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

MINUTES
BOARD OF DIRECTORS MEETING
May 14, 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, May 14, 2024 at 10:04 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 Brent Franks.

Roll Call was taken and a quorum was established (18 Board Members present, 8 absent). The following Board Members were present at the meeting site: Tami Barnes, Colby Bryant, Brad Burgett, Kevin Cory, Brent Franks, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Sharon Johnson, Jeffery Lucas, Kara Maness, Sandra Meeks, Carolyn Pool, David Smith, Consuelo Splawn, Jim Bob Sullivan, and Leah Thomas. The following members were absent: Tiffany Brockway, Kristi Graham, Patsy Guess, Vickie Leathers, William Smith, Vicky Wade, Debra Williams, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Rhonda Teague, Johnny Moffitt, Stella Dennis, Darla Galyon, Dawn McDaniel, Jordan Mack, Kathy James, Sheree Ensley, Macy Self, Amber Duncan, Kim Brumber, Shelley Dennis, Alex Wallis, and Rebecca (Reynolds) Porter. LIFT CAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: Kevin Battle, Rosalind Cochran, and Eric Haralson.

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 Colby Bryant as appointed representative for the Hugo Rotary Club, a Private Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2024). A motion was made by Leah Thomas and seconded by Jeffery Lucas to accept Colby Bryant as appointed representative for the Hugo Rotary Club, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item C).

Board Member Kevin Cory was appointed to serve as Board Mentor for new Board Member Colby Bryant (Organizational Standard 5.7).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on May 14, 2024 at 9:02 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 February and March 2024. The Committee was presented with the April 2024 Financial Reports. The Committee also received updates on the 403(b) Retirement Plan Audit and 2023 Agency Audit. The 403(b) Retirement Plan Audit is complete, with the Form 5500 filed by the extended deadline. The draft form of the 2023 Agency Audit is being reviewed; there was a finding on internal controls but no material weaknesses of the financial statements. The 2023 Agency Audit will be presented to the Board at the June 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 March 2024 Regular Meeting Minutes and the February 2024 and March 2024 Financial Reports; the April 2024 Financials were distributed for consideration and vote at the June 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Tami Barnes and seconded by David Smith to approve the March 2024 Regular Meeting Minutes and the February 2024 and March 2024 Financial Reports. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items F & G).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Fathers Forward Initiative Bid (Choctaw County) to Oklahoma Department of Human Services in the amount of $900,000; if awarded, the Choctaw County Strong Fathers Program will work to promote responsible fatherhood through activities and supports aimed at improving outcomes for fathers and families in Choctaw County, Oklahoma. Funds will be used to support three staff positions to conduct the program during the three-year project period, with a combined reach of 225 fathers/father figures served.
2. Fathers Forward Initiative Bid (McCurtain County) to Oklahoma DHS in the amount of $900,000; if awarded, the McCurtain County Strong Fathers Program will work to promote responsible fatherhood through activities and supports aimed at improving outcomes for fathers and families in McCurtain County, Oklahoma. Funds will be used to support three staff positions to conduct the program during the three-year project period, with a combined reach of 225 fathers/father figures served.
3. Fathers Forward Initiative Bid (Pushmataha County) to Oklahoma DHS in the amount of $900,000; if awarded, the Pushmataha County Strong Fathers Program will work to promote responsible fatherhood through activities and supports aimed at improving outcomes for fathers and families in Pushmataha County, Oklahoma. Funds will be used to support three staff positions to conduct the program during the three-year project period, with a combined reach of 225 fathers/father figures served.
4. Know and Grow Oklahoma: Building Resilient Children, Families & Communities – Family Resource Center Grant Application to Potts Family Foundation in the amount of $263,497; if awarded, 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.

5. FY 2024 Community Services Block Grant Application (3rd Allocation) to Oklahoma Department of Commerce/Community Development in the amount of $37,275; if awarded, this funding will be used for operational support of agency programs.
6. Week of the Young Child Grant Applications (Early Learning Centers) to Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of $2,000; if awarded, 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 Antlers, Broken Bow, Hugo, and Idabel.
7. 2024 Grant Application (Innovation and Pilot Project Funding) to Potts Family Foundation in the amount of $34,247; if awarded, the funding would be used to establish the Family Support and Resiliency Initiative. Project funding would allow for the creation of a new Family Advocate staff position, whose purpose will be to provide evidence-based family support services to children (prenatal to age 5) and their families. The project will also work to develop child, family and community resilience, supporting early relational health and preventing and mitigating adverse childhood experiences through the provision of education/training and family-positive activities/events.
8. FY 2024 Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program Grant Application to Office on Violence Against Women in the amount of $815,000; if awarded, these funds will be used to continue operations of the Safe Place Healing Hearts Program, which employs three program staff. These funds will be used over a period of 36 months to enhance services for and ensure the safety of victims of domestic violence, dating violence, sexual assault, and stalking within Choctaw, McCurtain, and Pushmataha Counties. Funding will be used to directly serve victims of such crimes; build the capacity of direct service providers to better serve and protect victims; encourage reporting of these crimes; and ensure all service providers are adequately trained on how to appropriately respond, assist victims, improve the rate of prosecution of such crimes, working together through coordinated service delivery.
9. FY 2024 Second Chance Act Community-Based Reentry Program Grant Application to Bureau of Justice Assistance in the amount of $750,000; if awarded, these funds would be used to support programming to provide pre-release services to offenders in the tri-county area. These services would continue post-release and also include case management, education and services linkage in order to facilitate a smooth, successful community reentry process for participants. In total, 240 offenders will be served (pre- and post-release) over the three-year program period.
10. Signature Cause Grant Application (Retired and Senior Volunteer Program) to International Paper Foundation in the amount of $15,000; if awarded, these funds will be used for RSVP programmatic support as well as to provide operating support for the program's four food bank stations.

After discussion and Board Member input with regards to the applications presented, a motion was made by Jim Bob Sullivan and seconded by Andrea Henkel to approve the submission of resolutions and/or grant applications in the amount of $4,617,019 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. RSVP Donation from Pushmataha County Historical Society in the amount of $500; these funds will be used for operational expenses of the agency's AmeriCorps Seniors Retired and Senior Volunteer Program.
2. Court Appointed Special Advocates Donation from Pushmataha County Historical Society in the amount of $500; these funds will be used for operational expenses of the agency's CASA Program.
3. Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Award (Extension) from Health Resources and Services Administration in the amount of $95,343; these extension funds will be utilized to support continued Healthy Start services within the project area for a one-month period, ending April 30, 2024. Extension funding was granted to all existing Healthy Start grantees that applied for a competing continuation to mitigate any potential delays in FY 2024 appropriations from Congress.
4. Child Care Stabilization Grant Program Awards (Year 3/Quarter 3, Early Learning Centers) from Choctaw Nation of Oklahoma in the amount of $32,000; funding will provide key operating support to maintain child care services within the Early Learning Centers.
5. FY 2024 CSBG Award (3rd Allocation) from ODOC in the amount of $37,275; these funds represent the core funding source to support Community Action Agencies and other CSBG-funded organizations whose primary mission is to address and alleviate poverty within their communities. This third allocation of funds will be used for operational support of agency programs. The total amount awarded for FY 2024 is $119,254.
6. 2024 Community Grants Program Award from Carolyn Watson Rural Oklahoma Community Foundation in the amount of $5,000; funding will be used by the AmeriCorps Seniors Retired and Senior Volunteer Program to implement strategies and activities within program stations to positively influence healthy behaviors and empower rural citizens to improve and better manage their health. This will be accomplished through preventive health education programming and screenings as well as wellness activities that promote the integration of healthy lifestyle choices, physical activity and good nutrition into daily routines.
7. HOME Investment Partnerships Program Grant Award (Rental New Construction) from Oklahoma Housing Finance Agency in the amount of $750,000; these funds will be used to construct two duplex apartment buildings in Valliant, Oklahoma.
8. FY 2024 Head Start/Early Head Start Program Grant Award (New/Baseline, Balance of Funds) from Administration for Children and Families in the amount of $2,254,969; this balance of funding for the total 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 (December 1, 2023 – November 30, 2024), with a funded Federal enrollment of 435 children (387 Head Start, 48 EHS). The total amount awarded for FY 2024 is $4,509,940.

9. FY 2024 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Award (Year 11) from HRSA in the amount of $1,008,333; these funds will be utilized during the first year of a new five-year grant cycle to improve access to quality health care and services for women, infants, children, and families through outreach, care coordination, health education and linkage to health insurance; building healthy communities and ensuring ongoing, coordinated, comprehensive services are provided in the most efficient manner through effective service delivery; strengthening the health workforce, specifically those individuals responsible for providing direct services; and promoting and improving health equity by connecting with appropriate organizations.
10. Technical and Management Assistance Contract Award – Region 2 (Option Year 1) from U.S. Department of Agriculture, Rural Development in the amount of $1,531,020.07; these funds will be used to provide technical and management assistance services to Self-Help Housing Grantees within Region 2 (South Central), comprised of the following 11 states: Arkansas, Kansas, Louisiana, Missouri, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, and Wyoming. With this funding, LIFT CAA will furnish all labor, management, supervision, quality control, facilities, equipment, materials, and services needed to perform the requirements of the contract during Option Year 1 (April 1, 2024 – March 31, 2025).
11. NeighborWorks Week Grant Award from NeighborWorks® America in the amount of $1,000; 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).

A motion was made by Tami Barnes and seconded by Brad Burgett to approve acceptance of grants, contracts, and awards in the amount of $5,715,940.07 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve the submission of an FY 2023 Disability Waiver Request for the Early Head Start-Child Care Partnership Program to the Office of Head Start. The agency is seeking approval from the Office of Head Start to waive the 10% requirement for enrollment of children with disabilities in the EHS-Child Care Program. Program enrollment has suffered tremendously, which has in turn affected how many children in the community are able to go through the program's screening processes. Therefore, it is necessary to submit the Waiver in order to ensure compliance if the goal is not reached by the end of the program year. A motion was made by Brad Burgett and seconded by Jim Bob Sullivan to approve the submission of an FY 2023 Disability Waiver Request for the Early Head Start-Child Care Partnership Program to the Office of Head Start. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve submission of a Change in Scope – Enrollment Reduction Amendment Application for the EHS-Child Care Program to the Office of Head Start. James explained that LIFT CAA is requesting the Funded Federal Enrollment to change from 120 EHS-Child Care Partnership slots to 112 slots without reducing the amount of grant funding received ($2,053,548 in total). The program has faced enrollment issues for over five years, which stems from competition with other early childhood programming in the area as well as the requirement for child care subsidy to be eligible. LIFT's EHS-Child Care Program is currently underenrolled and on an Underenrollment Plan as part of the Full Enrollment Initiative. The Underenrollment Plan began on June 10, 2023 and comprises a period of 12 months. An enrollment reduction was identified as a step within the corrective action plan as it will be impossible to obtain full enrollment due to the factors described. The proposed changes are sustainable: the program is requesting a reduction from 120 EHS-Child Care slots to 112 slots (a change of 8 slots, or 6.7%); as enrollment is at 113 (as of April 2024) and the program has been able to average near this number (107) for the last nine months, it feels like an obtainable goal. With this enrollment reduction, the program is expected to be able to meet the goal of 112 slots in the future and remain fully enrolled and in compliance with the Full Enrollment Initiative. The majority of the budgetary changes will be within the Personnel category due to reallocation of the Management Team's time distribution, as well as an increase in funding for partner center reimbursement (due to rising operations costs). The Board of Directors discussed the request and provided input regarding the application. A motion was made by Kevin Cory and seconded by Sharon Johnson to approve the Change in Scope – Enrollment Reduction Amendment Application for the EHS-Child Care Program 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 K).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve submission of the LIFT CAA 403(b) Retirement Plan Form 5500 for Plan Year 2022 (period of August 1, 2022–July 31, 2023). Ensley presented the Retirement Plan Audit/Form 5500 filing and explained that there were no issues or findings. These documents were emailed to the entire Board to allow for adequate review prior to the May 2024 Board Meeting. A motion was made by Kara Maness and seconded by Andrea Henkel to approve submission of the LIFT CAA 403(b) Retirement Plan Form 5500 for Plan Year 2022, period of August 1, 2022–July 31, 2023. The roll call vote was as follows: Yes 16; 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 re-adopt a Resolution to establish a formal process for low-income beneficiaries to advise LIFT CAA as a Community Housing Development Organization (CHDO) in all decisions regarding the design, siting, development, and management of HOME-assisted affordable housing projects. Since 1992, LIFT CAA has been certified as a CHDO. As a CHDO, the agency is required to seek advisory input from low-income beneficiaries prior to any housing activity supported by HOME funds. This Resolution is reviewed and re-adopted annually by the Board to ensure policies and the Resolution align with the U.S. Department of Housing and Urban Development's guidelines. As described in Attachment A of the Resolution, public input sessions will be held in-person and/or virtually. The meeting dates have not yet been scheduled, but the Board will be updated on activities once the dates are set. A motion was made by Jim Bob Sullivan and seconded by Brad Burgett to re-adopt a Resolution to establish a formal process for low-income beneficiaries to advise LIFT CAA as a Community Housing Development Organization in all decisions regarding the design, siting, development, and management of HOME-assisted affordable housing projects. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve or disapprove the Resolution for Schools and Libraries Universal Services (E-Rate) for 2024-25. This Resolution authorizes filing of the Form 471 applications for funding year 2024-25 and the payment of the applicant's share upon approval of funding and receipt of services. The Federal Communication Commission's E-Rate program makes telecommunications and information services more affordable for schools and libraries. With funding from the Universal Service Fund, E-Rate provides discounts (from 20-90% based on poverty level and rurality) for telecommunications, Internet access, and internal connections to eligible schools and libraries. A motion was made by Jordan Hill and seconded by Carolyn Pool to approve the Resolution for Schools and Libraries Universal Services (E-Rate) for 2024-25 (this Resolution authorizes filing of the Form 471 applications for funding year 2024-25 and the payment of the applicant's share upon approval of funding and receipt of services). The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve the EHS-Child Care Program 2024-2025 Training and Technical Assistance Plan. The provision of technical assistance and training serves to improve program quality. Program staff receive a combination of Pre-service and In-service training as well as various other training opportunities. Trainings provided are based on staff needs, self-assessment, new best practices, training needs assessment, individual professional development plans, and Head Start Performance Standards. In addition to program staff, the Training and Technical Assistance Plan also includes development opportunities for the Policy Council and Board of Directors. The proposed plan covers the period of August 1, 2024 through July 31, 2025 and outlines how the $42,863 allocated for training and technical assistance will be expended during the program year. The plan is flexible and can be changed if or when needed. A motion was made by Kevin Cory and seconded by Andrea Henkel to approve the EHS-Child Care Program 2024-2025 Training and Technical Assistance Plan. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve signing of a Proclamation recognizing May 2024 as Community Action Month. National Community Action Month was created by the Community Action Partnership to reinforce Community Action Agencies' role in helping low-income families achieve economic stability. Porter explained that each year during the month of May, Community Action Agencies across the Nation engage in events, marketing, and other activities to raise awareness about the services and impact of community action. The proclamation signing by the Board Chairman is one such event. A motion was made by Brent Franks and seconded by Brad Burgett to approve signing of a Proclamation recognizing May 2024 as Community Action Month. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item P).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve the signing of a Proclamation recognizing June 1-8, 2024 as NeighborWorks Week. Held during the first full week in June since 1983, NeighborWorks Week is an annual week of service showcasing how the NeighborWorks network strengthens communities and celebrates the collective impact achieved. A motion was made by Kara Maness and seconded by Jia Johnson to approve the signing of a Proclamation recognizing June 1-8, 2024 as NeighborWorks Week. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve the Head Start/Early Head Start/EHS-Child Care 2023-2028 Strategic Plan. The new Strategic Plan was developed to help guide the three programs during the new five-year grant cycle. Mack described the Goals set for the programs and reasoning behind each, along with the associated Objectives and anticipated Outcomes. The Strategic Plan has an outcomes-based focus to facilitate continuous improvement and monitoring of progress within the programs. A motion was made by Jordan Hill and seconded by Tami Barnes to approve the Head Start/Early Head Start/EHS-Child Care Programs' 2023-2028 Strategic Plan. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item R).

Kevin Battle, Senior Director – Organizational Assessment Division, Eric Haralson, Consultant, and Rosalind Cochran, Relationship Manager – Midwest Region, all with NeighborWorks® America, provided a PROMPT Review Debrief Presentation. LIFT CAA underwent a NeighborWorks® America program review the week of May 6, 2024. The program review serves to measure the capacity, performance, and impact of Network members, evaluating an organization's capacity to achieve its mission and goals while reviewing compliance with NeighborWorks® America membership expectations. The uniform program review system is based on evaluating organizational performance and capacity in six key areas, identified by the acronym "PROMPT". The six key areas in PROMPT stands for: Production/Program Services, Resource and Financial Management, Organizational Management and Board Governance, Management, Planning, and Technical Operating and Compliance Systems. Battle, Haralson, and Cochran each explained their respective portions of the program review process, objectives, results, and follow-up expectations, facilitating discussion with the Board and staff as well. LIFT CAA is currently rated (via the Organizational Health Tracking System) as Exemplary, and this collaborative assessment process is designed to promote a self-assessment approach and help enable the agency to become stronger and more effective. The NeighborWorks® America OHTS Committee will review the Organizational Assessment Report to make the final determination of LIFT CAA's rating in the future.

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with an overview of the 2023-2024 Self-Assessment Process for the Head Start, Early Head Start, and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9).

Kathy James, Senior Program Planner, provided the Board with updates concerning the Head Start, Early Head Start, and EHS-Child Care Programs' Cost-of-Living Adjustments and Head Start Change in Scope Request. This year, the Office of Head Start is providing cost-of-living adjustment funding a different way. For those grantees that have already submitted their FY 2024 refunding application, a COLA request submission was not required. This was the case for LIFT CAA's Head Start and Early Head Start Programs, but a COLA request was required to be included in the Early Head Start-Child Care Program application that was due May 1, 2024. The funding will provide staff of the three programs with a 2.35% COLA to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and maintain overall program quality. The 2.35% COLA will reflect an increase in the hourly rate of pay for each employee and a permanent increase of 2.35% in the Head Start/EHS/EHS-Child Care pay scale. The COLA increases available for the programs for FY 2024 are as follows: Head Start - $81,564, EHS - $23,027, and EHS-Child Care - $51,086. With regards to the requested Head Start Change in Scope (submitted initially with the New/Baseline refunding application), the initial request was for a reduction from 387 enrollment slots to 260. After submission, the Office of Head Start asked for the Change in Scope Request to be separated from the New/Baseline refunding application, as well as for the program to amend the request to stay below a 24% reduction. The current enrollment level for the Head Start Program is 295 (of 387) and the Early Head Start Program is 48 (fully enrolled). LIFT's Head Start Program is currently underenrolled and on an underenrollment plan as part of the Full Enrollment Initiative. The Underenrollment Plan began on June 10, 2023 and will comprise a period of 12 months. An enrollment reduction was identified as a step within the corrective action plan as it has been impossible to obtain full enrollment due to a range of factors. The proposed changes are sustainable: the program is requesting a reduction from 387 Head Start slots to 295 slots (a change of 92, or 23.8%); with current enrollment at this level, and the program able to average near this number for the last two years, it seems an obtainable goal. No conversion or change to Early Head Start slots are being proposed as the program has had no enrollment issues. With this enrollment reduction, the program is expected to be able to meet the goal of 295 slots in the future, remaining fully enrolled and in compliance with the Full Enrollment Initiative. The proposed amount of slots and funding will allow for more one-on-one time with the children and individualized teaching while also supporting staff pay increases consistent with the Wage Comparability Study to aid in retention/workforce stability.

Rebecca (Reynolds) Porter, Executive Director, provided a Board Training over the following: LIFT CAA History, Mission, Vision, and Values; History and Future of Community Action/Anti-Poverty Work; Statutory and Regulatory Requirements; and CAA Contractor Implementation Manual – Requirement 113 and Updates. Porter then presented a video training to the Board titled "ROMA for Boards: An Introduction" by the Community Action Association of Pennsylvania, which explained the ROMA framework/process (Organizational Standard 5.7).

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. To date, two Board Members have provided a monetary donation to the agency for 2024. 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.

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided a Board Training/Programmatic Report over the Fall/Winter 2023-2024 Child Outcomes/ Assessment results for the Head Start, Early Head Start, and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9). Growth was shown across all domains for the 3- and 4-

year old children served. EHS and EHS-Child Care Program children are divided into three age groups which represent 2-3 years of age, 1-2 years of age, and birth to 1 year of age. No comparison data is collected on these children due to their age. The Board was provided a copy of the outcomes report in the meeting packet.

Brandon McDaniel, Housing Director, provided a Board Training/Programmatic Report over Quarterly (January–March 2024) Housing Production, as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). McDaniel provided a review of the submitted report and facilitated discussion regarding Housing production and activities over the last quarter.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, provided the Board with the Policy Council Report for the March 19, 2024 and April 16, 2024 meetings (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Johnny Driggers (Energy Auditor, Weatherization Program) as the April 2024 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized Alex Wallis (Administrative Support, Work Ready Idabel) as the May 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); ODOC Comprehensive Monitoring Notice; Opioid Affected Youth Initiative Site Visit Report; and LIFT Community Corral Event (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by Brent Franks and seconded by Sandra Meeks to adjourn the regular meeting. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. Voting record is attached (Item EE).

The Regular Meeting adjourned at 12:02 p.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer