

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, July 9, 2024 · 10:00 a.m.
Head Start Administration Office · 1005 S. 5th Street · Hugo, Oklahoma · 74743

AGENDA

- A.** Call to Order and Invocation
- B.** Opening of Board Meeting – Roll Call, Declaration of Quorum, and Introduction of Guests
- C.** Finance/Audit/Loan Committee Report

***Consent Docket** - The following items of business indicated by brackets (D and E, F, G) may be voted upon by a single vote of the Board without discussion, unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- D.** Consideration, Discussion, and Vote to Approve June 2024 Regular Meeting Minutes (Organizational Standard 5.5)
- E.** Consideration, Discussion, and Vote to Approve May 2024 Financial Reports; Distribution of June 2024 Financials for August 2024 Consideration and Vote (OS 8.7)
- F.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$1,068,231.32**
 - 1. Rx for Oklahoma Application to KI BOIS Community Action Foundation, Inc. - **\$11,097.32**
 - 2. Second Chance Act: Improving Reentry Education and Employment Outcomes Application to U.S. Department of Justice, Bureau of Justice Assistance - **\$900,000**
 - 3. Public Transit Revolving Fund Application to Oklahoma Dept. of Transportation - **\$157,134**
- G.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$2,864,952.32**
 - 1. FY 2024 YouthBuild Program Grant Award from U.S. Department of Labor, Employment and Training Administration - **\$1,219,000**
 - 2. YouthBuild Program Donation (Penn Foster Sponsorship) from International Paper - **\$5,160**
 - 3. FY 2024 Community Services Block Grant Award (4th Allocation) from Oklahoma Department of Commerce/Community Development - **\$115,169** (Total Awarded: \$234,423)
 - 4. FY 2024 Head Start/Early Head Start Program Supplement Grant Award (Cost-of-Living Adjustment) from Administration for Children and Families, Office of Head Start - **\$104,591**
 - 5. WorkReady Oklahoma Employment Center Contract Award (Year 2) from Oklahoma Department of Human Services - **\$1,404,775**
 - 6. Rx for Oklahoma Award from KI BOIS Community Action Foundation, Inc. - **\$11,097.32**
 - 7. YouthBuild Program Donation (Penn Foster Sponsorship) from First United Bank - **\$5,160**
- H.** Consideration, Discussion, and Vote to Approve Submission of FY 2025 Head Start/EHS Program Grant Application to Administration for Children and Families, Office of Head Start
- I.** Consideration, Discussion, and Vote to Approve LIFT CAA Financial Services Manual (OS 8.10)
- J.** Consideration, Discussion, and Vote to Approve LIFT CAA Cost Allocation Procedures (OS 8.12)

- K.** Consideration, Discussion, and Vote to Approve Submission of Employee Benefit Plan Form 5500 (*Plan Year 2023, Period: 4/1/2023–3/31/2024*)
- L.** Consideration, Discussion, and Vote to Approve 2023-2024 Self-Assessment Plan
- M.** Consideration, Discussion, and Vote to Approve Victim Services Programs Goals (OS 5.7)
- N.** Consideration, Discussion, and Vote to Approve Victim Services Programs Policies and Procedures Manual (OS 5.7)
- O.** Board Training: Community Services Block Grant Organizational Standards (OS 5.7)
- P.** 2024 Customer Satisfaction Report: 1st & 2nd Quarters (January – June) Results (OS 1.3)
- Q.** Board Training/Programmatic Report: HS/EHS/EHS-Child Care Child Outcomes/Assessment Results for Spring 2023-2024 (OS 5.7 & 5.9)
- R.** Policy Council Report (OS 2.1 & 5.9)
- S.** Recognition of July 2024 Employee of the Month:
Jacqueline Batson, Administrative Support – Work Ready Idabel
- T.** Recognition of Service Awards
Five Years: Savanna Sisk, Teacher Assistant – Head Start Program
Ten Years: Margie Owens, Apartment Manager – Housing Programs
Fifteen Years: Hope Scott, Teacher – Head Start Program
- U.** Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports – Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis (OS 5.9)
- V.** Consideration, Discussion, and Vote on New Business (*Not known about or which could not have been reasonably foreseen prior to time of posting the Agenda, Oklahoma Statute Title 25 § 311*)
- W.** Consideration, Discussion, and Vote to Adjourn

Posted: _____ *Date:* _____ *Time:* _____