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

MINUTES
BOARD OF DIRECTORS MEETING
October 8, 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, October 8, 2024 at 10:04 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 (17 Board Members present, 9 absent). The following Board Members were present at the meeting site: Tami Barnes, Brad Burgett, Brent Franks, David Hawkins, Andrea Henkel, Jia Johnson, Sharon Johnson, Vickie Leathers, Sandra Meeks, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, Leah Thomas, Vicky Wade, Debra Williams, and Craig Young. The following members were absent: Tiffany Brockway, Colby Bryant, Kevin Cory, Kristi Graham, Patsy Guess, Jordan Hill, Jeffery Lucas, Kara Maness, and Carolyn Pool. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Macy Self, Sheree Ensley, Darla Galyon, Jeannie McMillin, Rebecca (Reynolds) Porter, W.F. Grammar, Mattie McKee, Kathy James, Jordan Mack, Brandon McDaniel, Amber Garman, Nathaniel Pickard, and Sommer Springfield.

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 October 8, 2024 at 9:10 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 August 2024 and was presented with the September 2024 Financial Reports. The Committee received property updates concerning cabin remodels at Hugo Lake and sale proceedings for the Transit Building in Antlers.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the September 2024 Regular Meeting Minutes and the August 2024 Financial Reports;

the September 2024 Financials were distributed for consideration and vote at the November 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Tami Barnes and seconded by Andrea Henkel to approve the September 2024 Regular Meeting Minutes and the August 2024 Financial Reports. The roll call vote was as follows: Yes 14; No 0; Abstain 2. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Community Event Grant Application to Potts Family Foundation in the amount of $500; if awarded, these funds will be used to cover the cost of providing refreshments during the Family Resource Center Kick-off Event held in September.
2. Transportation Services Contract Bid to Oklahoma Department of Human Services in the amount of $1,385,224; if awarded, these funds will be used for the provision of transportation services for Temporary Assistance for Needy Families (TANF) participants and Work Ready participants with a minor child, for the purpose of reporting to designated training, educational, treatment, or work sites in Choctaw, McCurtain, and Pushmataha Counties.
3. Spark Good Local Grant Application to Walmart (Facility 49) in the amount of $5,000; if awarded, these funds will be used for operational expenses of the AmeriCorps Seniors Retired and Senior Volunteer Program.
4. HOME Investment Partnerships Program Grant Applications to Oklahoma Housing Finance Agency in the amount of $704,586 (Rental New Construction: $654,586, Community Housing Development Organization Operating: $50,000); if awarded, these funds would be used to construct one duplex apartment building in Hugo, Oklahoma (total cost of $654,586), as well as provide CHDO operating support in the amount of $50,000 for staff salaries, travel and administrative costs associated with the construction of the rental new construction units.
5. Section 5339(a) – Bus and Bus Facilities Program Application to Oklahoma Department of Transportation in the amount of $391,023; if awarded, this funding will be used to purchase four new vehicles (seven-passenger center aisle buses) in order to replace existing high-mileage vehicles within the active LIFT Transit fleet. The program will also utilize local match funds in the amount of $69,004 to support the purchase of the vehicles.

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 $2,486,333 presented as 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 F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2024 Community Services Block Grant Award (1% Increase) from Oklahoma Department of Commerce/Community Development in the amount of $2,286; 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. The total amount awarded for FY 2024 is $236,709.
2. Signature Cause Award (Holiday Food Baskets) from International Paper Foundation in the amount of $2,381; 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.

3. SFY 2025 Community Action Agencies State Appropriated Funds Award (Head Start) from ODOC in the amount of $91,962; 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.
4. Child and Adult Care Food Program Award from Oklahoma Department of Education in the amount of $1,254,551.25; of this total, funding for Program Operations ($174,551.25) 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. LIFT CAA's CACFP program works with daycare home providers within 37 Oklahoma counties. These providers are reimbursed for meals being served to more than 3,000 children daily. The contract agreement period for the program will be October 1, 2024 through September 30, 2025.

A motion was made by Jim Bob Sullivan and seconded by Tami Barnes to approve acceptance of grants, contracts, and awards in the amount of $1,351,180.25 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).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to enter into Executive Session to review and discuss the following items in accordance with Oklahoma Statute Title 25 § 307(B)(1): 1.) Executive and Personnel Committee's Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director (Organizational Standard 7.4) and 2.) Employment Contract Renewal and Compensation of Rebecca (Reynolds) Porter as Executive Director of LIFT CAA (Organizational Standard 7.5). A motion was made by William Smith and seconded by Brent Franks to enter into Executive Session to review and discuss the Executive and Personnel Committee's Performance Evaluation, Employment Contract Renewal, and Compensation of Rebecca (Reynolds) Porter as Executive Director of LIFT CAA. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H). LIFT CAA staff/visitors then exited the room; the Board of Directors entered into Executive Session at 10:13 a.m.

After holding Executive Session, LIFT CAA staff/visitors were brought back into the meeting room. David Hawkins, Chairman, then requested the Board's consideration, discussion, and vote to adjourn out of Executive Session and the regular Board Meeting be reconvened. A motion was made by David Smith and seconded by William Smith to adjourn out of Executive Session and the regular Board Meeting be reconvened. The Roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I). The Board of Directors adjourned out of Executive Session at 11:00 a.m.

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director. In accordance with Organizational Standards – Category 7, Standard 7.4, the Governing Board conducts a performance appraisal of the Executive Director each calendar year. The

Executive and Personnel Committee conduct the Performance Evaluation with the Executive Director present, then reports back to the Board on its findings. The Board reviews the Performance Evaluation, meets with the Executive Director if deemed necessary, and votes whether to approve the Evaluation. During Executive Session, the Board reviewed and discussed Executive Director Rebecca (Reynolds) Porter's Performance Evaluation. A motion was made by Brad Burgett and seconded by William Smith to approve the Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the Renewal of Contract, Employment, and Compensation of Rebecca (Reynolds) Porter as LIFT CAA Executive Director. In accordance with Organizational Standards – Category 7, Standard 7.5, the Governing Board reviews and approves the Executive Director's compensation each calendar year. During Executive Session, the Board reviewed Reynolds' compensation, which is tied to the renewal of the contract and employment approval, and which was also discussed. A motion was made by Brent Franks and seconded by Brad Burgett to approve the Renewal of Contract and Employment of Rebecca (Reynolds) Porter as LIFT CAA Executive Director, along with approval of her Compensation as discussed by the Board in Executive Session. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Board of Directors Regular Meeting Dates for 2025 (Organizational Standard 5.5). All Regular Meetings of the Board of Directors will be held at 10:00 a.m. on the second Tuesday of each month at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th Street in Hugo, Oklahoma. Porter noted that only 11 meetings are planned for 2025. She explained that there would not be a meeting held in November 2025 as the second Tuesday of that month would fall on Veterans Day, which is a Federal holiday and as a result, the agency will be closed. A motion was made by David Smith and seconded by William Smith to approve the LIFT CAA Board of Directors Regular Meeting Dates for 2025. 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 Head Start/Early Head Start/Early Head Start-Child Care Policy Council Operating Procedures and Conflict Resolution/Impasse Policy. The Policy Council Operating Procedures and Conflict Resolution/Impasse Policy reflect Federal requirements contained in the Head Start Program Performance Standards. These documents are reviewed (with changes made as needed) and approved by the Board of Directors and Policy Council annually. No changes are being proposed. A motion was made by Andrea Henkel and seconded by Brent Franks to approve the Head Start/Early Head Start/Early Head Start-Child Care Policy Council Operating Procedures and Conflict Resolution/Impasse Policy. The roll call vote was: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, provided a Board Training/Programmatic Report over the Head Start, Early Head Start, and Early Head Start-

Child Care Program Information Reports for 2023-2024 (Organizational Standards 5.7 and 5.9). A Program Information Report is required to be conducted annually for all Head Start and Early Head Start programs. The reports cover a range of topics from teacher qualifications to family needs to enrollment. These reports are used on a National level to survey programs and evaluate operations. Galyon provided a summary overview of each report and their use as a continuous quality improvement/assessment tool, then facilitated discussion with the Board concerning the reports.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, provided the Board with an update on the Community Needs Assessment (Organizational Standards 1.2, 2.2, 3.1, 3.2 and 3.3). The Community Needs Assessment is used to inform LIFT CAA's Strategic Plan and Community Action Plan, to help ensure the agency and its programs are addressing the needs of the service area. The existing Community Needs Assessment will expire in December of 2024; as such, the agency is currently engaged in conducting a new assessment. During the Board Meeting in June 2024, Board Members each completed the Community Needs Assessment survey. That input, along with survey responses from agency clients, staff, partners, and a range of other community members (educational, faith-based, public, private sector, etc.), were used to determine the area's top needs. From these 337 survey responses, the top 10 community needs identified were as follows: 1.) Housing, 2.) Early Childhood, 3.) Health Services, 4.) Youth Services, 5.) Emergency Services, 6.) Transportation, 7.) Substance Abuse Services, 8.) Senior Services, 9.) Economic/Community Development, and 10.) Nutrition. As part of the next step in the process, Board Members were then asked to prioritize these results, by each choosing the top three most pressing needs within their community and recording the reasoning behind their choices.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, presented the 2024 Customer Satisfaction Report for the 3rd Quarter (July – September) 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 3rd Quarter, a total of 45 surveys were collected. Of those, 71% were from Choctaw County, 20% from Pushmataha County, 7% from McCurtain County, and 2% from other counties served. The programs represented during the 3rd Quarter included Emergency Assistance, Apartments, and Weatherization. Of those responding, 100% were satisfied with regards to satisfaction level for agency services received.

W.F. Grammar, Risk Manager, provided the Board with the Risk Assessment and Management Report (Organizational Standard 5.9). The report focused on Workers' Compensation, safety, and risk management activities/programming within the agency during 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 September 17, 2024 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Sommer Springfield (Assistant Early Childhood Development and Curriculum Coach, Head Start/Early Head Start/EHS-Child Care Programs) as the October 2024 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – Rylie Clark (Caregiver, Early Learning Centers), Kenesha Coleman (Transit Clerk, Transit Program) and Nathaniel Pickard (Human Resources/Benefit Specialist, 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 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; and LIFT Family Resource Center Kick-off Event Report (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 15; No 0; Abstain 0. The motion carried. Voting record is attached (Item W).

The Regular Meeting adjourned at 11:34 a.m.

Brad Burgett, Secretary/Treasurer