

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, September 10, 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*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 August 2024 Regular Meeting Minutes (Organizational Standard 5.5)
- E.** Consideration, Discussion, and Vote to Approve July 2024 Financial Reports; Distribution of August 2024 Financials for October 2024 Consideration and Vote (OS 8.7)
- F.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$4,913,867.95**
 - 1. PY 2024 Department of Human Services Low Income Home Energy Assistance Program Application to Oklahoma Department of Commerce/Community Development - **\$86,168.11**
 - 2. Pathway Forward Weatherization Assistance Program Bipartisan Infrastructure Law Application (Round 2) to ODOC - **\$1,018,249.84**
 - 3. FY 2024 Community Services Block Grant Application (1% Increase) to ODOC - **\$2,286**
 - 4. SFY 2025 Community Action Agencies State Appropriated Funds (Head Start) Application to ODOC - **\$91,962**
 - 5. SFY 2025 CAA State Appropriated Funds Application to ODOC - **\$12,160**
 - 6. Signature Cause Grant Application (Holiday Food Baskets) to International Paper Foundation - **\$2,381**
 - 7. Choosing Childbirth Act Funding Application to Oklahoma State Dept. of Health - **\$3,377,586**
 - 8. Weyerhaeuser Giving Fund Application to Weyerhaeuser Company - **\$30,000**
 - 9. PY 2024 Department of Energy Weatherization Assistance Program Application to ODOC - **\$293,075**
- G.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$1,434,959.63**
 - 1. FY 2025 Domestic Violence/Sexual Assault Program Services Contract Award from Oklahoma Office of Attorney General - **\$237,992.68**
 - 2. Pathway Forward Weatherization Assistance Program Bipartisan Infrastructure Law Award (Round 2) from ODOC - **\$1,018,249.84** (Total Awarded: \$1,494,642.84)
 - 3. PY 2024 Department of Human Services LIHEAP Award from ODOC - **\$86,168.11**
 - 4. SFY 2025 CAA State Appropriated Funds Award from ODOC - **\$12,160**
 - 5. 2024 Victims of Crime Act Grant Award (Court Appointed Special Advocates) from Oklahoma District Attorneys Council - **\$32,185**
 - 6. 2024 VOCA Grant Award (Victim Advocacy Services) from Oklahoma DAC - **\$48,204**

- H. Update on Comprehensive Community Addiction Recovery Center/Certification Process (OS 5.9)
- I. Consideration, Discussion, and Vote to Approve LIFT CAA Policies and Procedures for Outpatient Mental Health Treatment Certification through the Oklahoma Department of Mental Health and Substance Abuse Services
- J. Presentation and Review of the Early Head Start-Child Care Partnership Governance, Leadership, and Oversight Capacity Screener and Training Plan (OS 5.7 & 5.9)
- K. Consideration, Discussion, and Vote to Approve the Early Head Start-Child Care Partnership Governance, Leadership, and Oversight Capacity Screener and Training Plan
- L. Consideration, Discussion, and Vote to Approve 2024-2025 Mental Health Contract with Zen Gee Counseling and Psychological Services, LLC
- M. Consideration, Discussion, and Vote to Approve 2024-2025 Head Start/Early Head Start Training and Technical Assistance Plan
- N. Consideration, Discussion, and Vote to Approve Darla Galyon (Head Start/EHS/EHS-Child Care Director) and Mattie McKee (Head Start/EHS/EHS-Child Care Assistant Director) as the E-Rate Purchasing Agents for the 2024-2025 School Year
- O. Board Training/Programmatic Report: Compliance with Children's Internet Protection Act (CIPA) Cyberbullying Awareness (OS 5.7 & 5.9)
- P. Board Training/Programmatic Report: LIFT Family Resource Center (OS 5.7 & 5.9)
- Q. Board Training: LIFT CAA Finances (OS 5.7)
 - CSBG Organizational Standards – Fiscal Management
 - Financial Oversight – Overall Agency Fiscal Status, Procedures, Practices, Transactions
 - Interpreting Financial Statements
- R. Board Giving Report (OS 5.7)
- S. Transportation Advisory Council Report (OS 5.9)
- T. Policy Council Report (OS 2.1 & 5.9)
- U. Recognition of September 2024 Employee of the Month:
Kenesha Coleman, Transit Clerk – Transit Program
- V. Recognition of Service Awards
 - Five Years:* Leota Southard, Center Director – Early Learning Centers
 - Carla Spradling, Teacher Assistant – Head Start Program
 - Fifteen Years:* Adina Burrell, Bookkeeper – Administration
- W. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Rural Communities Opioid Response Program-Overdose Response Grant No-Cost Extension

Approval; Second Chance Act: Adult Reentry Education, Employment, Treatment and Recovery Program Grant No-Cost Extension Approval; 2023 LIFT CAA Annual Impact Report (OS 5.9)

- X. 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*)
- Y. Consideration, Discussion, and Vote to Adjourn

Posted: _____ Date: _____ Time: _____