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

MINUTES
BOARD OF DIRECTORS MEETING
February 13, 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, February 13, 2024 at 10:02 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, 6 absent). The following Board Members were present at the meeting site: Tiffany Brockway, Brad Burgett, Brent Franks, Kristi Graham, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Vickie Leathers, Jeffery Lucas, Kara Maness, Sandra Meeks, Carolyn Pool, Wade Scott, David Smith, Jim Bob Sullivan, Leah Thomas, Vicky Wade, Debra Williams, and Craig Young. The following members were absent: Tami Barnes, Kevin Cory, Patsy Guess, Sharon Johnson, William Smith, and Consuelo Splawn. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Michelle Pulliam, Rhonda Teague, Johnny Moffitt, Darla Galyon, Macy Self, Sheree Ensley, Brittany Bailey, Amber Duncan, Mattie McKee, Stella Dennis, Brandon McDaniel, Jordan Mack, Jami Reich, Jennifer Gordon, Dionne Frankum, and Rebecca (Reynolds) Porter. LIFT CAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: 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.

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to accept Jeffery Lucas as appointed representative for the Pushmataha County Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2026). A motion was made by Debra Williams and seconded by Brent Franks to accept Jeffery Lucas as appointed representative for the Pushmataha County Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 16; No 0; Abstain 1. The motion carried. The Voting Record is attached (Item C).

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

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on February 13, 2024 at 9:10 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 December 2023. The Committee was presented with the January 2024 Financial Reports and Meeting Minutes. The Committee also received an update regarding the 403(b) Retirement Plan Audit and Form 5500 extension. There were no property updates.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the January 2024 Regular Meeting Minutes and the December 2023 Financial Reports; the January 2024 Financials were distributed for consideration and vote at the March 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Kara Maness and seconded by Tiffany Brockway to approve the January 2024 Regular Meeting Minutes and the December 2023 Financial Reports. The roll call vote was as follows: Yes 17; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items F & G).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. FY 2024 YouthBuild Program Grant Application to U.S. Department of Labor, Employment and Training Administration in the amount of $1,219,000; if awarded, these funds will be used to continue the YouthBuild Program within Choctaw County, which provides community-based alternative education and occupational skills programming for youth ages 16-24 who are high school dropouts or other disadvantaged populations.
2. FY 2024 Community Services Block Grant Application (1st & 2nd Allocations) to Oklahoma Department of Commerce/Community Development in the amount of $81,979; if awarded, this funding will be used for operational support of agency programs.
3. FY 2023/2024 Improvement Grants Application to Choctaw Nation of Oklahoma, Child Care Assistance Program; if awarded, funding provided (amounts to be determined with award) would be used to purchase playground and classroom equipment as well as other supplies for the Early Learning Centers.
4. 2024 Victims of Crime Act Grant Application (Court Appointed Special Advocates) to Oklahoma District Attorneys Council in the amount of $44,383; if awarded, the one-year VOCA grant would be used to provide salary and other operating support for LIFT CASA staff. 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.
5. 2024 VOCA Grant Application (Victim Advocacy Services) to Oklahoma DAC in the amount of $75,000; if awarded, funding would 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.

6. Oklahoma Early Childhood Program Grant Application (Year 19) to Community Action Project of Tulsa County in the amount of $181,239.68 (with $90,812.94 Match) and Signing of Provider Agreement; if awarded, a total of $272,052.62 in funding (grant award plus match) would be used to support personnel costs within Early Head Start and the Early Learning Centers, as well as other associated operating costs. The Oklahoma Early Childhood Program grant is a supplemental funding source used to enhance the quality of LIFT CAA's Early Head Start and Early Head Start-Child Care Programs. This grant provides the agency's birth to age three programs the ability to raise the quality of existing classrooms in various aspects. The funding provides the resources needed to supplement staff salaries, heighten training opportunities that would otherwise be unobtainable, and raise classroom monitoring standards.

After discussion and Board Member input with regards to the applications presented, a motion was made by Jim Bob Sullivan and seconded by Brad Burgett to approve the submission of resolutions and/or grant applications in the amount of $1,601,601.68 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2024 Training Grant Award from NeighborWorks® America in the amount of $5,750; these funds will be used for agency staff and Board Members to participate in NeighborWorks-provided training (i.e. NeighborWorks Training Institutes and others) to increase staff and Board Member capacity. Funds can be used to support expenses associated with travel, tuition, lodging, and other training costs.
2. Child Care Stabilization Grant Program Awards (Year 3/Quarter 2, Early Learning Centers) from Choctaw Nation of Oklahoma in the amount $32,000; funding will provide key operating support to maintain child care services within the Early Learning Centers.

A motion was made by Andrea Henkel and seconded by Jordan Hill to approve acceptance of grants, contracts, and awards in the amount of $37,750 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to re-appoint Jeannie McMillin as LIFT CAA Equal Employment Opportunity Officer. McMillin has held this appointment since 2012, and has attended trainings and other continuing education to keep her well-versed and able to administer the duties as EEO Officer for LIFT CAA. A motion was made by David Smith and seconded by Brad Burgett to re-appoint Jeannie McMillin as LIFT CAA Equal Employment Opportunity Officer. The roll call vote was as follows: Yes 19; 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 Equal Opportunity Policy Statement. Porter then reviewed the Equal Opportunity Policy Statement with the Board. A motion was made by Jim Bob

Sullivan and seconded by Andrea Henkel to approve the LIFT CAA Equal Opportunity Policy Statement. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve the 2024 LIFT CAA Affirmative Action Plan (Organizational Standards 5.7 and 5.9). An Affirmative Action Plan is required under Executive Order 11246 of the Equal Employment Opportunity Laws, with annual approval of the Plan by the Board of Directors. Last year, there were 264 job openings with 2,076 total applicants. Regarding incumbency to availability in Job Groups for females and minorities, Job Groups 01 Executive Officials and Managers, 02 Professionals, 05 Administrative Support Workers, 07 Operatives, and 09 Service Workers exceeded the female availability percentage. Additionally, Job Groups 01.1 Executive Officials and Managers, 02 Professionals, 06 Craft Workers, 07 Operatives, and 08 Laborers and Helpers exceeded the minority availability rate. A placement goal is necessary if the percentage of women or minorities employed in a job group is less than reasonably expected given the availability rate. Therefore, goals have been set to increase placement of female incumbents in the following job groups: 06 Craft Workers – 7.0%; 08 Laborers and Helpers – 15.0%. While the agency has made great progress in increasing the percentage of female and minority candidates hired for employment positions within the agency (average incumbency rates at 58.7% and 30.4%, respectively), LIFT CAA will work to increase recruitment resources to attract a wider, more qualified group of females and minorities, in addition to those applicants who identify as a Veteran or with disabilities. The 63-page Plan, which documents progress and analyses, includes the policies, practices, and procedures that LIFT CAA implements to ensure that all qualified applicants and employees are receiving an equal opportunity for recruitment, selection, advancement, and every other term and privilege associated with employment. The 2024 Notices concerning designation of the Equal Employment Opportunity Officer and approval of the Equal Opportunity Policy Statement (approved earlier in the Board Meeting) will be incorporated into the Affirmative Action Plan, replacing the prior year documentation. Once approved by the Board, the Plan will be posted to the LIFT CAA website (https://liftca.org/) to allow for review online by the public as well. In addition to providing an in-depth analysis of the Affirmative Action Plan, Porter facilitated discussion with the Board. Additionally, Porter explained that there was a typographical error within the Organizational Chart located on page 6 of the Plan. The Technical and Management Assistance (T&MA) Program should be located under the Associate Director to reflect current operations. After discussion, a motion was made by Brad Burgett and seconded by Wade Scott to approve the 2024 LIFT CAA Affirmative Action Plan, with the change to be made to the Organizational Chart and incorporation of approved 2024 Equal Opportunity Notices. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Macy Self, Associate Director, requested the Board's consideration, discussion, and vote to approve the FY 2024 Operating Plan and Annual Operating Budget Documents (by Lines of Business) for submission to NeighborWorks® America. Self reviewed the Operating Plan and Annual Operating Budget Documents in detail with the Board. A motion was made by Jordan Hill and seconded by Wade Scott to approve the FY 2024 Operating Plan and Annual Operating Budget Documents (by Lines of Business) for submission to NeighborWorks® America. The roll call vote was: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Brittany Bailey, ERSEA Specialist, requested the Board's consideration, discussion, and vote to approve the 2024-2025 Eligibility, Recruitment, Selection, Enrollment, and Attendance Integrated Services Policies and Procedures with Prioritization Schedule/Point System. During the ERSEA Training provided at the Board Meeting in January 2024, copies of the Integrated Services Policies and Procedures with the Prioritization Schedule/Point System were distributed to Board Members, who were asked to review and then submit any needed changes. With no further changes proposed by the Board, a motion was made by Wade Scott and seconded by Kara Maness to approve the 2024-2025 Eligibility, Recruitment, Selection, Enrollment, and Attendance Integrated Services Policies and Procedures with Prioritization Schedule/Point System. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the Subrecipient Monitoring Policy and Procedures for LIFT CAA. James explained that, as a grantee with multiple projects through the U.S. Department of Justice involving subrecipients, the agency must maintain written policies and procedures regarding the subrecipient award process/operations. Such policies/procedures are needed to ensure the agency meets the requirements as laid out in the Uniform Guidance for Federal Awards, more specifically 2 C.F.R. § 200.303 (Internal Controls) and 200.331 (subrecipient and contractor determinations). LIFT CAA already had such measures in place, but not formalized in writing. The policy and procedures being proposed, which correspond to the guidelines set forth in the Office of Justice Programs Financial Guide, will help to ensure that Federal grant funds awarded to subrecipients are properly accounted for, controlled, and monitored. A motion was made by Wade Scott and seconded by Debra Williams to approve the Subrecipient Monitoring Policy and Procedures. The roll call vote was: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided Board Training with an Analysis Report over the CSBG Annual Report (formerly known as the Information Systems Survey), in accordance with CSBG Organizational Standards – Category 9, Standards, 9.1, 9.2, 9.3, and 9.4. Cox explained that LIFT CAA is required by the Oklahoma Department of Commerce to submit this report annually, which supports an enhanced focus on improved data collection, analysis and continuous learning. The Annual Report captures CSBG Expenditures, Resources Administered/Generated, Program Participant Characteristics and Services and National Performance Indicators achieved. This information will be used at all levels (National, State and Local) to improve performance, track results from year to year, and assure accountability for critical outcomes. LIFT CAA must address performance based on the three goals of Results Oriented Management and Accountability (ROMA) Next Generation (NG), which are: Goal 1) Individuals and families with low incomes are stable and achieve economic security; Goal 2) Communities where people with low incomes live are healthy and offer economic opportunity; and Goal 3) People with low incomes are engaged and active in building opportunities in communities. Services and strategies to help meet the Theory of Change and these Community Action Goals include: Employment; Education and Cognitive Development; Income and Asset Building; Housing; Health and Social/Behavioral Development; and Civic Engagement and Community Involvement. ROMA NG allows for progress on data modernization, infrastructure, and capacity for analysis. LIFT CAA has implemented strategies internally to improve processes with collecting, measuring and analyzing data collected from clients. While ROMA NG has decreased the number of outcomes clients can achieve, it has enabled the agency to focus more on case management, which is critical to ensuring that clients are working towards achieving self-sufficiency. In 2023, a total of 2,515 clients were served, which included 1,729 households. Cox provided further breakdown of the report with regards to demographics of clients served and a thorough data analysis of services provided and numbers of those assisted, including performance/outcome indicators, targets, and actual results. This training demonstrated ROMA Application—performance based management concepts embodied in ROMA as the framework for all aspects of agency operations, including program planning, resource allocation, service provision, program evaluation, and theory of change, in addition to analyzing data and assessing results among programs, clients, and communities served.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided the Board with a review, facilitated discussion and gathered Board Member input regarding the CSBG Annual Report Analysis and Outcomes, in accordance with Organizational Standard 9.3.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided a Board Training over the Board Training Plan, ROMA Plan, Community Needs Assessment, Community Action Plan, Performance Management Outcomes, and FY 2024 Planning Logic Models (Organizational Standard 5.7). The Governing Board Orientation and Training Plan was discussed, inclusive of the types and frequency of trainings provided throughout the year, as well as New Board Member Orientation and the prescribed list of trainings (2024 Board Training Plan) set forth by the Oklahoma Department of Commerce/CSBG Application. Next, Cox reviewed the 2024 ROMA Plan—a tool used for evaluating the needs assessment, Strategic Plan, and in making programmatic decisions. The ROMA Plan identifies actions within each part of the ROMA cycle that the agency needs to complete in order to ensure the provision of services aligns with community needs. The ROMA Plan adds another layer of accountability by identifying not only dates, but also the staff and/or Board members responsible. Cox then discussed the Community Needs Assessment and Community Action Plan (with list of current community partners), which provides 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 the year to help the agency stay on track with addressing the prioritized needs. The Community Action Plan relates how LIFT CAA's programs and services align with community needs, how the needs are determined and prioritized, how staff ensure agency services are reaching the target population, how programs and services are evaluated, and how staff determine if the services are leading to the outcome of helping people achieve self-sufficiency. Cox then reviewed the Performance Management Outcomes and FY 2023 Planning Logic Models. Programs across the agency report their projected program-specific goals and outcomes to the Planning Department each year as part of the CSBG Application. This data serves as a tool for measuring program success, program analysis and future planning. In a similar manner, the Logic Models reflect the needs from the 2023–2025 LIFT CAA Strategic Plan, which aligns with the Community Needs Assessment. The Plan includes one Family Level Goal (centered on Housing), two Community Level Goals (focused on Substance Abuse and Economic Development), and one Agency Level Goal (dealing with agency growth/capacity). Each goal has accompanying objectives, strategies, measures and benchmarks for achievement. Therefore, the Logic Models focus on the top three prioritized community needs (Housing, Substance Abuse Services, and Economic Development), along with the agency-identified need (capacity building). The Logic Models show specific activities and expected outcomes for each of these needs. Each of the documents presented demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, providing services that lead to long-term positive change, impacting poverty and moving families to 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 Needs Assessment, Community Action Plan, Performance Management Outcomes, Logic Models, and ROMA Plan all help ensure fidelity to this process. After providing a thorough review and analysis of the documents presented, Cox facilitated discussion and fielded questions from the Board.

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 the Quarterly Housing Production for the period of October 1, 2023 through December 30, 2023, as well as Year-to-Date Housing Production (October 2022–September 2023). With a total reported quarterly investment of $11,887,262.29 (and $51,246,564.61 year-to-date), 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.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the January 23, 2024 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Jennifer Gordon (Community Response and Recovery Specialist, Tri-County Opioid Response Project) as the February 2024 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized Jami Reich (Director, Choctaw County YouthBuild Program) for Five Years of Service.

Other Reports/Announcements/Correspondence were presented as follows: Head Start/Early Head Start/EHS-Child Care Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Teen Dating Violence Awareness and Prevention Month information; and Work Ready Idabel Ribbon Cutting Ceremony Notice (Organizational Standard 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 19; No 0; Abstain 0. The motion carried. Voting record is attached (Item Y).

The Regular Meeting adjourned at 11:12 a.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer