monique Knight, Taryn Creasman, and Tonya Finley.

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.

Brad Burgett, Secretary/Treasurer, provided the Board with a report from the Committee for Nominations, who met prior to the meeting to determine the slate of LIFT CAA Officer Candidates for the upcoming year (2023-2024) in accordance with the agency's By-Laws and requirements for the annual election of Officers. The Committee for Nominations recommended the existing Board Officers to serve over the next year: Chairman – David Hawkins (representing McCurtain County); Vice-Chairman – Leah Savage (representing Choctaw County); and Secretary/Treasurer – Brad Burgett (representing Pushmataha County). The Committee for

Nominations also recommended the existing members of the Executive and Personnel Committee to serve for 2023-2024.

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to elect LIFT CAA Board of Directors Officers for 2023-2024, pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2. Hawkins also opened the floor to other nominations. A motion was made by Jim Bob Sullivan and seconded by Jia Johnson to retain the existing Board Officers as recommended by the Committee for Nominations, therefore electing the following to serve as LIFT CAA Board of Directors Officers for 2023-2024: Chairman – David Hawkins, Vice-Chairman – Leah Savage, and Secretary/Treasurer – Brad Burgett. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to elect LIFT CAA Executive and Personnel Committee Members for 2023-2024, pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2 and Article X, Section 1. As stipulated in the By-Laws, the composition of the committee shall consist of seven members total, comprised of the elected Officers of the Board and at least one Public sector, one Low-Income sector, and one Private sector member, to be elected by majority vote of the Board. Hawkins listed the current members of the Committee and then asked for any nominations. A motion was made by Brad Burgett and seconded by Wade Scott to retain the same Committee members for the upcoming year as recommended by the Committee for Nominations and, in doing so, elect the following (in addition to the elected Officers) to the LIFT CAA Executive and Personnel Committee for 2023-2024: Kevin Cory (Low-Income Sector, Choctaw County), Vickie Leathers (Private Sector, Pushmataha County), Sandra Meeks (Private Sector, McCurtain County), and Craig Young (Public Sector, McCurtain County). The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item E).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on August 8, 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 June 2023. The Committee was presented with the July 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 July 2023 Regular Meeting Minutes and the June 2023 Financial Reports; the July 2023 Financials were distributed for consideration and vote at the September 2023 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by Cindy Logan to approve the July 2023 Regular Meeting Minutes and the June 2023 Financial Reports. The roll call vote was as follows: Yes 14; No 0; Abstain 2. The motion carried. The Voting Record is attached (Items G & H).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Food and Nutrition for Better Health Leadership Training Institute Request to National Healthy Start Association in the amount of $10,000; if awarded, 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.
2. Public Transit Revolving Fund Application to Oklahoma Department of Transportation in the amount of $130,352; if awarded, this operational subsidy will be used to offset the costs of vehicle insurance and fuel for LIFT Transit.

After discussion and Board Member input with regards to the applications presented, a motion was made by Brad Burgett and seconded by Cindy Logan to approve the submission of resolutions and/or grant applications in the amount of $140,352 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2023 Healthy Start Initiative Supplemental Grant Award (Mother and Infant Supply Kits) from Health Resources and Services Administration in the amount of $15,000; this supplemental funding will be used to support recruitment and retention of LIFT Healthy Start participants by providing enrolled program participants with a newborn or postpartum supply kit (e.g. bottles, diapers, newborn clothing, toys, books, portable cribs, informational materials, items for new fathers, etc.) The total amount awarded during the FY 2023 Budget Period is $1,159,121.
2. SFY 2023 Older Americans Act Title III & American Rescue Plan KEDDO Area Agency on Aging Grant Award from Kiamichi Economic Development District of Oklahoma in the amount of $82,447; these funds (Regular Program Funding: $57,276, American Rescue Plan Supplement: $25,171) will be used to administer and operate a Title III program to provide public transportation for eligible participants (age 60 years or older) residing in Choctaw, McCurtain, and Pushmataha Counties within the KEDDO district.
3. Child Care Stabilization Grant Program Awards (Year 2/Quarter 3, Early Learning Centers) from Choctaw Nation of Oklahoma in the amount of $20,000; these funds will provide key operating support to maintain child care services within the Early Learning Centers.
4. Child Care Stabilization Grant Program Awards (Year 2/Quarter 4, ELC) from Choctaw Nation of Oklahoma in the amount of $27,000; these funds will provide key operating support to maintain child care services within the Early Learning Centers.
5. FY 2023 Head Start/Early Head Start Supplement Grant Award (Cost-of-Living Adjustment/Quality Improvement) from Office of Head Start in the amount of $358,908; this funding ($229,139) will be used to provide LIFT CAA's Head Start/Early Head Start staff with a 5.60% COLA increase (Budget Period: 12/1/2022–11/30/2023). The COLA will serve to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and maintain overall program quality. The COLA funds will be divided between Personnel Salaries, Fringe Benefits and Indirect Costs associated with staff salaries. The 5.60% COLA will reflect an increase in the hourly rate of pay for each employee and a permanent increase of 5.60% in the Head Start/EHS/EHS-Child Care pay scale. The Quality Improvement funding ($129,769) will be used to upgrade the level of

staff pay as a means of retaining experienced, qualified staff in order to improve the quality of the programs. Included with the grant award is approval of a Waiver of the Non-Federal Share associated with the Federal Request in the amount of $89,727.

6. FY 2023 Early Head Start-Child Care Partnership Grant Award (Continuation, Year 5) from OHS in the amount of $2,053,548; funding will provide support for program operations and training/technical assistance for the EHS-CC Program for a period of one year, serving 120 infants and toddlers in partnership with six area child care centers. Included with the grant award is approval of a Waiver of the Non-Federal Share associated with the Federal Request in the amount of $513,387.
7. FY 2023 EHS-Child Care Partnership Supplement Grant Award (COLA/Quality Improvement) from OHS in the amount of $163,197; this funding ($112,598) will be used to provide LIFT CAA's Early Head Start-Child Care Partnership staff with a 5.60% COLA increase (Budget Period: 8/1/2023–7/31/2024). The COLA will serve to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and maintain overall program quality. The COLA funds will be divided between Personnel Salaries, Fringe Benefits and Indirect Costs associated with staff salaries. The 5.60% COLA will reflect an increase in the hourly rate of pay for each employee and a permanent increase of 5.60% in the Head Start/EHS/EHS-Child Care pay scale. The balance remaining after providing the COLA increase in the hourly rate of staff pay will be used under the Contractual category to offset increased operating costs within the partner child care centers. The Quality Improvement funding ($50,599) will be used to upgrade the level of staff pay as a means of retaining experienced, qualified staff in order to improve the quality of the programs. Included with the grant award is approval of a Waiver of the Non-Federal Share associated with the Federal Request in the amount of $40,799.25.

A motion was made by Brent Franks and seconded by William Smith to approve acceptance of grants, contracts, and awards in the amount of $2,720,100 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 16; 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 submission of FY 2024 Head Start/Early Head Start Program Grant Application to Administration for Children and Families, Office of Head Start. James explained that the agency was currently working on the FY 2024 Head Start/Early Head Start Program Grant New/Baseline Application for Program Operations and Training and Technical Assistance. She explained that the application also includes a request for a Change in Scope to reduce the Funded Federal Enrollment of Head Start slots 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. Total requested funding in the amount of $4,509,940 would be comprised of $3,510,751 for Head Start and $999,189 for Early Head Start (Funding Period: 12/1/2023–11/30/2024), with a Federal Funded Enrollment of 308 children (260 Head Start, 48 EHS). The enrollment reduction is necessary given the historically low rates of enrollment over the last few years, supported by data from the Community Assessment and other programmatic tracking. James detailed at length the program plan and budgets for Head Start and Early Head Start, along with the enrollment reduction (transition, impacts, etc.) being proposed. The Board of Directors discussed the request and provided input regarding the application. A motion was made by Debra Williams and seconded by David Smith to approve submission of the FY 2024 Head Start/Early Head Start Program Grant Application to the Administration for Children and Families, Office of Head Start. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Dawn McDaniel, Human Resources Director, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Personnel Policy Manual. McDaniel explained that revisions to the Manual were needed to clean up language, institute changes in practice, or clarify current procedures. These revisions were conducted by agency leadership with input from Program Directors. Once the revisions were completed, the Personnel Policy Manual was reviewed in its entirety by an Attorney and revised further before being brought to the Board for approval (Organizational Standard 7.1). McDaniel reviewed all updates to the manual and facilitated discussion with the Board. Once approved, agency staff will be notified of the revised Personnel Policy Manual via email announcement. Agency staff will receive a copy of the revised policies by email, and the revised Personnel Policy Manual will be available through the online Employee Portal. Each employee will sign an acknowledgement of receipt of the revised Personnel Policy Manual. A motion was made by Brad Burgett and seconded by Jim Bob Sullivan to approve the LIFT CAA Personnel Policy Manual. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Dawn McDaniel, Human Resources Director, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Policy and Procedures for Communication with Persons with Limited English Proficiency. This is an existing policy that required updating language to reflect the agency's name change, clarify current procedures, and identify associated staff. A motion was made by Andrea Henkel and seconded by Debra Williams to approve the LIFT CAA Policy and Procedures for Communication with Persons with Limited English Proficiency. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve the updated Head Start/Early Head Start/EHS-Child Care Pay Scale based on the 5.60% Cost-of-Living Adjustment Allowance and Quality Improvement funding, per the grant awards accepted under Item J. The 5.60% COLA reflects an increase in the hourly rate of pay for each employee and a permanent increase of 5.60% in the Head Start/EHS/EHS-CC Pay Scale. The Pay Scale also reflects permanent salary increases for select staff provided through Quality Improvement funding, in addition to alignment with the Oklahoma State Department of Education's Salary Schedule for Certified Teachers (through its Comprehensive Teacher Pay Reform). A motion was made by Brad Burgett and seconded by Jim Bob Sullivan to approve the updated Head Start/Early Head Start/EHS-Child Care Pay Scale as presented. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Lauren Barger, Head Start/Early Head Start/EHS-Child Care Nutrition Specialist, requested the Board's consideration, discussion, and vote to approve the Head Start and Early Head Start/EHS-Child Care Program Menus for the 2023-2024 School Year. The menus, which are on a six-week rotation, were reviewed and approved by a Registered Dietician, to ensure proper nutritional content and consistency with Child and Adult Care Food Program guidelines. A motion was made by Debra Williams and seconded by Sharon Johnson to approve the Head Start and Early Head Start/EHS-Child Care Program Menus for the 2023-2024 School Year. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve the 2023-2024 Mental Health Contract with Zen Gee Counseling and Psychological Services, LLC. Galyon explained that Zen Gee Counseling and Psychological Services, LLC was selected through a bid process in alignment with the agency's financial and procurement policies. A motion was made by David Smith and seconded by Cindy Logan to approve the 2023-2024 Mental Health Contract with Zen Gee Counseling and Psychological Services, LLC. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item P).

Taryn Creasman, Head Start/Early Head Start/EHS-Child Care Family and Community Engagement Specialist, requested the Board's consideration, discussion, and vote to approve updates to the Head Start/Early Head Start/EHS-Child Care Community Assessment. The programs conducted a comprehensive Community Assessment in 2021. The Community Assessment compiles data on the strengths, needs, and resources of the programs' service area. In accordance with Office of Head Start requirements, the 2023 Annual Update is an addendum to the 2021 Community Assessment (and 2022 update) used to identify significant changes to the service area. The Community Assessment is used to ensure services provided are best meeting the needs of children and families served by the programs. Creasman reviewed the major updates and data of interest with the Board. A motion was made by Brent Franks and seconded by William Smith to approve updates to the Head Start/Early Head Start/EHS-Child Care Community Assessment. The roll call vote was: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided a Board Training/Programmatic Report over the Full Enrollment Initiative (Organizational Standards 5.7 and 5.9). Under this initiative, Head Start Programs are to work towards full enrollment and providing in-person comprehensive services for all enrolled children, regardless of program option. The Full Enrollment Initiative supports grantees in establishing strategies to reach full enrollment. Mack explained that under the Full Enrollment Initiative, underenrolled grantees are determined based on at least four consecutive months of data (reported enrollment levels) in any Head Start and/or Early Head Start Program. Underenrolled programs receive an Initial Underenrollment Letter from the Regional Office of Head Start, and must develop a working plan to reduce underenrollment within a 12-month time frame. The 12-month period begins 10 calendar days from the date the letter is sent. LIFT's Head Start and Early Head Start-Child Care Programs are currently underenrolled and have received a letter. Both programs have developed an underenrollment plan, which each began on June 10, 2023. The plans detail various action steps to reduce underenrollment, such as requesting a Change in Scope – Enrollment Reduction for Head Start or expanding square footage of rooms to increase enrollment slots at existing child care partnership sites.

Macy Self, Associate Director, provided a Board Training/Programmatic Report over Quarterly (April–June, 2023) Housing Production, as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). Self provided a review of the submitted report and facilitated discussion regarding Housing production and activities over the last quarter.

Susie Mashburn, Head Start/Early Head Start/EHS-Child Care Early Childhood Development and Curriculum Coach, provided a Board Training/Programmatic Report over the Spring 2022-2023 Child Outcomes and Assessment Results for the Head Start, Early Head Start, and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9).

Mattie Ferguson, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the July 25, 2023 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Ashley Gaddy (Outreach Specialist, Head Start/Early Head Start/EHS-Child Care Programs) as the August 2023 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – William Bates (Crew Leader/Rehab Carpenter, Weatherization Program), Misty Burleson (Care Coordinator, Healthy Start Program); Ten Years – Monique Knight (Teacher, Head Start Program); Fifteen Years – Tonya Finley (Victim Advocate/Program Coordinator, Safe Place Healing Hearts Program), Teresa Phelps (Teacher, Head Start Program); and Thirty Years – Radonda Moffatt (Teacher, Head Start 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); Tri-County Opioid Response Program No-Cost Extension Approval; TikTok Prohibition Notice; Transportation Waiver Approval Notice for 2023-2024 Head Start Program Year; and Monitoring Closeout Letter from Oklahoma Department of Commerce (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 William Smith 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 Z).

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

Brad Burgett, Secretary/Treasurer