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

MINUTES
BOARD OF DIRECTORS MEETING
August 13, 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, August 13, 2024 at 10:09 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 (21 Board Members present, 5 absent). The following Board Members were present at the meeting site: Tami Barnes, Tiffany Brockway, Colby Bryant, Brad Burgett, Kevin Cory, Brent Franks, Kristi Graham, Patsy Guess, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Sharon Johnson, Vickie Leathers, Kara Maness, Carolyn Pool, David Smith, Consuelo Splawn, Jim Bob Sullivan, Leah Thomas, and Vicky Wade. The following members were absent: Jeffery Lucas, Sandra Meeks, William Smith, Debra Williams, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Macy Self, Sheree Ensley, Darla Galyon, Johnny Moffitt, Brandon McDaniel, Rebecca (Reynolds) Porter, Jordan Mack, Mattie McKee, Kathy James, Aimy Kuykendall, Ayla Pennington, Michelle Pulliam, Amber Duncan, and Pam Waugh.

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.

Brad Burgett, Secretary/Treasurer, provided the Board with a report from the Committee for Nominations, who met prior to the meeting to determine the slate of LIFT CAA Officer Candidates for the upcoming year (2024-2025) in accordance with the agency's By-Laws and requirements for the annual election of Officers. The Committee for Nominations recommended the existing Board Officers to serve over the next year: Chairman – David Hawkins (representing McCurtain County); Vice-Chairman – Leah Thomas (representing Choctaw County); and Secretary/Treasurer – Brad Burgett (representing Pushmataha County). The Committee for Nominations also recommended the existing members of the Executive and Personnel Committee to serve for 2024-2025.

David Hawkins, Chairman, requested the Board's 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. Hawkins also opened the floor to other nominations. A motion was made by Kara Maness and seconded by Andrea Henkel to retain the existing Board Officers as recommended by the Committee for Nominations, therefore electing the following to serve as LIFT CAA Board of Directors Officers for 2024-2025: Chairman – David Hawkins, Vice-Chairman – Leah Thomas, and Secretary/Treasurer – Brad Burgett. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D).

David Hawkins, Chairman, requested the Board's 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. As stipulated in the By-Laws, the composition of the Committee (which includes the elected Officers of the Board) shall consist of seven members total, comprised of at least one Public sector, one Low-Income sector, and one Private sector member, to be elected by majority vote of the Board. Hawkins listed the current six members of the Committee (with one vacant position) and then asked for any nominations. Brent Franks was nominated to fill the vacant position on the Committee. A motion was made by Jordan Hill and seconded by Jim Bob Sullivan to retain the current Committee members for the upcoming year as recommended by the Committee for Nominations as well as elect Brent Franks to fill the open position; this action elects the following (in addition to the elected Officers) to the LIFT CAA Executive and Personnel Committee for 2024-2025: Brent Franks (Private Sector, Pushmataha County), Vickie Leathers (Private Sector, Pushmataha County), Sandra Meeks (Private Sector, McCurtain County), and Craig Young (Public Sector, McCurtain County). The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item E).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on August 13, 2024 at 9:07 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 June 2024 and was presented with the July 2024 Financial Reports. 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 July 2024 Regular Meeting Minutes and the June 2024 Financial Reports; the July 2024 Financials were distributed for consideration and vote at the September 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Tami Barnes and seconded by Jia Johnson to approve the July 2024 Regular Meeting Minutes and the June 2024 Financial Reports. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items G & H).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Choctaw County Emergency Food and Shelter Program – Phase 41 Funding Application to EFSP/United Way in the amount of $9,000; if awarded, these funds will be used to

provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Choctaw County.

2. McCurtain County EFSP – Phase 41 Funding Application to EFSP/United Way in the amount of $1,500; if awarded, these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in McCurtain County.
3. Pushmataha County EFSP – Phase 41 Funding Application to EFSP/United Way in the amount of $6,700; if awarded, these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Pushmataha County.
4. FY 2025 Retired and Senior Volunteer Program Grant Application to AmeriCorps in the amount of $64,299; if awarded, funding will be used to support program operations within the first year of a new three-year grant cycle.

After discussion and Board Member input with regards to the applications presented, a motion was made by Andrea Henkel and seconded by Brad Burgett to approve the submission of resolutions and/or grant applications in the amount of $81,499 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. Child Care Stabilization Grant Program Awards (Year 3/Quarter 4, Early Learning Centers) from Choctaw Nation of Oklahoma in the amount of $18,000; these funds will provide key operating support to maintain child care services within the Early Learning Centers.
2. SFY 2025 Older Americans Act Title III KEDDO Area Agency on Aging Grant Award from Kiamichi Economic Development District of Oklahoma in the amount of $47,142.17; these funds will be used to administer and operate a Title III program to provide public transportation for eligible participants (age 60 years or older) residing in Choctaw, McCurtain, and Pushmataha Counties within the KEDDO district.
3. 2024 Grant Award (Innovation & Pilot Project) from Potts Family Foundation, Inc. in the amount of $34,247; these funds will be used to establish the Family Support and Resiliency Initiative. Project funding will 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.
4. FY 2024 Regional Supplemental Grant Award from NeighborWorks® America in the amount of $15,000; these funds will support the expense associated with conducting Capital Needs Assessments at nine LIFT CAA Apartment locations. These locations include Belmont Place, Boswell, Chappell, Clayton Place, Fort Towson, Garvin, Kiamichi Place, Soper, and Terry Hill.
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 in the amount of $2,267,831; New/Baseline funding ($2,216,745) will provide support for program operations and training/technical assistance for the EHS-CC Program for a period of one year (first of five-year grant cycle), serving 120 infants and toddlers in

partnership with six area child care centers. Additionally, COLA funding ($51,086) will be used to provide LIFT CAA's Early Head Start-Child Care Partnership staff with a 2.35% COLA increase (Budget Period: 8/1/2024–7/31/2025). 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 will be divided between Personnel Salaries, Fringe Benefits and Indirect Costs associated with staff salaries. 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 balance remaining after providing the COLA increase in the hourly rate of staff pay will be used under the Contractual category to offset increased operating costs within the partner child care centers. Included with the grant award is approval of a Waiver of the Non-Federal Share associated with the Federal Request in the amount of $463,843.

6. Fathers Forward Initiative Contract Award (Choctaw County, Year 1) from Oklahoma Department of Human Services in the amount of $300,000; with this funding, 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.
7. Fathers Forward Initiative Contract Award (McCurtain County, Year 1) from OKDHS in the amount of $300,000; with this funding, 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.
8. Fathers Forward Initiative Contract Award (Pushmataha County, Year 1) from OKDHS in the amount of $300,000; with this funding, 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.
9. Choctaw County EFSP – Phase 41 Funding Award from EFSP/United Way in the amount of $9,000; these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Choctaw County.
10. McCurtain County EFSP – Phase 41 Funding Award from EFSP/United Way in the amount of $1,500; these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in McCurtain County.
11. Pushmataha County EFSP – Phase 41 Funding Award from EFSP/United Way in the amount of $6,700; these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Pushmataha County.

A motion was made by Tami Barnes and seconded by Jia Johnson to approve acceptance of grants, contracts, and awards in the amount of $3,299,420.17 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Johnny Moffitt, Associate Director, requested the Board's consideration, discussion, and vote to approve the revised LIFT Transit Drug and Alcohol Policy. Moffitt explained that there are two proposed revisions to the Drug and Alcohol Policy, which are both found on Attachment 4 and will serve to help improve upon programmatic efficiency and compliance. The first concerns the addition of a named secondary Designated Employer Representative or DER, Sylvia Watkins (Dispatcher/Trainer with the Transit Program), along with her contact information. Watkins will serve in a supportive capacity, assisting the current DER Jeannie McMillin (and Transit Program Director) with administration of the policy/procedures as needed. The second revision reflects the program's transition to a new third-party contractor (per Oklahoma Department of Transportation guidance) for the provision of Medical Review Officer services, along with corresponding contact information. The MRO reviews all the tests and makes the determination of a negative or positive result. A motion was made by Kara Maness and seconded by Tami Barnes to approve the revised LIFT Transit Drug and Alcohol Policy as proposed. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to elect Board Members for vacant Committee Seats, pursuant to LIFT CAA Amended and Restated By-Laws, Article XI. Hawkins explained that, through this action, one Board Member would be elected to each of the following Committees, to fill currently vacant seats: Asset Management Committee; By-Laws Committee; Compensation Committee; Finance/Audit/Loan Committee; Risk Assessment and Management Committee; and Succession Committee. Hawkins then opened the floor to nominations. A motion was made by Kevin Cory and seconded by Brad Burgett to elect the following Board Members for vacant Committee Seats:

- Asset Management Committee – Debra Williams (Private Sector, Pushmataha County)
- By-Laws Committee – Kara Maness (Low-Income Sector, McCurtain County)
- Compensation Committee – Brent Franks (Private Sector, Pushmataha County)
- Finance/Audit/Loan Committee – Carolyn Pool (Low-Income Sector, Pushmataha County)
- Risk Assessment & Management Committee – Jeffery Lucas (Private Sector, Pushmataha Co.)
- Succession Committee – William Smith (Low-Income Sector, Choctaw County).

The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

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 and Early Head Start/EHS-Child Care Program Menus for the 2024-2025 School Year. The menus, which are on a six-week rotation, were reviewed and approved by a Registered Dietician, to ensure proper nutritional content and consistency with Child and Adult Care Food Program guidelines. A motion was made by Brad Burgett and seconded by Jordan Hill to approve the Head Start and Early Head Start/EHS-Child Care Program Menus for the 2024-2025 School Year. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve the 2024 HS/EHS/EHS-CC Community Assessment. The programs conducted a comprehensive Community Assessment in 2021. The Community Assessment compiles data on the strengths, needs, and resources of the programs' service area. In accordance with Office of Head Start requirements, the 2024 Annual Update is an addendum to the 2021 Community Assessment (and subsequent updates) used to identify significant changes to the service area. The Community Assessment is used to ensure services provided are best meeting the needs of children and families served by the programs. Mack reviewed the major updates and data of interest with the Board. A motion was made by Kara Maness and seconded by Tami Barnes to approve the 2024 Head Start/Early Head Start/EHS-Child Care Community Assessment. The roll call vote was: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve the updated HS/EHS/EHS-CC Pay Scale based on the 2.35% Cost-of-Living Adjustment Allowance, per the grant award accepted under Item J. The 2.35% COLA reflects an increase in the hourly rate of pay for each program employee and a permanent increase of 2.35% in the Head Start/EHS/EHS-CC Pay Scale. A motion was made by Carolyn Pool and seconded by Jim Bob Sullivan to approve the updated Head Start/Early Head Start/EHS-Child Care Pay Scale as presented. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, provided the Board with an update on the Office of Head Start Focus Area 1 Monitoring Review (Organizational Standard 5.9). The Focus Area 1 Monitoring Review involves assessing a grant recipient's approach to program design and service delivery. This review helps understand the foundation of the program, including staffing structure, governance, education, health, family services, and fiscal infrastructure. It is conducted virtually and focuses on how the program plans to provide high-quality services to children and families. The timeline for the Focus Area 1 Monitoring Review typically involves several key steps, beginning with notification of the upcoming review at least 45 calendar days in advance. Planning and scheduling is then conducted, with the review taking place within the first or second year of the grant period. For LIFT's Head Start, Early Head Start, and EHS-Child Care Programs, the Monitoring Review will take place at some point during FY 2025, which comprises the following period of time: December 1, 2024 – July 31, 2026.

Kathy James, Senior Program Planner, provided Board Training over the following: the Open Meeting Act, Open Records Act, and Role/Recording of the Board Meeting Minutes (Organizational Standard 5.7). The training was facilitated using material provided by the Oklahoma Office of the Attorney General and excerpts from "Tools for Top-Notch CAAs: A Practical Approach to Governance and Financial Excellence" by CAPLAW.

Brandon McDaniel, Housing Director, provided a Board Training/Programmatic Report over Quarterly (April–June 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.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the July 16, 2024 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Aimy Kuykendall (Park Assistant, Hugo Lake Park) as the August 2024 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – April McAhren (Teacher Assistant, Head Start Program), Michelle Pulliam (Program Analyst, Technical and 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); and Thirty-Five Years – Sheila Price (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, Data Analysis) and Kiamichi Family Medical Center - Hugo Facility Grand Opening/Ribbon Cutting Event (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Tami Barnes to adjourn the regular meeting. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. Voting record is attached (Item X).

The Regular Meeting adjourned at 10:50 a.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer