LIFT COMMUNITY ACTION AGENCY, INC.
209 NORTH 4$^{TH}$ STREET
HUGO, OKLAHOMA 74743

MINUTES
BOARD OF DIRECTORS MEETING
December 12, 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, December 12, 2023 at 10:06 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5$^{th}$ 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. 4$^{th}$ St., Hugo, Oklahoma) and the meeting site (1005 S. 5$^{th}$ 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, 10 absent). The following Board Members were present at the meeting site: Tami Barnes, Tiffany Brockway, Brad Burgett, Kevin Cory, Kristi Graham, David Hawkins, Andrea Henkel, Sharon Johnson, Vickie Leathers, Wade Scott, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, Leah Thomas, and Debra Williams. The following members were absent: Brent Franks, Patsy Guess, Jordan Hill, Jia Johnson, Trina Low, Kara Maness, Sandra Meeks, Carolyn Pool, Vicky Wade, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Michelle Pulliam, Rhonda Teague, Sheree Ensley, Macy Self, Darla Galyon, Rebecca (Reynolds) Porter, Brittany Bailey, Sommer Springfield, Susie Mashburn, Mattie McKee, Brandon McDaniel, Jeannie McMillin, Tonya Finley, Branden Billy, Jordan Mack, DeeDee Atwood, Stella Dennis, Gary Teague Jr., Ken McDaniel, and Amber Duncan. 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 Vickie Leathers as appointed representative for the Salvation Army, a Private Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2026). A motion was made by Brad Burgett and seconded by Wade Scott to accept Vickie Leathers as appointed representative for the Salvation Army, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item C).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to accept Trina Low 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 William Smith to accept Trina Low 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 14; 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 accept Debra Williams as appointed representative for Williams Drilling Company, a Private Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2026). A motion was made by Brad Burgett and seconded by Andrea Henkel to accept Debra Williams as appointed representative for Williams Drilling Company, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 14; 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 Kristi Graham as appointed representative for the McCurtain County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2024). A motion was made by Andrea Henkel and seconded by William Smith to accept Kristi Graham as appointed representative for the McCurtain County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

Board Member Andrea Henkel was appointed to serve as Board Mentor for new Board Member Kristi Graham (Organizational Standard 5.7).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on December 12, 2023 prior to the Board Meeting. 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 October 2023. The Committee was presented with the November 2023 Financial Reports and Meeting Minutes. The Committee received an update on the 403(b) Retirement Plan Audit, which is currently ongoing, and the 2023 Agency Audit fieldwork is scheduled to begin the week of March 11, 2024.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the November 2023 Regular Meeting Minutes and the October 2023 Financial Reports; the November 2023 Financials were distributed for consideration and vote at the January 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Kevin Cory and seconded by David Smith to approve the November 2023 Regular Meeting Minutes and the October 2023 Financial Reports. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items I & J).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. FY 2024 Expendable Grant Application to NeighborWorks® America in the amount of $182,000; if awarded, funding under the Expendable category will be used for salary and other operational support of housing staff, including the Housing Director, Housing Counselors and Housing Outreach personnel.
2. FY 2024 Capital Grant Application to NeighborWorks® America in the amount of $50,000; if awarded, funding under the Capital category will be used to make improvements at LIFT CAA's multi-family properties and/or increase homeownership opportunities via the residential lending line of business.

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 $232,000 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. Christmas Food Basket Donation from International Paper Valliant Mill in the amount of $1,000; this funding will be used to provide food baskets to needy families in the tri-county service area during the 2023 Christmas holiday season.
2. PY 2023 Department of Energy Weatherization Assistance Program Grant Award from the Oklahoma Department of Commerce/Community Development in the amount of $273,906; these funds will be used to support LIFT's Weatherization Program and provision of services within Bryan, Carter, Choctaw, Coal, Love, McCurtain, Pontotoc, and Pushmataha Counties.
3. FY 2024 Head Start/Early Head Start Program Grant Award (New/Baseline) from Administration for Children and Families, Office of Head Start in the amount of $2,254,971; this partial funding award will provide support for program operations and training/technical assistance for the Head Start and Early Head Start Programs for a period of one year (12/1/2023–11/30/2024), with a funded Federal enrollment of 435 children (387 Head Start, 48 EHS).
4. Round Up Change Program Donation (Court Appointed Special Advocates) from Kwik Chek/McCraw Oil Company Incorporated in the amount of $1,500; these funds, which were raised locally at area Kwik Check stores through the Round Up Change Program, will be used to support operational expenses of the agency's CASA Program.

A motion was made by Jim Bob Sullivan and seconded by Debra Williams to approve acceptance of grants, contracts, and awards in the amount of $2,531,377 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve submission of a Teacher Qualifications Waiver Request for Lori Stiles 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. Lori Stiles (who has served as a Head Start Teacher Assistant and past School Readiness AmeriCorps Member) meets the required qualification requirements to request a waiver, which is comparable to Oklahoma's Emergency Teacher Certification. Stiles holds a current Preschool Child Development Associate Credential, and is working to obtain an Associate of Arts Degree in Child Development. If approved, Stiles 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 Brad Burgett and seconded by Tami Barnes to approve submission of the Teacher Qualifications Waiver Request for Lori Stiles to the Office of Head Start. The roll call vote was: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Rhonda Teague, Planning Director, provided the Board with a report on the Agency-Wide Comprehensive Risk Assessment. To comply with Organizational Standard 4.6, each Community Action Agency must complete an in-depth Risk Assessment to help identify any potential for fraud, legal issues, safety concerns, and other things that could cause harm to the agency as a whole. Teague explained that the agency utilized an online risk assessment tool developed through a collaboration between the National Community Action Partnership and Nonprofit Risk Management Center. The Risk Assessment was completed on December 7, 2023 and generated a 70-page report containing feedback and recommendations based on the responses to each section of the assessment tool. The Risk Assessment covered general and specific topics, including governance, financial management, property, and human resources. Teague reviewed the report with the Board, outlining recommendations to minimize risk. Based on review of the report, the agency's practices, policies, and procedures appear to be sufficient to minimize and manage risk; no areas of the report showed any significant weakness or concerns. A more comprehensive, thorough review of the report will be conducted by the Risk Assessment and Management Committee in conjunction with the Risk Manager, LIFT CAA leadership, and staff. The goal will be to identify and prioritize potential risks, then develop strategies intended to reduce any and all risk to the greatest possible extent.

Brittany Bailey, ERSEA Specialist, provided a Board Training over Eligibility, Recruitment, Selection, Enrollment, and Attendance (Organizational Standard 5.7). This program training worked to inform the Board of processes, strategies, and policies/procedures used to ensure that Head Start/Early Head Start/EHS-Child Care only enrolls eligible children within the programs. Bailey reviewed each component of ERSEA—Eligibility, Recruitment, Selection, Enrollment, and Attendance—the processes involved with each, and how they are utilized or implemented within the three programs.

Susie Mashburn, Head Start/Early Head Start/EHS-Child Care Early Childhood Development and Curriculum Coach, provided a Board Training/Programmatic Report over the Head Start, Early Head Start, and Early Head Start-Child Care Programs' School Readiness/Child Outcomes Results for Fall 2023-2024 (Organizational Standards 5.7 and 5.9). Additionally, the training provided information on the use of Conscious Discipline methodology/strategies for improving the quality of student-teacher interactions within the programs as well as in enhancing the ability of the children served to self-regulate their feelings and emotions.

Rebecca (Reynolds) Porter, Executive Director, provided Board Training over the following: the Open Meeting Act, Open Records Act, and Role/Recording of the Board Minutes (Organizational Standard 5.7). The training was facilitated using material provided by the Oklahoma Office of the Attorney General and excerpts from "Tools for Top-Notch CAAs: A Practical Approach to Governance and Financial Excellence" by CAPLAW.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the November 28, 2023 meeting (Organizational Standards 2.1 and 5.9).

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 tenth meeting, held on December 12, 2023 (prior to the Board Meeting), Advisory Council members were briefed on the service results so far. Advisory Council members were asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported. It was also noted that Sharon Johnson was appointed to fill the vacant seat on the Transportation Advisory Council.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). In total, 19 Board Members have provided a monetary donation to the agency during 2023 so far. Achieving 100% of Board giving 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.

Rebecca (Reynolds) Porter, Executive Director, recognized the Victim and Youth Services Programs' staff members as the December 2023 Employees of the Month. This included employees of the CASA, Mentoring, Safe Place Healing Hearts, Safe Place Healing Hearts Too, and Victim Advocacy Services Programs. Employees recognized included: Doris Long (Director, Victim and Youth Services Programs), DeeDee Atwood (Victim Services Coordinator/Advocate Coordinator, Victim Advocacy Services and CASA Programs), Branden Billy (Program Coordinator/Victim Advocate, Safe Place Healing Hearts Too Program), and Tonya Finley (Program Coordinator/Victim Advocate, Safe Place Healing Hearts Program).

Rebecca (Reynolds) Porter, Executive Director, recognized Ken McDaniel (Maintenance Technician, Head Start/EHS/EHS-Child Care Programs) and Gary Teague Jr. (Maintenance Technician, Head Start/EHS/EHS-Child Care Programs) as the 2023 Employees of the Year.

Other Reports/Announcements/Correspondence were presented as follows: HS/EHS/ EHS-CC Monthly Reports – Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, and Data Analysis (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 16; No 0; Abstain 0. The motion carried. Voting record is attached (Item Y).

The Regular Meeting adjourned at 10:57 a.m.

Brad Burgett, Secretary/Treasurer