

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, August 13, 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.** Report from the Committee for Nominations
- D.** Consideration, Discussion, and Vote to Elect LIFT CAA Board of Directors Officers for 2024-2025 (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2*)
- E.** Consideration, Discussion, and Vote to Elect LIFT CAA Executive and Personnel Committee Members for 2024-2025 (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2 and Article X, Section 1*)
- F.** Finance/Audit/Loan Committee Report

Consent Docket - *The following items of business indicated by brackets (G and H, I, J) 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- G.** Consideration, Discussion, and Vote to Approve July 2024 Regular Meeting Minutes (*Organizational Standard 5.5*)
- H.** Consideration, Discussion, and Vote to Approve June 2024 Financial Reports; Distribution of July 2024 Financials for September 2024 Consideration and Vote (*OS 8.7*)
- I.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$81,499**
 - 1. Choctaw County Emergency Food and Shelter Program – Phase 41 Funding Application to EFSP/United Way - **\$9,000**
 - 2. McCurtain County EFSP – Phase 41 Funding Application to EFSP/United Way - **\$1,500**
 - 3. Pushmataha County EFSP – Phase 41 Funding Application to EFSP/United Way - **\$6,700**
 - 4. FY 2025 Retired and Senior Volunteer Program Grant Application to AmeriCorps - **\$64,299**
- J.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$3,299,420.17**
 - 1. Child Care Stabilization Grant Program Awards (Year 3/Quarter 4, Early Learning Centers) from Choctaw Nation of Oklahoma - **\$18,000**
 - 2. SFY 2025 Older Americans Act Title III KEDDO Area Agency on Aging Grant Award from Kiamichi Economic Development District of Oklahoma - **\$47,142.17**
 - 3. 2024 Grant Award (Innovation & Pilot Project) from Potts Family Foundation, Inc. - **\$34,247**
 - 4. FY 2024 Regional Supplemental Grant Award from NeighborWorks® America - **\$15,000**
 - 5. FY 2024 Early Head Start-Child Care Partnership Program Grant Award (New/Baseline & Cost-of-Living Adjustment) from Administration for Children and Families, Office of Head Start - **\$2,267,831** (*Non-Federal Share Waiver Total: \$463,842.75*)

6. Fathers Forward Initiative Contract Award (Choctaw County, Year 1) from Oklahoma Department of Human Services - **\$300,000**
7. Fathers Forward Initiative Contract Award (McCurtain Co., Year 1) from OKDHS - **\$300,000**
8. Fathers Forward Initiative Contract Award (Pushmataha Co., Year 1) from OKDHS - **\$300,000**
9. Choctaw County EFSP – Phase 41 Funding Award from EFSP/United Way - **\$9,000**
10. McCurtain County EFSP – Phase 41 Funding Award from EFSP/United Way - **\$1,500**
11. Pushmataha County EFSP – Phase 41 Funding Award from EFSP/United Way - **\$6,700**

- K. Consideration, Discussion, and Vote to Approve Revised LIFT Transit Drug and Alcohol Policy
- L. Consideration, Discussion, and Vote to Elect Board Members for Vacant Committee Seats (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article XI*):
 - Asset Management Committee (1)
 - By-Laws Committee (1)
 - Compensation Committee (1)
 - Finance/Audit/Loan Committee (1)
 - Risk Assessment and Management Committee (1)
 - Succession Committee (1)
- M. Consideration, Discussion, and Vote to Approve Head Start and Early Head Start/EHS-Child Care Program Menus for the 2024-2025 School Year
- N. Consideration, Discussion and Vote to Approve 2024 HS/EHS/EHS-CC Community Assessment
- O. Consideration, Discussion, and Vote to Approve Updated HS/EHS/EHS-CC Pay Scale
- P. Office of Head Start Focus Area 1 Monitoring Review Update (OS 5.9)
- Q. Board Training (OS 5.7):
 - Open Meeting Act
 - Open Records Act
 - Role/Recording of the Board Meeting Minutes
- R. Board Training/Programmatic Report: Quarterly Housing Production (April – June) as Reported to NeighborWorks® America (OS 5.7 & 5.9)
- S. Policy Council Report (OS 2.1 & 5.9)
- T. Recognition of August 2024 Employee of the Month:
Aimy Kuykendall, Park Assistant – Hugo Lake Park
- U. Recognition of Service Awards
 - Five Years:* April McAhren, Teacher Assistant – Head Start Program
 - Michelle Pulliam, Program Analyst – Technical & Management Assistance Program
 - Vicki Reed, Cook – Head Start Program
 - Michael Taylor, Transit Driver – Transit Program
 - Ten Years:* Stacey Hill, Teacher – Head Start Program
 - Twenty-Five Years:* Pam Waugh, Program Director – Healthy Start Program
 - Thirty-Five Years:* Sheila Price, Teacher – Head Start Program

- V. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports – Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis (OS 5.9)
- W. 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*)
- X. Consideration, Discussion, and Vote to Adjourn

Posted: _____ Date: _____ Time: _____