

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, October 8, 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*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 September 2024 Regular Meeting Minutes (Organizational Standard 5.5)
- E.** Consideration, Discussion, and Vote to Approve August 2024 Financial Reports; Distribution of September 2024 Financials for November 2024 Consideration and Vote (OS 8.7)
- F.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$2,486,333**
 - 1. Community Event Grant Application to Potts Family Foundation - **\$500**
 - 2. Transportation Services Contract Bid to Oklahoma Dept. of Human Services - **\$1,385,224**
 - 3. Spark Good Local Grant Application to Walmart (Facility 49) - **\$5,000**
 - 4. HOME Investment Partnerships Program Grant Applications to Oklahoma Housing Finance Agency - **\$704,586** (Rental New Construction: \$654,586 & Community Housing Development Organization Operating: \$50,000)
 - 5. Section 5339(a) – Bus and Bus Facilities Program Application to Oklahoma Department of Transportation - **\$391,023** (Match: \$69,004)
- G.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$1,351,180.25**
 - 1. FY 2024 Community Services Block Grant Award (1% Increase) from Oklahoma Department of Commerce/Community Development - **\$2,286** (Total Awarded: \$236,709)
 - 2. Signature Cause Award (Holiday Food Baskets) from International Paper Foundation - **\$2,381**
 - 3. SFY 2025 Community Action Agencies State Appropriated Funds Award (Head Start) from ODOC - **\$91,962**
 - 4. Child and Adult Care Food Program Award from Oklahoma Department of Education - **\$1,254,551.25** (Program Operations – \$174,551.25; Daycare Home Meal Reimbursement – Up to \$1,080,000)
- H.** Consideration, Discussion, and Vote to Enter into Executive Session to Review/Discuss the Following Items (Oklahoma Statute Title 25 § 307(B)(1)):
 - 1. Executive and Personnel Committee’s Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director (OS 7.4)
 - 2. Employment Contract Renewal and Compensation of Rebecca (Reynolds) Porter as Executive Director of LIFT CAA (OS 7.5)

- I. Consideration, Discussion, and Vote to Adjourn Out of Executive Session and the Regular Board Meeting Be Reconvened
- J. Consideration, Discussion, and Vote to Approve the Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director (OS 7.4)
- K. Consideration, Discussion, and Vote to Approve the Renewal of Contract, Employment, and Compensation of Rebecca (Reynolds) Porter as LIFT CAA Executive Director (OS 7.5)
- L. Consideration, Discussion, and Vote to Approve LIFT CAA Board of Directors Regular Meeting Dates for 2025 (OS 5.5)
- M. Consideration, Discussion, and Vote to Approve Head Start/Early Head Start/EHS-Child Care Policy Council Operating Procedures and Conflict Resolution/Impasse Policy
- N. Board Training/Programmatic Report: HS/EHS/EHS-Child Care Program Information Reports (OS 5.7 & 5.9)
- O. Update on Community Needs Assessment, Prioritization of Results (OS 1.2, 2.2, 3.1, 3.2 & 3.3)
- P. 2024 Customer Satisfaction Report: 3rd Quarter (July – September) Results (OS 1.3)
- Q. Risk Assessment/Management Report (OS 5.9)
- R. Policy Council Report (OS 2.1 & 5.9)
- S. Recognition of October 2024 Employee of the Month:
Sommer Springfield, Assistant Early Childhood Development & Curriculum Coach –
Head Start/EHS/EHS-Child Care Programs
- T. Recognition of Service Awards
Five Years: Rylie Clark, Caregiver – Early Learning Centers
Kenesha Coleman, Transit Clerk – Transit Program
Nathaniel Pickard, Human Resources/Benefit Specialist – Administration
- U. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program Grant No-Cost Extension Approval; Head Start Awareness Month; Domestic Violence Awareness Month; Ted Allen Memorial Awardee – Johnny Driggers; LIFT Family Resource Center Kick-off Event Report (OS 5.9)
- V. 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*)
- W. Consideration, Discussion, and Vote to Adjourn

Posted: _____ Date: _____ Time: _____