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

MINUTES
BOARD OF DIRECTORS MEETING
January 9, 2024
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, January 9, 2024 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 Brent Franks.

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: Tiffany Brockway, Brent Franks, Kristi Graham, David Hawkins, Andrea Henkel, Sharon Johnson, Kara Maness, Sandra Meeks, Carolyn Pool, Wade Scott, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, Vicky Wade, Debra Williams, and Craig Young. The following members were absent: Tami Barnes, Brad Burgett, Kevin Cory, Patsy Guess, Jordan Hill, Jia Johnson, Vickie Leathers, Trina Low, and Leah Thomas. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, W.F. Grammar, Darla Galyon, Doris Long, DeeDee Atwood, Branden Billy, Tonya Finley, Johnny Moffitt, Brittany Bailey, Jordan Mack, Macy Self, Sheree Ensley, Rebecca (Reynolds) Porter, Mattie McKee, Brandon McDaniel, and Kathy James.

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 William Smith as the elected representative for Kiamichi Opportunities, Inc., a Low-Income Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2026).

The Board recognized Vicky Wade as the elected representative for Gracefully Yours Foundation of Broken Bow, a Low-Income Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2026).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to accept Tami Barnes as appointed representative for the City of Fort Towson, a Public Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2026). A motion was made by Kara

Maness and seconded by Carolyn Pool to accept Tami Barnes as appointed representative for the City of Fort Towson, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item E).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to accept Sandra Meeks as appointed representative for the Broken Bow Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2026). A motion was made by Andrea Henkel and seconded by Wade Scott to accept Sandra Meeks as appointed representative for the Broken Bow Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to accept Consuelo Splawn as appointed representative for the Choctaw Nation of Oklahoma, a Public Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2026). A motion was made by Jim Bob Sullivan and seconded by Kara Maness to accept Consuelo Splawn as appointed representative for the Choctaw Nation of Oklahoma, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on January 9, 2024 at 9:15 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 November 2023. The Committee was presented with the December 2023 Financial Reports (pre-closing) 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 December 2023 Regular Meeting Minutes and the November 2023 Financial Reports; the December 2023 Financials were distributed for consideration and vote at the February 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Kara Maness and seconded by Andrea Henkel to approve the December 2023 Regular Meeting Minutes and the November 2023 Financial Reports. The roll call vote was as follows: Yes 15; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items I & J).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. 2024 Community Grants Program Application to Carolyn Watson Rural Oklahoma Community Foundation in the amount of $20,000; if awarded, funding will be used by the AmeriCorps Seniors Retired and Senior Volunteer Program to implement strategies and activities within program stations to positively influence healthy behaviors and empower rural citizens to improve and better manage their health. This will be accomplished through preventive health education programming and screenings as well as wellness activities that

promote the integration of healthy lifestyle choices, physical activity and good nutrition into daily routines.

After discussion and Board Member input with regards to the applications presented, a motion was made by Jim Bob Sullivan and seconded by Carolyn Pool to approve the submission of resolutions and/or grant applications in the amount of $20,000 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 K).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. 2023 Grant Award from Potts Family Foundation, Inc. in the amount of $10,000; 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.

A motion was made by Vicky Wade and seconded by Andrea Henkel to approve acceptance of grants, contracts, and awards in the amount of $10,000 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 L).

Rebecca (Reynolds) Porter, Executive Director, and Kathy James, Senior Program Planner, provided training over Board Member Duties, Roles, and Responsibilities as well as Community Services Block Grant Information Memorandum #82 Tripartite Boards. The Board Training first included a review and discussion of the Powers, Responsibilities, and Role of the Board, as well as the Role of the Tripartite Board, presented by Porter. James then reviewed CSBG Information Memorandum #82 Tripartite Boards. Using excerpts from LIFT CAA's Amended By-Laws and "Board Roles and Responsibilities: Nonprofit Community Action Agencies" (training material created by Community Action Program Legal Services, Inc. [CAPLAW] and the Community Action Partnership), the role of the Tripartite Board and key roles/responsibilities were also reviewed and discussed further. In addition, documents required for each LIFT CAA Governing Board Member were distributed: Code of Conduct, Conflict of Interest Policies/Certification, Board Member Job Descriptions, Demographic/Disclosure Questionnaire, Child Abuse and Neglect Information System Search Form, and By-Laws/Addendum and Attestation. James conducted a review and discussion of the documents; Board Members completed the documents, which were then collected. Porter also reviewed the Amended and Restated By-Laws/Addendum (as provided) with the Board, for attestation of review/receipt. These required documents, which will be checked for compliance during the next Oklahoma Department of Commerce Monitoring Review, will be kept securely on file at LIFT CAA's Administrative Office, located at 209 N. 4th Street in Hugo, Oklahoma. This item corresponds with Organizational Standards 5.4, 5.6, 5.7, and 5.8.

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve a Board Resolution authorizing the Executive Director to conduct business on behalf of LIFT CAA. Porter explained that this is an annual authorization. A motion was made by Andrea Henkel and seconded by Kara Maness to approve a Board Resolution authorizing the Executive Director to conduct business on behalf of LIFT CAA. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Rebecca (Reynolds) Porter, Executive Director, provided the Board with a training over the LIFT CAA 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 was distributed to the Board for completion in September and October of 2023, with a 73% participation rate. The top five highest scored areas of performance (in order) focused on Board Meetings, Impact, Financial Oversight, Chief Executive Partnership & Oversight, and Program Oversight. In relation to other Boards assessed and benchmarking performance, LIFT CAA's Board of Directors rated higher than the national average on all scores, which shows a positive correlation with existing orientation and training efforts. After reviewing the results and facilitating discussion, Porter explained that the Board Training Committee will use these results to develop a two-year action plan to raise capacity in areas identified as needs by Board Members.

Doris Long, Victim and Youth Services Director, and Kathy James, Senior Program Planner, provided a Board Training/Programmatic Report over the LIFT CAA Victim Services Programs and Evaluation (Organizational Standards 5.7 and 5.9). This training and evaluation is a requirement for the agency's Domestic Violence, Sexual Assault, Stalking Victim Services Program Certification through the Oklahoma Office of the Attorney General. The agency was granted temporary certification status in September 2019, and received full certification (for a three-year period) in 2021. Long introduced the staff of the programs and provided the Board with an overview of domestic and dating violence, sexual assault, and stalking. James reviewed the Victim Services Programs Policies and Procedures Manual, stand-alone policies and standards of conduct, which provide the basis for operations of the programs. The Manual was developed in accordance with the standards and criteria set forth in the Oklahoma Administrative Code, Title 75, Chapters 1 and 15, as well as information included on the DVSA Certification Review Forms and guidance from the Oklahoma Office of the Attorney General. James also reviewed the Philosophy underlying the standards and criteria for domestic violence and sexual assault programs (Oklahoma Administrative Code § 75:15-1-1.1), which is based upon voluntary services and individual self-determination. The approved Philosophy of service provision and Victim Services Programs Policies and Procedures Manual is made available to the community, staff, volunteers, and clients. James reviewed the programs and services (for each component) under the Victim Services Program Certification, which include: Court Appointed Special Advocates (established in 1997), Safe Place Healing Hearts (est. 2017), Safe Place Healing Hearts Too (est. 2021), and Victim Advocacy Services (est. 2015). James then reviewed the rules, standards, and criteria followed by these programs to ensure the multicultural needs of clients are met. She reviewed confidentiality standards/practices within the programs (including verbal confidentiality and client records); LIFT CAA's Victim Services Programs comply with both State and Federal laws governing confidentiality and any exceptions to those laws. James explained client rights and grievance procedures, as well as legal and ethical issues faced by the Victim Services Programs. Additionally, program staff have undergone a great deal of training to help understand the complexities of domestic violence, sexual assault, and stalking, as well as the laws and ethics that impact this work. The programs also have a great network of partners that provide technical assistance when needed. James then reviewed the generalized goals for each program (initially approved by the Board in March 2019), consistent with the existing goals and activities/work being conducted. Long then presented the Program Evaluation and explained that an evaluation of LIFT CAA's Victim Programs' services, facilities, and policies and procedures is conducted each year. This assessment helps to identify special populations of victims who are underserved or have special needs. The annual Evaluation utilizes information derived from client service data, staff evaluations, the Advocacy and Supportive Services Feedback Form (Evaluation Template), surveys, and other programmatic information (such as reports submitted to funding sources, progress reporting, financial statements, etc.). The evaluation data is submitted to the Board for review and approval each year. Long then provided an evaluation report for the Victim Services Programs for the period of July 1, 2022 to June 30, 2023. During this period, the programs served a combined total of 628 victims. Primary and secondary victims by type of crime included: 90 adult physical assault, 14 adult sexual assault, 3 bullying, 64 child physical abuse or neglect, 14 child sexual abuse/assault, 406 domestic, dating or family violence, 36 stalking/harassment, and 1 robbery. Each of these crimes were perpetrated against individuals in the service area (some clients had multiple categories of victimization). Of the 628 victims served, 97% were female and 3% were male. The majority of victims served were between the ages of 25-59 (72%), with 16% who were age 18-24. In addition, 7% of victims served had a disability. Clients of LIFT CAA's victim services programs were provided with emotional support, advocacy, emergency assistance, referrals, court accompaniment, and follow-up services as appropriate, in addition to comprehensive case management. Along with core program services, clients also received emergency food, medication, housing, and/or transportation assistance. Furthermore, 30 children within the CASA Program had their cases closed during the performance period, achieving reunification or safe placement. Based on program assessment of services and victims served/feedback, special populations of victims who are underserved or have special needs include victims of assault and those individuals with a disability. Client and partner interviews were conducted to evaluate the services provided. Of the program clients surveyed, 90% said the assistance they received was "very helpful" while 10% rated services as "helpful". Additionally, 90% of clients reported they knew more ways to plan for their safety and 96% reported they were more hopeful about their future. Most importantly, 100% of clients would recommend the programs. Furthermore, 100% of partners strongly agree they are satisfied with the programs, and find the programs to be helpful, to have increased their knowledge, and to have enhanced/improved their efforts and service to victims. With regards to evaluation of facilities, there were no issues found during the period of performance. All policies and procedures concerning the Victims Services Programs were reviewed during the performance period. Changes were made to the Language Access Plan and Restrictions on Smoking in Facilities Policy, which were updated to reflect current operations, agency, and personnel changes. These changes were approved by the Board of Directors in August 2023. No other changes were made to the policies and procedures.

Doris Long, Victim and Youth Services Director, requested the Board's consideration, discussion, and vote to approve the Victim Services Programs Evaluation. A motion was made by Brent Franks and seconded by William Smith to approve the LIFT CAA Victim Services Programs Evaluation. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, presented the Head Start/Early Head Start Governance, Leadership, and Oversight Capacity Screener and

Training Plan to the Board. Galyon detailed each section of the Capacity Screener and explained the components of the Training Plan.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, requested the Board's consideration, discussion, and vote to approve the Head Start/Early Head Start Governance, Leadership, and Oversight Capacity Screener and Training Plan. A motion was made by Brent Franks and seconded by Debra Williams to approve the Head Start/Early Head Start Governance, Leadership, and Oversight Capacity Screener and Training Plan. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item S).

Brittany Bailey, ERSEA Specialist, provided a Board Training/Programmatic Report over Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) for the Head Start, Early Head Start, and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9). Bailey also distributed the 2024-2025 ERSEA Integrated Services Policies and Procedures with Prioritization Schedule/Point System for Board review. She explained the ERSEA process and Point System along with the reasoning behind or basis for each part of the ERSEA Policies and Procedures. Board Members were asked to submit any comments or proposed changes to the policies/procedures by January 31, 2024.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, presented the 2023 LIFT CAA Customer Satisfaction Report for the 4th Quarter (October – December) in accordance with CSBG Organizational Standards 1.3 and 6.4. 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 4th Quarter, a total of 16 surveys were collected. Of those, 62% were from Choctaw County, 25% from Pushmataha County, and 13% from McCurtain County. The programs represented during the 4th Quarter included Apartments and Housing. Of those responding, 100% were 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. The report focused on Workers' Compensation, safety, and risk management activities/programming within the agency during the last quarter.

Rebecca (Reynolds) Porter, Executive Director, recognized Kimberly Wright (Program Manager, Work Ready Idabel) as the January 2024 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized Rhonda Teague (Planning Director, Administration) for Twenty-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); Oklahoma CASA Association Notification; 2023 Holiday Food Basket Report; 2023 Salvation Army Red Kettle Campaign Report; and National Stalking

Awareness Month information (Organizational Standard 5.9). In total, 47 food baskets were distributed to needy families in the tri-county service area during the holiday season (27 Thanksgiving, 20 Christmas).

There being no other business to come before the Board, a motion was made by Andrea Henkel and seconded by Brent Franks 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 AA).

The Regular Meeting adjourned at 11:58 a.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer