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

# MINUTES
## BOARD OF DIRECTORS MEETING
March 12, 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, March 12, 2024 at 10:07 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 (16 Board Members present, 9 absent). The following Board Members were present at the meeting site: Brad Burgett, Kevin Cory, Kristi Graham, David Hawkins, Andrea Henkel, Sharon Johnson, Vickie Leathers, Jeffery Lucas, Kara Maness, Sandra Meeks, Carolyn Pool, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, and Debra Williams. The following members were absent: Tami Barnes, Tiffany Brockway, Brent Franks, Patsy Guess, Jordan Hill, Jia Johnson, Leah Thomas, Vicky Wade, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Michelle Pulliam, Jeannie McMillin, Rhonda Teague, Macy Self, Darla Galyon, Johnny Moffitt, Jordan Mack, Stella Dennis, Mattie McKee, Raegan Baker, Sarah Wallace, Amber Duncan, 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.

Rebecca (Reynolds) Porter, Executive Director, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on March 12, 2024 at 9:10 a.m. The Committee received a status report on all active loans by new Loan Officer, Wade Scott. There were no new loan applications to present. The Committee voted to recommend full Board approval of the agency's Financial Reports for January 2024. The Committee was presented with the February 2024 Financial Reports and Meeting Minutes. It was noted the Non-Federal Cash Statement Building Fund Balance was listed incorrectly as a negative number on the Raymond Gary State Park Financial. The Committee was notified that Saunders and Associates were currently on-site conducting the 2023 Agency Audit. The Committee was also provided with the audit proposals for review in order to decide the new auditor at the next meeting. 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 February 2024 Regular Meeting Minutes and the January 2024 Financial Reports; the February 2024 Financials were distributed for consideration and vote at the April 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Kara Maness and seconded by Debra Williams to approve the February 2024 Regular Meeting Minutes and the January 2024 Financial Reports. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Housing Stability Program Application to Oklahoma Housing Finance Agency in the amount of $1,174,110; if awarded, LIFT will use these funds to construct five single-family homes in Choctaw County. All revenue generated from the sale of these home will provide resources for ongoing housing development.
2. FY 2025 Section 5311 – Formula Grants for Rural Areas Program Application to Oklahoma Department of Transportation in the amount of $452,200 and signing of the Authorizing Resolution; if awarded, these funds will be applied to the expenses of operating the Transit Program in Choctaw, McCurtain, and Pushmataha Counties, with a program year of 10/1/2024 – 9/30/2025.
3. SFY 2025 Older Americans Act Title III KEDDO Area Agency on Aging Grant Application to Kiamichi Economic Development District of Oklahoma in the amount of $57,276; if awarded, these funds 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.
4. FY 2024 NeighborWorks Week Grant Application to NeighborWorks® America in the amount of $1,000; if awarded, these funds will be used to engage in a social media campaign and email marketing to increase awareness of the NeighborWorks philosophy and agency's partnership as well as other activities during NeighborWorks Week (June 1–8, 2024).

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 $1,684,586 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 F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2023/2024 Improvement Grants Award from Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of $8,800; these funds will be used to purchase playground and classroom equipment as well as other supplies for the Early Learning Centers in Antlers ($2,180), Broken Bow ($2,240), Hugo ($2,240), and Idabel ($2,140).

The Improvement Grants are intended to improve the health, safety, or quality of the child care facility.

2. Healthy Start Cuff Kit Pilot Project Award (2023 Extension) from National Institute for Children's Health Quality/Preeclampsia Foundation in the amount of $2,500; as part of the pilot project, the LIFT Healthy Start Program was given 100 Blood Pressure Cuff Kits to distribute to pregnant and newly postpartum mothers in the community who are at an increased risk for preeclampsia. The program has dedicated staff support to oversee the pilot implementation, including distribution, data collection, and reporting. This extension funding will help support project efforts.
3. Mentoring+ Project Subgrant Award from Youth Collaboratory in the amount of $100,000; these funds will be used for the provision of mentoring program services for a total of 75 youth (ages 6-17) during the contract period of March 1, 2024 to May 30, 2026.
4. FY 2024 Retired and Senior Volunteer Program Grant Award (Continuation, Year 3) from AmeriCorps in the amount of $64,299; funding will be used to support program operations within the third year of the three-year grant cycle.
5. FY 2024 Community Services Block Grant Award (1st & 2nd Allocations) from Oklahoma Department of Commerce/Community Development in the amount of $81,979; this funding will be used for operational support of agency programs.
6. HOME Investment Partnerships Program Grant Award (Community Housing Development Organization Operating) from OHFA in the amount of $50,000; these funds will provide CHDO operating support for staff salaries, travel, and administrative costs associated with the construction of housing units.

A motion was made by Brad Burgett and seconded by Kara Maness to approve acceptance of grants, contracts, and awards in the amount of $307,578 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 G).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, requested the Board's consideration, discussion, and vote to approve submission of the FY 2024 Early Head Start-Child Care Partnership Grant Application (New/Baseline) and Non-Federal Share Waiver Request to the Office of Head Start. Galyon explained that, if awarded, funding would provide support for program operations in the amount of $2,173,882 as well as $42,863 for the provision of 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. The child care centers include the Early Learning Centers located in Antlers, Broken Bow, Hugo, and Idabel, Cabbage Patch Daycare and The Learning Tree. The total amount requested would be $2,216,745, for the funding period of 8/1/2024 – 7/31/2025. Included with the application will be a request for a Waiver of the Non-Federal Share associated with the Federal Request in the amount of $554,186.25. The Board of Directors discussed the request, reviewed the budget, and provided input regarding the application. A motion was made by David Smith and seconded by Andrea Henkel to approve submission of the FY 2024 Early Head Start-Child Care Partnership Grant Application (New/Baseline) and Non-Federal Share Waiver Request to the 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 H).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve the revised LIFT CAA Board of Directors Regular Meeting Dates for 2024. Porter explained that LIFT's offices will be closed on April 8-9, 2024 as a precaution in light of the solar eclipse taking place on April 8th and the large influx of people expected in the area as a result. Because the agency offices will be closed, the Board Meeting scheduled for Tuesday, April 9, 2024 would need to be cancelled as well. The only change to the revised schedule of regular meeting dates proposed would be the cancellation of the April 9, 2024 meeting, which would not be rescheduled. If approved, the next regularly-scheduled meeting will be held on Tuesday, May 14, 2024 and will continue as planned according to the schedule of meetings as filed with the Choctaw County Clerk on October 11, 2023. A motion was made by Andrea Henkel and seconded by Brad Burgett to approve the revised LIFT CAA Board of Directors Regular Meeting Dates for 2024 as proposed. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Jeannie McMillin, Transit Director, requested the Board's consideration, discussion, and vote to approve the revised LIFT Transit Vehicle Maintenance and Drug and Alcohol Policies. McMillin explained that the proposed revisions to the Vehicle Maintenance Policy reflect changes to designated personnel for various maintenance processes/operations. These changes have been noted (via highlight or strikethrough) in the documentation included in the Meeting Packet. The Service Schedule table (by mileage frequency) included in Attachment B is also being proposed for removal from the policy, to be replaced with the maintenance schedule information for each make/model of vehicle separated by year, derived from the respective Owner's Manuals. For the Drug and Alcohol Policy, the only changes proposed are on page 14, and concerns the Medical Review Officer name, address, and telephone number. The MRO reviews all the tests and makes the determination of a negative or positive result. LIFT Transit's third-party manager for the program selected a new MRO in January 2024, which warranted the change to the policy in order to reflect the new MRO being utilized and corresponding contact information. A motion was made by Kara Maness and seconded by Brad Burgett to approve the revised LIFT Transit Vehicle Maintenance and Drug and Alcohol Policies as proposed. The roll call vote was as follows: Yes 16; 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 signing of a Proclamation recognizing April as Fair Housing Month. National Fair Housing Month celebrates the passage of the Fair Housing Act in April 1968, a national law that prohibits discrimination in the sale, rental and financing of housing based on race, color, national origin, religion, and gender. The Act was later amended to include protections for people with disabilities and families with children. National Fair Housing Month works to increase efforts to end housing discrimination and raises awareness of fair housing rights. A motion was made by David Smith and seconded by Debra Williams to approve the signing of a Proclamation recognizing April as Fair Housing Month. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to enter into Executive Session to review and discuss the following item in accordance with Oklahoma Statute Title 25 § 307(B)(1): Mid-Year Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director. A motion was made by Jim Bob Sullivan and seconded by

Brad Burgett to enter into Executive Session to review and discuss the Mid-Year Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director. The roll call vote was as follows: Yes 15; No 1; Abstain 0. The motion carried. The Voting Record is attached (Item L). LIFT CAA staff/visitors then exited the room; the Board of Directors entered into Executive Session at 10:29 a.m.

After holding Executive Session, LIFT CAA staff/visitors were brought back into the meeting room. David Hawkins, Chairman, then requested the Board's consideration, discussion, and vote to adjourn out of Executive Session and the regular Board Meeting be reconvened. A motion was made by Andrea Henkel and seconded by Jim Bob Sullivan to adjourn out of Executive Session and the regular Board Meeting be reconvened. The Roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M). The Board of Directors adjourned out of Executive Session at 10:44 a.m. No action was taken; the Executive Session was for informational purposes only.

Rebecca (Reynolds) Porter, Executive Director, provided a Board Training (Organizational Standard 5.7) over Board Recruitment and Retention as well as Low-Income Participation (in Board activities and Members), with regards to Organizational Standard 1.1.

Jeannie McMillin, Transit Director, provided the Board with the Transportation Advisory Council Report (Organizational Standard 5.9). The Transportation Advisory Council was established during the April 2021 Board Meeting for the Transit Program with regards to funding received from the Kiamichi Economic Development District of Oklahoma's Area Agency on Aging Division. These KEDDO funds help to fill a gap in transportation services for older Americans (60 years of age or older) who do not qualify for Medicaid, Tribal, or other free transportation services. The Transportation Advisory Council regularly convenes each quarter, with a primary purpose to inform agency leadership of the transportation needs of older Americans within their communities, and will serve an essential function in helping to identify and address transportation barriers, challenges, and resources. During the eleventh meeting, held on March 12, 2024 (prior to the Board Meeting), Advisory Council members were briefed on the service results so far, as well as the new KEDDO funding application that is due on April 1, 2024. The Advisory Council appointed member Andrea Henkel to serve as Vice-Chair. Advisory Council members were also asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). Henkel reviewed the Board Giving Policy and Procedure with the Board. 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 2024, the agency is eligible to apply for funding in 2025.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the February 20, 2024 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Sarah Wallace (Family Advocate, EHS-Child Care Program) as the March 2024 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – Raegan Baker (Care Coordinator, Healthy Start Program); Ten Years – Ashley Gaddy (Outreach Specialist, Head Start/EHS/EHS-Child Care Programs); Fifteen Years – Jordan Mack (Assistant Director, Head Start/EHS/EHS-Child Care Programs); and Thirty Years – Rebecca (Reynolds) Porter (Executive Director, Administration).

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); Second Chance Reentry Program Post-Monitoring Letter; Sexual Assault Awareness and Prevention Month; Child Abuse Prevention Month; and Head Start/EHS/EHS-CC Community Assessment survey (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Jim Bob Sullivan to adjourn the regular meeting. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. Voting record is attached (Item V).

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

Brad Burgett

Brad Burgett, Secretary/Treasurer