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

MINUTES
BOARD OF DIRECTORS MEETING
June 11, 2024
LIFT HomeOwnership Center - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, June 11, 2024 at 10:07 a.m. The meeting was held at LIFT CAA's HomeOwnership Center, located at 500 East Rosewood 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 (500 East Rosewood, 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, Colby Bryant, Brent Franks, David Hawkins, Andrea Henkel, Jia Johnson, Sharon Johnson, Vickie Leathers, Kara Maness, Sandra Meeks, David Smith, William Smith, Jim Bob Sullivan, Leah Thomas, Vicky Wade, Debra Williams, and Craig Young. The following members were absent: Tami Barnes, Brad Burgett, Kevin Cory, Kristi Graham, Patsy Guess, Jordan Hill, Jeffery Lucas, Carolyn Pool, and Consuelo Splawn. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Sheree Ensley, Darla Galyon, Macy Self, Amber Duncan, Brittany Bailey, W.F. Grammar, Kathy James, Sylvia Watkins, Brandon McDaniel, Johnny Moffitt, and Jeannie McMillin. LIFT CAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: Gary Saunders.

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.

Gary Saunders, of Saunders and Associates, PLLC, presented the 2023 LIFT CAA Audit and provided a Board Training on How to Interpret an Audit Report (Organizational Standards 5.7, 5.9, and 8.3). The Audit, along with the agency's Tax Returns and current Budget, is posted on LIFT CAA's website to allow access by Board Members, funders, and the general public. Saunders stated that the 2023 Audit was completed in accordance with Government Auditing Standards and the Uniform Guidance; there was a finding on internal control over financial reporting but no significant deficiencies identified or noncompliance of the financial statements. During FY 2023, LIFT CAA underwent an accounting software change. Due to significant implementation challenges with the software transition, there was a failure in the agency's account reconciliation procedures. The procedures for reconciling cash accounts from previous practices, which included handwritten cash transaction control sheets, has now been updated to help prevent issues in the future. The updated procedures were put into effect on April 1, 2024, under the responsibility of Fiscal Officer Sheree Ensley. These updates removed the handwritten control sheet for maintaining cash transactions. Additionally, there were no Federal Awards findings or questioned costs. The agency's net assets are strong, and the asset to liability liquidity ratio is very good. From an audit standpoint, LIFT CAA appears to be financially sound within the environment in which it operates. Saunders then lined out expenses by program and natural classification, comparing data from the last three years. He explained components of audits and the different reports/opinions. Saunders fielded questions from the Board and facilitated discussion.

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the 2023 LIFT CAA Audit (Organizational Standards 8.1, 8.2, and 8.4). Through this action, if approved, the Governing Board would formally receive and accept the 2023 LIFT CAA Audit. A motion was made by Andrea Henkel and seconded by Kara Maness to approve the 2023 LIFT CAA Audit. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on June 11, 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 April 2024. The Committee was presented with the May 2024 Financial Reports. 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 May 2024 Regular Meeting Minutes and the April 2024 Financial Reports; the May 2024 Financials were distributed for consideration and vote at the July 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 May 2024 Regular Meeting Minutes and the April 2024 Financial Reports. The roll call vote was as follows: Yes 14; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items F & G).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. 2024 Oklahoma Asset Development Project Application to Oklahoma Association of Community Action Agencies in the amount of $5,367; if awarded, these funds (based on the number of returns completed during last year's tax season) will be used to provide free tax preparation assistance for residents of Choctaw, McCurtain, and Pushmataha Counties.
2. FY 2024 Community Services Block Grant Application (4th Allocation) to Oklahoma Department of Commerce/Community Development in the amount of $115,169; if awarded, this funding will be used for operational support of agency programs.
3. FY 2024 Regional Supplemental Grant Application to NeighborWorks® America in the amount of $25,000; if awarded, these funds will support the expense associated with conducting Capital Needs Assessments at nine LIFT CAA Apartment locations. These

locations include Belmont Place, Boswell, Chappell, Clayton Place, Fort Towson, Garvin, Kiamichi Place, Soper, and Terry Hill.

4. FY 2025 Domestic Violence/Sexual Assault Program Application to Oklahoma Office of Attorney General in the amount of $93,750; if awarded, the one-year grant would be used to provide supportive services to adult victims of domestic violence and/or sexual assault, as well as children exposed to family violence, domestic violence or dating violence. Supportive services would include crisis intervention, safety planning, individual counseling, peer counseling, educational services, legal advocacy, personal advocacy, housing advocacy, medical advocacy, information/referral, and transportation. The grant funding would also be used for the provision of dating violence intervention and prevention, culturally and linguistically appropriate services, and outreach to underserved populations.
5. FY 2025 Base Grant Application to Oklahoma Court Appointed Special Advocates (CASA) Association in the amount of $27,459.10; if awarded, the proposed one-year grant would be used to provide staff salary support as well as associated operating expenses for the CASA Program.

After discussion and Board Member input with regards to the applications presented, a motion was made by David Smith and seconded by Jim Bob Sullivan to approve the submission of resolutions and/or grant applications in the amount of $266,745.10 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 H).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. 2024 Oklahoma Asset Development Project Contract Award from OKACAA in the amount of $5,367; these funds will be used to provide free tax preparation assistance for residents of Choctaw, McCurtain, and Pushmataha Counties. The contract period will be January 1, 2024 through August 31, 2024.
2. FY 2024 Expendable Grant Award from NeighborWorks® America in the amount of $187,000; 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.
3. FY 2024 Capital Grant Award from NeighborWorks® America in the amount of $75,000; 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.
4. 2024 Week of the Young Child Grant Awards (Broken Bow & Idabel Early Learning Centers) from Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of $1,000; these funds ($500 per center) will be used to purchase playground and classroom equipment and/or supplies to benefit the children enrolled in the Early Learning Centers in Broken Bow and Idabel, Oklahoma.
5. Know and Grow Oklahoma: Building Resilient Children, Families & Communities – Family Resource Center Grant Award from Potts Family Foundation in the amount of $263,497; supported through this new funding, LIFT CAA's Family Resource Center will serve as a centralized hub for families to access information/referrals, services, resources, and supports. The FRC will promote cross-sector collaboration, serving to strengthen

systems across rural southeastern Oklahoma to mitigate the impact of adversity and support protective factors among families with children under age five. The FRC will serve Choctaw, McCurtain, and Pushmataha Counties. Staff will provide direct assistance, conduct consultations/screenings, and facilitate or conduct education/training/skill-building sessions with parents and families (individually or group-based, in collaboration with partners as available). Crucial to the success of the FRC will be the establishment and ongoing engagement of a Parent Advisory Committee to inform and meaningfully support the center's efforts.

A motion was made by Brent Franks and seconded by William Smith to approve acceptance of grants, contracts, and awards in the amount of $531,864 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 I).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve filing of LIFT CAA's 2023 Form 990 and Oklahoma Tax Return (Organizational Standard 8.6). As required by Community Services Block Grant Organizational Standard 8.6, the agency's Form 990 must be completed on an annual basis and made available to the Board of Directors for review. The drafts of the Federal and State Returns have been checked by agency staff, in addition to review by the Finance/Audit/Loan Committee. Copies of the draft returns were also sent out to individual Board Members (via email) for review prior to the meeting. A motion was made by Kara Maness and seconded by Andrea Henkel to approve filing of LIFT CAA's 2023 Form 990 and Oklahoma Tax Return. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, requested the Board's consideration, discussion, and vote to approve submission of a 2024-2025 Transportation Waiver for the Head Start Program. The Transportation Waiver is an annual request to waive the requirements for a Bus Monitor and child safety restraint systems for those Head Start children who ride on a public school bus to attend their respective center or classroom (through a collaboration agreement), in addition to those participating in field trips. Board approval for the Transportation Waiver is required before it can be submitted to the Office of Head Start for review. Without this waiver, up to 225 children would not be able to receive transportation services in order to attend the Head Start Program. Nine area public schools transport up to 140 Head Start children on approximately 40 rural bus routes, with an average of three children per route. Additionally, the program has a partnership with LIFT Transit to transport up to 90 Head Start children to and from classrooms. Without a Waiver, the impact of the transportation regulations would force the public schools to discontinue rural bus route services for LIFT's Head Start children. A motion was made by Brent Franks and seconded by Sandra Meeks to approve submission of a 2024-2025 Transportation Waiver for the LIFT Head Start Program. The roll call vote was as follows: Yes 12; No 2; Abstain 2. The motion carried. The Voting Record is attached (Item K).

Brandon McDaniel, Housing Director, requested the Board's consideration, discussion, and vote to approve the signing of a Proclamation recognizing June 2024 as National Homeownership Month. This national month-long designation is intended to help promote the benefits of homeownership and a continuing commitment to creating opportunities for future homeowners. A motion was made by Kara Maness and seconded by Andrea Henkel to approve the signing of a Proclamation recognizing June 2024 as National Homeownership Month. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the FY 2025 CASA Program Goals and Objectives. The Board was presented with the FY 2025 Goals and Objectives for the program, to be accomplished during the Oklahoma CASA Association's one-year Base Grant funding period. Discussion concerning the Goals and Objectives was facilitated, and no changes were proposed by the Board. A motion was made by Jim Bob Sullivan and seconded by Vicky Wade to approve the FY 2025 CASA Program Goals and Objectives. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided a Board Training over the Community Needs Assessment, and distributed the CNA Survey for completion (Organizational Standard 5.7). The Community Needs Assessment is used to inform LIFT CAA's Strategic Plan and Community Action Plan, to help ensure the agency and its programs are addressing the needs of the service area.

Kathy James, Senior Program Planner, provided a Board Training over the National CASA Core Model and Guiding Principles (Organizational Standard 5.7). James reviewed the Core Model and Guiding Principles with the Board and discussed the fundamental elements of CASA.

Brandon McDaniel, Housing Director, provided a Board Training/Programmatic Report over National NeighborWorks Week (Organizational Standards 5.7 and 5.9). McDaniel explained that the agency's activities included engaging in an email and social media campaign to increase awareness of the NeighborWorks philosophy and agency's partnership during NeighborWorks Week (June 1–8, 2024). NeighborWorks® America, whose mission is to create opportunities for people to live in affordable homes, improve their lives, and strengthen their communities, is a national nonprofit organization created by Congress in 1978. NeighborWorks® America provides financial support, technical assistance, and training for community-based revitalization efforts. The Corporation supports a network of nearly 240 NeighborWorks organizations that build decent, affordable housing, strengthen communities, and enhance economic support. Working in partnership with others, NeighborWorks organizations are leaders in revitalizing communities and creating affordable housing opportunities for low- and moderate-income families; this nationwide network is at work in nearly 4,000 communities across America. LIFT CAA became a chartered member of NeighborWorks® America in October of 1997. As a chartered member, LIFT CAA is certified to meet a high standard of fiscal integrity and service performance to assist local residents in developing leadership, improving their neighborhoods, and securing decent, affordable housing. Through NeighborWorks® America, the agency has access to financial resources, tools, training opportunities, and the experience of hundreds of colleagues from around the country, all which aid in making LIFT CAA's communities a better place to live. In FY 2023, the agency received $245,750 from NeighborWorks® America (an investment of 209:1 per dollar of funding), which was used to assist 131 individuals with affordable housing (homeowners created and/or preserved) as well as create and/or maintain 316 jobs.

Brittany Bailey, ERSEA Specialist, provided a Board Training/Programmatic Report (Organizational Standards 5.7 and 5.9). This annual program update and training over Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) works 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 explained each component of ERSEA. The training then focused on Head Start/EHS/EHS-Child Care Program eligibility, and explained the following: (a) selection criteria/eligibility determination and processes for collecting complete, accurate information from families and third-party sources; (b) strategies for treating families with dignity and respect, as well as in dealing with possible issues of domestic violence, stigma, and privacy; and (c) policies and procedures regarding action taken against staff, families, or participants who attempt to provide or intentionally provide false information.

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 twelfth meeting, held on June 11, 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 was submitted, which has been tentatively approved. 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.

W.F. Grammar, Risk Manager, provided the Board with the Risk Assessment and Management Report (Organizational Standard 5.9). The report focused on Workers' Compensation, safety, and risk management activities/programming within the agency during the last quarter.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, provided the Board with the Policy Council Report for the May 21, 2024 meeting (Organizational Standards 2.1 and 5.9).

Macy Self, Associate Director, recognized Sylvia Watkins (Dispatcher/Trainer, Transit Program) as the June 2024 Employee of the Month.

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); Victims of Crime Act Assistance

Funding Reduction Notice; NeighborWorks® America/Community Impact Information; and LIFT Community Corral Event Report (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by William Smith 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 X).

The Regular Meeting adjourned at 11:17 a.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer