

LIFT COMMUNITY ACTION AGENCY, INC.  
209 NORTH 4<sup>TH</sup> STREET  
HUGO, OKLAHOMA 74743

MINUTES  
BOARD OF DIRECTORS MEETING  
September 10, 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, September 10, 2024 at 10:06 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5<sup>th</sup> 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. 4<sup>th</sup> St., Hugo, Oklahoma) and the meeting site (1005 S. 5<sup>th</sup> 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 Brent Franks.

Roll Call was taken and a quorum was established (17 Board Members present, 9 absent). The following Board Members were present at the meeting site: Colby Bryant, Kevin Cory, Brent Franks, Kristi Graham, Patsy Guess, David Hawkins, Andrea Henkel, Jia Johnson, Sharon Johnson, Vickie Leathers, Sandra Meeks, Carolyn Pool, David Smith, William Smith, Consuelo Splawn, Debra Williams, and Craig Young. The following members were absent: Tami Barnes, Tiffany Brockway, Brad Burgett, Jordan Hill, Jeffery Lucas, Kara Maness, Jim Bob Sullivan, Leah Thomas, and Vicky Wade. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Sheree Ensley, Macy Self, Dale Loughmiller, Rebecca (Reynolds) Porter, Darla Galyon, Johnny Moffitt, Brandon McDaniel, Mattie McKee, Amber Duncan, Ashley Gaddy, Kathy James, Jeannie McMillin, Jordan Mack, Kenesha Coleman, and Adina Burrell.

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 September 10, 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 July 2024 and was presented with the August 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 August 2024 Regular Meeting Minutes and the July 2024 Financial Reports; the

August 2024 Financials were distributed for consideration and vote at the October 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by William Smith to approve the August 2024 Regular Meeting Minutes and the July 2024 Financial Reports. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items D & E).

#### CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. PY 2024 Department of Human Services Low Income Home Energy Assistance Program Application to Oklahoma Department of Commerce/Community Development in the amount of \$86,168.11; if awarded, these funds will be used to support Weatherization Program activities within Region 5 (Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties).
2. Pathway Forward Weatherization Assistance Program Bipartisan Infrastructure Law Application (Round 2) to ODOC in the amount of \$1,018,249.84; if awarded, these funds will be used to support Weatherization Program activities within Region 5 (Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties).
3. FY 2024 Community Services Block Grant Application (1% Increase) to ODOC in the amount of \$2,286; if awarded, these funds will be used for the purpose of revitalizing communities and the creation of opportunities for economic prosperity among low-income individuals and families.
4. SFY 2025 Community Action Agencies State Appropriated Funds (Head Start) Application to ODOC in the amount of \$91,962; if awarded, these funds will be used to offset Head Start/Early Head Start Teacher salaries and fringe benefits, and support a portion of the salaries/fringe benefits for Family Advocates who work with the programs.
5. SFY 2025 CAA State Appropriated Funds Application to ODOC in the amount of \$12,160; if awarded, this one-time allocation will be used to provide partial operational support for the LIFT CAA Housing Director (salary, fringe benefits, indirect costs). The Housing Director oversees numerous programs under the agency's housing umbrella that provides services and supports to low-income individuals and families.
6. Signature Cause Grant Application (Holiday Food Baskets) to International Paper Foundation in the amount of \$2,381; if awarded, this funding will be leveraged with LIFT CAA non-federal funds and used to provide food baskets to needy families in the tri-county service area during the 2024 Thanksgiving and Christmas holiday seasons.
7. Choosing Childbirth Act Funding Application to Oklahoma State Department of Health in the amount of \$3,377,586; if awarded, these funds will be used to implement a tri-county Choosing Childbirth Program. This funding will support pregnant women and those who may become pregnant through the provision of direct and indirect services. Direct services will include delivery of evidence-based curriculum, parenting education, case management, employment, transportation, housing, nutrition, and education assistance. Additional community supports will be provided through partner organizations and healthcare providers. The three-year program would result in the creation of eight new jobs and serve 120 women each year.
8. Weyerhaeuser Giving Fund Application to Weyerhaeuser Company in the amount of \$30,000; if awarded, these funds would support renovation work (purchase and installation of new cabinetry) at Terry Hill Apartments.

9. PY 2024 Department of Energy Weatherization Assistance Program Application to ODOC in the amount of \$293,075; if awarded, these funds will be used to support LIFT's Weatherization Program and provision of services within Region 5 (Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties).

After discussion and Board Member input with regards to the applications presented, a motion was made by Debra Williams and seconded by David Smith to approve the submission of resolutions and/or grant applications in the amount of \$4,913,867.95 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 15; No 0; Abstain 1. The motion carried. The Voting Record is attached (Item F).

#### CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2025 Domestic Violence/Sexual Assault Program Services Contract Award from Oklahoma Office of Attorney General in the amount of \$237,992.68; these funds will be used to provide supportive services to adult victims of domestic violence and/or sexual assault, as well as children exposed to family violence, domestic violence or dating violence. Supportive services can include crisis intervention, safety planning, individual counseling, peer counseling, educational services, legal advocacy, personal advocacy, housing advocacy, medical advocacy, information/referral, and transportation. The funding would also be used for the provision of dating violence intervention and prevention, culturally and linguistically appropriate services, and outreach to underserved populations.
2. Pathway Forward Weatherization Assistance Program Bipartisan Infrastructure Law Award (Round 2) from ODOC in the amount of \$1,018,249.84; these funds will be used to support Weatherization Program activities in a 12-county area (Region 5) across southeast Oklahoma, which includes Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties. To date, the total amount awarded is \$1,494,642.84.
3. PY 2024 Department of Human Services LIHEAP Award from ODOC in the amount of \$86,168.11; these funds will be used to support Weatherization Program activities within Region 5 (Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties).
4. SFY 2025 CAA State Appropriated Funds Award from ODOC in the amount of \$12,160; this one-time allocation will be used to provide partial operational support for the LIFT CAA Housing Director (salary, fringe benefits, indirect costs). The Housing Director oversees numerous programs under the agency's housing umbrella that provides services and supports to low-income individuals and families.
5. 2024 Victims of Crime Act Grant Award (Court Appointed Special Advocates) from Oklahoma District Attorneys Council in the amount of \$32,185; the one-year VOCA grant will be used to provide salary and other operating support for LIFT CASA staff. Since the purpose of this grant program is to provide direct services to victims of crime, this funding will allow LIFT CASA to continue providing advocacy services for abused and neglected children within Choctaw, McCurtain, and Pushmataha Counties.
6. 2024 VOCA Grant Award (Victim Advocacy Services) from Oklahoma DAC in the amount of \$48,204; this funding will provide operational support for the Victim Advocacy Services Program for a period of one year. The program provides enhanced, needed direct

services to victims and their families; a Victim Services Coordinator assists victims of crime in Choctaw, McCurtain, and Pushmataha Counties through direct service provision/linking to resources that will serve the victim's physical, emotional, and basic needs.

A motion was made by David Smith and seconded by Brent Franks to approve acceptance of grants, contracts, and awards in the amount of \$1,434,959.63 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Rebecca (Reynolds) Porter, Executive Director, provided the Board with an update on the agency's Comprehensive Community Addiction Recovery Center and Certification Process (Organizational Standard 5.9). After providing a brief history of the agency's journey into the opioid/substance use prevention, treatment, and recovery sectors, Porter reported that the application for Outpatient Mental Health Treatment Certification has been submitted to the Oklahoma Department of Mental Health and Substance Abuse Services. The application has been reviewed, and the agency has been granted temporary certification—a crucial step in the process of becoming a Comprehensive Community Addiction Recovery Center. The agency will continue in the process, working over the next six months in the provision of client services and participation in various monitoring efforts by ODMHSAS to achieve full certification, which will allow for billing of services and sustainability of the center in the future.

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Policies and Procedures for Outpatient Mental Health Treatment Certification through the Oklahoma Department of Mental Health and Substance Abuse Services. Porter explained that this was another step in the agency's certification process, to formalize the Comprehensive Community Addiction Recovery Center's operating/governing policies and procedures. A motion was made by Andrea Henkel and seconded by Brent Franks to approve the LIFT CAA Policies and Procedures for Outpatient Mental Health Treatment Certification through the Oklahoma Department of Mental Health and Substance Abuse Services. The roll call vote was: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, presented the Early Head Start-Child Care Partnership Governance, Leadership, and Oversight Capacity Screener, Training Plan, and Health and Safety Screener to the Board (Organizational Standards 5.7 and 5.9). Galyon detailed each section of the Capacity Screener, the Health and Safety Screener, and explained the components of the Training Plan.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve the Early Head Start-Child Care Partnership Governance, Leadership, and Oversight Capacity Screener and Training Plan. Galyon explained that this item should also include approval of the Health and Safety Screener that was presented in the previous item, for certification purposes to the Office of Head Start. A motion was made by Kevin Cory and seconded by David Smith to approve the Early Head Start-Child Care Partnership Governance, Leadership, and Oversight Capacity Screener, Training Plan, and Health

and Safety Screener. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve the 2024-2025 Mental Health Contract with Zen Gee Counseling and Psychological Services, LLC. Galyon explained that Zen Gee Counseling and Psychological Services, LLC was selected through a bid process in alignment with the agency's financial and procurement policies. A motion was made by William Smith and seconded by Brent Franks to approve the 2024-2025 Mental Health Contract with Zen Gee Counseling and Psychological Services, LLC. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve the 2024-2025 Head Start/Early Head Start Training and Technical Assistance Plan. The provision of technical assistance and training for the Head Start/Early Head Start Programs serves to improve program quality. Head Start/Early Head Start staff receive a combination of Pre-service and In-service training as well as various other training opportunities. Trainings provided are based on staff needs, self-assessment, new best practices, training needs assessment, individual professional development plans, and Head Start Performance Standards. In addition to program staff, the Training and Technical Assistance Plan also includes development opportunities for the Policy Council and Board of Directors. The proposed plan outlines how the \$59,260 (Head Start: \$39,956 EHS: \$19,304) allocated for training and technical assistance will be expended during the 2024-2025 program year. A motion was made by William Smith and seconded by Debra Williams to approve the 2024-2025 Head Start/Early Head Start Training and Technical Assistance Plan. The roll call vote was: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's 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. With funding from the Universal Service Fund, E-Rate provides discounts for telecommunications, Internet access, and internal connections to eligible schools and libraries. This is an annual request to have the necessary staffing in place to oversee the process and perform necessary administration duties for the 2024-2025 school year. A motion was made by Brent Franks and seconded by Debra Williams 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. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided a Board Training/Programmatic Report over program compliance with Children's Internet Protection Act (CIPA) Cyberbullying Awareness (Organizational Standards 5.7 and 5.9). CIPA was signed into law on December 21, 2000, and requires recipients of federal technology funds to comply with certain filtering and policy requirements. LIFT CAA will continue to utilize ProxEfence and DansGuardian as its filtering programs. These programs check for bad subjects,

profanities, hate, and pornography then disallows if not suitable. LIFT CAA also uses Cyber Smart Lessons. LIFT CAA's Head Start/EHS/EHS-Child Care Programs' Internet Safety policies address the following as required by CIPA: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minor; (e) measures designed to restrict minors' access to materials harmful to minors; and (f) educating minors about appropriate online behavior, including interacting with others on social networking websites and in chat rooms and cyberbullying awareness and response.

Ashley Gaddy, Outreach Specialist, provided a Board Training/Programmatic Report over the LIFT Family Resource Center (Organizational Standards 5.7 and 5.9). LIFT CAA's Family Resource Center was established through a Know and Grow Oklahoma: Building Resilient Children, Families & Communities – Family Resource Center Grant Award from the Potts Family Foundation. Over the next three years, the FRC will serve as a centralized hub for families to access information/referrals, services, resources, and supports. The FRC will promote cross-sector collaboration, serving to strengthen systems across rural southeastern Oklahoma to mitigate the impact of adversity and support protective factors among families with children under age five. The FRC will serve Choctaw, McCurtain, and Pushmataha Counties, located centrally within the service area (Hugo, OK). Staff will provide direct assistance, conduct consultations/screenings, and facilitate education, training, skill-building, coaching and/or peer mentoring sessions with parents and families (individually or group-based, in collaboration with partners as available). Crucial to the success of the FRC will be the establishment and ongoing engagement of a Parent Advisory Committee and Community Partnership Council to inform and meaningfully support the center's efforts. A Kick-off Event to formally launch the Family Resource Center will be held September 25, 2024 from 9:30 a.m. - 11:00 a.m. at the LIFT CAA Head Start Administration Office (1005 S. 5<sup>th</sup> St., Hugo).

Sheree Ensley, Fiscal Officer, provided a Board Training over LIFT CAA Finances (Organizational Standard 5.7). The training covered the following topics: Community Services Block Grant Organizational Standards – Fiscal Management; Financial Oversight – Overall Agency Fiscal Status, Procedures, Practices, Transactions; and Interpreting Financial Statements.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). Currently, eight of 26 Board Members have provided a monetary donation to the agency during 2024. Achieving 100% of giving by the Board is the goal as it is an eligibility requirement by many private funders and foundations. Any amount is appreciated and ensures the agency's ability to apply for funds where Board giving is a threshold requirement. Board Members can designate what program or activity the donation is to be used for, and employees of the agency can also make donations on behalf of Board Members. Since funding entities typically look at the year prior, by achieving 100% Board giving in 2024, LIFT is eligible to apply for funding in 2025.

Jeannie McMillin, Transit Director, provided the Board with the Transportation Advisory Council Report (Organizational Standard 5.9). The Transportation Advisory Council was established during the April 2021 Board Meeting for the Transit Program with regards to funding

received from the Kiamichi Economic Development District of Oklahoma's Area Agency on Aging Division. These KEDDO funds help to fill a gap in transportation services for older Americans (60 years of age or older) who do not qualify for Medicaid, Tribal, or other free transportation services. The Transportation Advisory Council regularly convenes each quarter, with a primary purpose to inform agency leadership of the transportation needs of older Americans within their communities, and will serve an essential function in helping to identify and address transportation barriers, challenges, and resources. During the 13<sup>th</sup> meeting, held on September 10, 2024 at 9:45 a.m., Advisory Council members were briefed on the service results so far. Services are continuing to grow as new drivers are being hired and onboarded. Additionally, the program is in the process of installing in-vehicle mobile Wi-Fi on Transit vehicles, which will work to streamline data collection and efficiency of operations. Advisory Council members were also asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the August 20, 2024 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Kenesha Coleman (Transit Clerk, Transit Program) as the September 2024 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – Leota Southard (Center Director, Early Learning Centers), Carla Spradling (Teacher Assistant, Head Start Program) and Fifteen Years – Adina Burrell (Bookkeeper, Administration).

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); 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; and 2023 LIFT CAA Annual Impact Report. Head Start/Early Head Start/EHS-Child Care Director Darla Galyon also reviewed recent updates to the Head Start Program Performance Standards, which emphasize workforce support (including improved wages and benefits for staff), better integration of mental health services, and enhanced measures to ensure child safety. Additionally, the updates focus on improving services/engagement for families, changes to eligibility determination factors, and identifying barriers/addition of enabling factors to help promote program enrollment and attendance. (Organizational Standard 5.9)

David Hawkins, Chairman, invited the presentation of New Business not known about or which could not have been reasonably foreseen prior to time of posting the Agenda, in accordance with *Title 25, Oklahoma Statute § 311*. Kathy James, Senior Program Planner, proposed New Business as follows:

Consideration, Discussion, and Vote to Submit 2025 Child and Adult Care Food Program Grant Applications to the Oklahoma Department of Education

1. Head Start/Early Head Start - \$625,500

2. Early Learning Centers - \$142,300
3. Child and Adult Care Food Program - \$1,248,004.74.

James explained that the CACFP Grant Application went live on the Oklahoma State Department of Education's Child Nutrition Programs website a few days before the September 2024 Board Meeting Agenda was finalized. However, staff were unaware of the application due date at that time as the close date was not listed on the website. The due date of October 1, 2024, was discovered after the September 2024 Board Meeting Agenda was finalized and publicly posted. Additionally, a required attachment of the application is a copy of the agency's Board Meeting Minutes reflecting approval of the CACFP Application. Given that the next Board Meeting is scheduled for October 8, 2024, which is after the application due date, it was necessary to address this matter during the regular meeting under New Business to ensure timely compliance with the application requirements. James then provided a description and amount for each application being proposed, in accordance with application summaries also distributed to the Board:

1. Child and Adult Care Food Program Application (Head Start/Early Head Start) to Oklahoma Department of Education in the amount of \$625,500; if awarded, these funds (up to \$625,500), will be used to provide children enrolled in the agency's Head Start or Early Head Start Programs with adequate nutritional meals appropriate to their age group. Meals include breakfast, snack, and lunch. Funding will support food-related supplies and salaries for the Cooks needed for food service operations under the programs as well.
2. Child and Adult Care Food Program Application (Early Learning Centers) to Oklahoma Department of Education in the amount of \$142,300; if awarded, these funds (up to \$142,300), will be used to provide breakfast, lunch, and snacks to students of the Early Learning Centers in Antlers, Broken Bow, Hugo, and Idabel. Centers may be reimbursed for three meal services (two meals and one snack or two snacks and one meal) per student per day; funding will also support food service-related supplies and operations costs.
3. Child and Adult Care Food Program Application to Oklahoma Department of Education in the amount of \$1,248,004.74; if awarded, funding for Program Operations (\$168,004.74) will be used for training daycare home providers, site visits to monitor and assist these providers, and other operational needs of the program. In addition, up to \$1,080,000 will be used for food reimbursement claims filed by the participating daycare home providers within the 37 Oklahoma counties served by the program. These providers are reimbursed for meals and snacks being served to an estimated 3,000 children daily.

A motion was made by Brent Franks and seconded by William Smith to submit the 2025 Child and Adult Care Food Program Grant Applications (Head Start/Early Head Start - \$625,500; Early Learning Centers - \$142,300; Child and Adult Care Food Program - \$1,248,004.74) to the Oklahoma Department of Education. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item X).

There being no other business to come before the Board, a motion was made by Andrea Henkel and seconded by Sharon Johnson to adjourn the regular meeting. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. Voting record is attached (Item Y).

The Regular Meeting adjourned at 11:43 a.m.

  
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Brad Burgett, Secretary/Treasurer