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

MINUTES
BOARD OF DIRECTORS MEETING
July 9, 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, July 9, 2024 at 10:20 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 Andrea Henkel.

Roll Call was taken and a quorum was established (15 Board Members present, 11 absent). The following Board Members were present at the meeting site: Tiffany Brockway, Colby Bryant, Brad Burgett, Brent Franks, Kristi Graham, David Hawkins, Andrea Henkel, Jia Johnson, Sandra Meeks, Carolyn Pool, David Smith, William Smith, Jim Bob Sullivan, Debra Williams, and Craig Young. The following members were absent: Tami Barnes, Kevin Cory, Patsy Guess, Jordan Hill, Sharon Johnson, Vickie Leathers, Jeffery Lucas, Kara Maness, Consuelo Splawn, Leah Thomas, and Vicky Wade. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Johnny Moffitt, Rhonda Teague, Sheree Ensley, Darla Galyon, Macy Self, Brandon McDaniel, Jacque Batson, Kimberly Wright, Jordan Mack, Sommer Springfield, Mattie McKee, Stella Dennis, Amber Duncan, and Rebecca (Reynolds) Porter. 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.

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on July 9, 2024 at 9:05 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 May 2024 and was presented with the June 2024 Financial Reports. In addition, the Committee was presented with and approved a proposal to increase rent amounts by 10% (at select facilities), security deposits by 10% (at all locations), and pet deposits by 10% (at Terry Hill Apartments only). Rental rates at LIFT CAA's apartment/multi-family housing complexes have not increased since 2017, and these increases will help to offset rising operational costs. 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 June 2024 Regular Meeting Minutes and the May 2024 Financial Reports; the June 2024 Financials were distributed for consideration and vote at the August 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by David Smith and seconded by Andrea Henkel to approve the June 2024 Regular Meeting Minutes and the May 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 D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Rx for Oklahoma Application to KI BOIS Community Action Foundation, Inc. in the amount of $11,097.32; if awarded, these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.
2. Second Chance Act: Improving Reentry Education and Employment Outcomes Application to U.S. Department of Justice, Bureau of Justice Assistance in the amount of $900,000; if awarded, LIFT CAA will partner with the County Jails in Choctaw, McCurtain, and Pushmataha Counties as well as the Probation and Parole Offices representing the tri-county area to implement the program. Through these collaborations, program staff will provide both pre- and post-release services designed to strengthen education and employment outcomes for individuals returning to their communities after a period of incarceration.
3. Public Transit Revolving Fund Application to Oklahoma Department of Transportation in the amount of $157,134; if awarded, this operational subsidy will be used to offset the costs of vehicle insurance and fuel for LIFT Transit.

After discussion and Board Member input with regards to the applications presented, a motion was made by Brad Burgett and seconded by Debra Williams to approve the submission of resolutions and/or grant applications in the amount of $1,068,231.32 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2024 YouthBuild Program Grant Award from U.S. Department of Labor, Employment and Training Administration in the amount of $1,219,000; these funds will be used to continue the YouthBuild Program within Choctaw County, which provides community-based alternative education and occupational skills programming for youth ages 16-24 who are high school dropouts or other disadvantaged populations.
2. YouthBuild Program Donation (Penn Foster Sponsorship) from International Paper in the amount of $5,160; these funds will be used to support tuition costs for six YouthBuild participants to work towards earning their accredited high school diploma during the new FY 2024 Program Grant period.
3. FY 2024 Community Services Block Grant Award (4th Allocation) from Oklahoma Department of Commerce/Community Development in the amount of $115,169; 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 fourth allocation of funds will be used for operational support of agency programs. The total amount awarded for FY 2024 is $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 in the amount of $104,591; this funding will be used to provide LIFT CAA's Head Start/Early Head Start staff with a 2.35% COLA increase (Budget Period: 12/1/2023–11/30/2024). The COLA will serve to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and maintain overall program quality. The COLA funds have been divided between Personnel Salaries, Fringe Benefits, and Indirect Costs associated with staff salaries, along with allocations under the Contractual and Other categories. 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.
5. WorkReady Oklahoma Employment Center Contract Award (Year 2) from Oklahoma Department of Human Services in the amount of $1,404,775; these funds will be used to continue operations of the WRO (WorkReady Oklahoma) Employment Training Center in Idabel, Oklahoma during Year 2 of the contract. The program supports five positions that will serve more than 700 individuals over the course of five years. Services involve training, coaching, and supports aimed at preparing individuals for employment.
6. Rx for Oklahoma Award from KI BOIS Community Action Foundation, Inc. in the amount of $11,097.32; these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.
7. YouthBuild Program Donation (Penn Foster Sponsorship) from First United Bank in the amount of $5,160; these funds will be used to support tuition costs for six YouthBuild participants to work towards earning their accredited high school diploma during the new FY 2024 Program Grant period.

A motion was made by Carolyn Pool and seconded by Jim Bob Sullivan to approve acceptance of grants, contracts, and awards in the amount of $2,864,952.32 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve submission of FY 2025 Head Start/Early Head Start Program Grant Application to the Administration for Children and Families, Office of Head Start. James explained that the agency was currently working on the FY 2025 Head Start/Early Head Start Program Grant Continuation Application for Program Operations and Training and Technical Assistance. Total requested funding in the amount of $4,614,531 would be comprised of $3,592,315 for Head Start and $1,022,216 for Early Head Start (Funding Period: 12/1/2024–11/30/2025), with a Federal Funded Enrollment of 435 children (387 Head Start, 48 EHS). James detailed at length the program plan and budgets for Head Start and Early Head Start being proposed; a Change in Scope – Enrollment Reduction Amendment request for the Head Start Program (to reduce enrollment to 295) is currently pending. The Board of Directors discussed the request and provided input regarding the application. A motion was made by Brad Burgett and seconded by Colby Bryant to approve submission of the FY 2025 Head Start/Early Head Start Program Grant Application to the

Administration for Children and Families, Office of Head Start. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Financial Services Manual (Organizational Standard 8.10). Ensley explained that the proposed updates to the Financial Services Manual reflect the agency's change in name/rebranding and current Accounting Department/Central Purchasing operations, including the move from modified cash to full accrual basis, redefined inventory guidelines, and defined reporting responsibilities between fiscal and program staff. A motion was made by Brent Franks and seconded by Andrea Henkel to approve the LIFT CAA Financial Services Manual. The roll call vote was as follows: Yes 14; 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 LIFT CAA's Cost Allocation Procedures (Organizational Standard 8.12). Ensley explained that the agency's Cost Allocation Procedures describe the cost allocation methodology. Proposed updates to the procedures reflect the agency's change in name/rebranding and current operations, including the move from modified cash to full accrual basis and the defined capitalization of equipment by purchase date, per the upcoming Office of Management and Budget Uniform Guidance update (effective October 1, 2024). A motion was made by Brent Franks and seconded by David Smith to approve LIFT CAA's Cost Allocation Procedures. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve submission of Employee Benefit Plan Form 5500 (Plan Year 2023, Period: 4/1/2023–3/31/2024). Ensley explained that the Form 5500 is a required annual filing by the Internal Revenue Service and the Department of Labor to determine whether employee benefit plans are operated and managed according to government standards. A motion was made by Andrea Henkel and seconded by Debra Williams to approve submission of Employee Benefit Plan Form 5500 for Plan Year 2023. The roll call vote was: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve the 2023-2024 Self-Assessment Plan. The annual Self-Assessment is geared toward reviewing and understanding program data. During the Self-Assessment, staff work to identify areas of need within the Head Start, Early Head Start, and EHS-Child Care Programs on which to focus and improve. As shown on the Self-Assessment 2023-2024 documentation included in the Board Meeting packet, all recommendations to help address the discoveries have been completed. Mack facilitated discussion about the Self-Assessment; Board Members were asked to provide input and suggestions on the plan. While there was nothing further provided by the Board during the meeting, members are always encouraged to contact the Head Start/EHS/EHS-CC Administration Office with any additional input or suggestions. A motion was made by David Smith and seconded by Jia Johnson to approve the 2023-2024 Self-Assessment Plan. The roll call vote was as follows: Yes 14; 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 Victim Services Programs Goals (Organizational Standard 5.7). James explained that this was a requirement for the agency's Domestic Violence, Sexual Assault, Stalking Victim Services Program Certification through the Oklahoma Office of the Attorney General. The agency was granted temporary certification status in September 2019, and received full certification (for a three-year period) in 2021. She explained that goals are approved for the individual Victim Services Programs (Court Appointed Special Advocates, Safe Place Healing Hearts, Safe Place Healing Hearts Too, and Victim Advocacy Services) typically in conjunction with various grant applications at different times during the year. However, this action approves more generalized goals for each program, consistent with the existing goals and activities/work being conducted. After review and discussion, a motion was made by Brad Burgett and seconded by Colby Bryant to approve the Victim Services Programs Goals as presented. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the Victim Services Programs Policies and Procedures Manual (Organizational Standard 5.7). James explained that this approval was also a requirement for the agency's Domestic Violence, Sexual Assault, Stalking Victim Services Program Certification through the Oklahoma Office of the Attorney General. There are no revisions proposed since the last update to the Policies and Procedures Manual, which was approved by the Board in November 2022. James then discussed the various components of the Manual with the Board. A motion was made by Colby Bryant and seconded by Brad Burgett to approve the Victim Services Programs Policies and Procedures Manual. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided a Board Training over Community Services Block Grant Organizational Standards (Organizational Standard 5.7). The CSBG Organizational Standards are a comprehensive set of standards organized into three thematic groups (Maximum Feasible Participation, Vision and Direction Standards, and Operations and Accountability Standards). The Organizational Standards are comprised of nine categories, with 58 total standards that must be met for private, nonprofit entities. The purpose of the Organizational Standards is to ensure that all agencies have appropriate organizational capacity, in both critical financial and administrative areas, as well as areas of unique importance to the mission of the Community Action network. Cox provided a brief overview of all the CSBG Organizational Standards, and then conducted a discussion of Category 5 pertaining to Board Governance.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, presented the 2024 Customer Satisfaction Report for the 1st and 2nd Quarters (January – June) in accordance with CSBG Organizational Standard 1.3. The Customer Satisfaction Surveys are designed to allow customers an outlet for providing feedback. The Customer Satisfaction Surveys are completed by clients after having inquired about or received a service through an agency-operated program. LIFT CAA analyzes these survey responses as an additional tool to determine overall effectiveness of programs. During the 1st and 2nd Quarters, a total of 94 surveys were collected. Of those, 46% were from Choctaw County, 33% from Pushmataha County, 18% from McCurtain County, and

3% from other counties served. The programs represented during the 1st and 2nd Quarters included Apartments, Second Chance, and Weatherization. Of those responding, 100% were satisfied with regards to satisfaction level for agency services received.

Sommer Springfield, Head Start/Early Head Start/EHS-Child Care Assistant Early Childhood Development and Curriculum Coach, provided a Board Training/Programmatic Report over the Spring 2023-2024 Child Outcomes and Assessment Results for the Head Start, Early Head Start, and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9).

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the June 18, 2024 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Jacqueline Batson (Administrative Support, Work Ready Idabel) as the July 2024 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – Savanna Sisk (Teacher Assistant, Head Start Program); Ten Years – Margie Owens (Apartment Manager, Housing Programs); and Fifteen Years – Hope Scott (Teacher, Head Start Program).

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, 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 14; No 0; Abstain 0. The motion carried. Voting record is attached (Item W).

The Regular Meeting adjourned at 11:00 a.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer