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

MINUTES
BOARD OF DIRECTORS MEETING
November 12, 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, November 12, 2024 at 10:08 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 Brent Franks.

Roll Call was taken and a quorum was established (18 Board Members present, 7 absent). The following Board Members were present at the meeting site: Tiffany Brockway, Colby Bryant, Brad Burgett, Kevin Cory, Brent Franks, Patsy Guess, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Sharon Johnson, Kara Maness, Carolyn Pool, David Smith, Consuelo Splawn, Leah Thomas, Vicky Wade, and Debra Williams. The following members were absent: Tami Barnes, Kristi Graham, Vickie Leathers, Sandra Meeks, William Smith, Jim Bob Sullivan, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Macy Self, Rhonda Teague, Owyne Gardner, Kathy James, Johnny Moffitt, Sheree Ensley, Jordan Mack, Mattie McKee, Amber Garman, Michelle Pulliam, Melissa Wingfield, Pam Price, Amanda Perry, and Teresa Kinney.

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 November 12, 2024 at 9:12 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 September 2024 and was presented with the October 2024 Financial Reports. The proposed 2025 Agency-Wide Budget was presented; the Committee voted to approve as presented, and recommended approval by the full Board of Directors. The Committee received a property update concerning the Transit Building in Antlers; the agency is still accepting bids on the sale of the property.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the October 2024 Regular Meeting Minutes and the September 2024 Financial Reports; the October 2024 Financials were distributed for consideration and vote at the December 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Brad Burgett and seconded by Consuelo Splawn to approve the October 2024 Regular Meeting Minutes and the September 2024 Financial Reports. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Spark Good Local Grant Application to Walmart (Facility 38, Idabel) 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.
2. Spark Good Local Grant Application to Walmart (Facility 117, Broken Bow) 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.
3. FY 2024 Community Services Block Grant Application (6th Allocation) to Oklahoma Department of Commerce/Community Development in the amount of \$1,376; 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.

After discussion and Board Member input with regards to the applications presented, a motion was made by David Smith and seconded by Brad Burgett to approve the submission of resolutions and/or grant applications in the amount of \$11,376 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2025 Base Grant Award from Oklahoma Court Appointed Special Advocates (CASA) Association in the amount of \$27,459.10; this one-year grant will be used to provide staff salary support as well as associated operating expenses for the CASA Program.
2. Child and Adult Care Food Program Award (Early Learning Centers) from Oklahoma Department of Education in the amount of \$118,865.24; these funds (up to \$118,865.24), 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. Spark Good Local Grant Award from Walmart (Facility 49, Hugo) in the amount of \$1,500; these funds will be used for operational expenses of the AmeriCorps Seniors Retired and Senior Volunteer Program.
4. Round Up Change Program Donation (CASA) from Kwik Chek/McCraw Oil Company Incorporated in the amount of \$2,500; these funds, which were raised locally at area Kwik Chek stores through the Round Up Change Program, will be used to support operational expenses of the agency's CASA Program.
5. FY 2024 Community Services Block Grant Award (6th Allocation) from Oklahoma Department of Commerce/Community Development in the amount of \$1,376; 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 $238,085.

6. CACFP Award (Head Start/Early Head Start) from Oklahoma Department of Education in the amount of $688,050; these funds (up to $688,050), 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.
7. Spark Good Local Grant Award from Walmart (Facility 117, Broken Bow) in the amount of $1,000; these funds will be used for operational expenses of the AmeriCorps Seniors Retired and Senior Volunteer Program.
8. Section 5311 – Formula Grants for Rural Areas and Rural Transit Assistance Program Awards from Oklahoma Department of Transportation in the amount of $437,061 (Section 5311: $432,061, RTAP: $5,000); these funds will be applied to the expenses of operating the Transit Program in Choctaw, McCurtain, and Pushmataha Counties, with a program year of 10/1/2024 – 9/30/2025.
9. Community Event Grant Award from Potts Family Foundation in the amount of $500; these funds will be used to cover the cost of providing refreshments during the Family Resource Center Kick-off Event held in September.
10. Public Transit Revolving Fund Award from Oklahoma Department of Transportation in the amount of $134,956; this operational subsidy will be used to offset the costs of vehicle insurance and fuel for LIFT Transit.

A motion was made by Kara Maness and seconded by Tiffany Brockway to approve acceptance of grants, contracts, and awards in the amount of $1,413,267.34 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve submission of an FY 2024 Carryover Application and Non-Federal Share Waiver Request for the Early Head Start-Child Care Program. In total, LIFT CAA is requesting to carry over $92,258 in unobligated FY 2023 funding for the Early Head Start-Child Care Program (Funding Period: 8/1/2023–7/31/2024). If the Carryover Application is approved, the funding would be used during the FY 2024 Budget Period of 8/1/2024–7/31/2025. The carryover monies will be used for playground and facility updates at partner child care centers as well as the purchase of a vehicle for daily use by the Maintenance Technicians. These activities were allocated in the approved FY 2023 program budget, but because of extenuating circumstances, the funds were not able to be expended during the program year. The application would also include a request for a full Waiver of the required $23,065 in Non-Federal Share associated with the Federal funds being carried over into FY 2024. A motion was made by Debra Williams and seconded by Patsy Guess to approve submission of an FY 2024 Carryover Application and Non-Federal Share Waiver Request for the Early Head Start-Child Care Program. The roll call vote was: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve the 2025 Agency-Wide Budget (Organizational Standard 8.9). The proposed budget for the upcoming year is a "best estimate" based on current activities, last year's audit, and projected funding, and was increased to reflect new funding received from the state. Ensley also pointed out that the Finance/Audit/Loan Committee reviewed the proposed 2025 Agency-Wide Budget, and voted to recommend approval by the full Board of Directors, as stated during the Committee report. A motion was made by Andrea Henkel and seconded by Leah Thomas to approve the 2025 Agency-Wide Budget. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Andrea Henkel, Board Member, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Succession Plan. In accordance with Organizational Standard 4.5, LIFT CAA has a written Succession Plan in place for the Executive Director, which provides the procedures for covering an emergency/unplanned short-term absence of three months or less, in addition to outlining the process for filling a permanent vacancy. The purpose of the plan is to ensure the continuous coverage of duties critical to the ongoing successful operations of the agency. The Governing Board reviews and approves LIFT CAA's Executive Director Succession Plan on a periodic basis; the current Plan was approved in November 2022. Prior to the Board Meeting, the Succession Committee met to review/discuss the plan and make needed revisions. Henkel stated that, after review, the Committee decided that no revisions to the content of the Succession Plan were necessary. The Organizational Chart, which is an attachment to the Plan, was updated to reflect current programs, staffing, and leadership structure. LIFT CAA Associate Director Macy Self is named as "successor" in the event of an emergency, short- or long-term absence of the Executive Director, until such time the Board can make a more permanent selection. In the event that Self cannot step in to fulfill this position, Human Resources Director Dawn McDaniel will serve as the secondary or backup successor. A motion was made by Brad Burgett and seconded by Debra Williams to approve the LIFT CAA Executive Director Succession Plan. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve LIFT CAA to act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth ($34,267.90 Maximum Contract Total, Period: 1/1/2025–12/31/2025). Ensley explained that currently, LIFT CAA is serving as the Fiscal Agent since the Multidisciplinary Team does not have the capacity to administer the contract on their own. The contract provides support for a Forensic Interviewer and Coordinator as well as for those members of the team to travel to meetings or to receive necessary training. The contract included in the Board Meeting Packet shows an incorrect contractual period of 1/1/2024–12/31/2024, but this will be corrected to reflect the period of 1/1/2025–12/31/2025. A motion was made by Brent Franks and seconded by Tiffany Brockway to approve LIFT CAA to act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth for the period of 1/1/2025–12/31/2025 at a maximum contract total of $34,267.90. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve LIFT CAA to act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth ($34,267.90 Maximum Contract Total, Period: 1/1/2025–12/31/2025). Ensley explained that currently, LIFT CAA is serving as the Fiscal Agent since the Multidisciplinary Team does not have the capacity to administer the contract on their own. The contract provides support for a Forensic Interviewer and Coordinator as well as for those members of the team to travel to meetings or to receive necessary training. The contract included in the Board Meeting Packet shows an incorrect contractual period of 1/1/2024–12/31/2024, but this will be corrected to reflect the period of 1/1/2025–12/31/2025. A motion was made by Debra Williams and seconded by Brent Franks to approve LIFT CAA to act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth for the period of 1/1/2025–12/31/2025 at a maximum contract total of $34,267.90. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Kathy James, Senior Program Planner, provided a Board Training over the Civil Rights Training for Grantees (Organizational Standard 5.7). Prior to the meeting, Board Members were sent the *Office for Civil Rights – Training for Grantees* video from the Office of Justice Programs as well as the Civil Rights Training for Grantees PowerPoint presentation for review to help reinforce the training material provided.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, provided a Board Training/Programmatic Report which included an update on the ROMA Process, 2024 Community Action Plan with Logic Models/Results, and 2023-2025 Strategic Plan: Agency Program and Performance Evaluation, Success of Specific Strategies, Progress on Meeting Goals (Organizational Standards 4.2, 4.3, 4.4, 5.7, 5.9 and 6.5). As a CSBG-funded entity, LIFT CAA's primary goal is to provide services for individuals and families with low incomes in order to alleviate and eradicate the causes and conditions of poverty. The 2024 Community Action Plan and Logic Models provide the Oklahoma Department of Commerce with descriptions of what the agency is doing in order to address poverty. The Community Action Plan is a direct reflection of the Community Needs Assessment and Strategic Plan. It is a guide to use throughout 2024 to help the agency stay on track with addressing the prioritized needs. To that end, it also contains Logic Models which identify the top three prioritized community needs (Housing, Substance Use/Abuse Services, and Community/Economic Development) as well as an agency-level goal (increase capacity). The Logic Models show specific activities and expected outcomes for each of these needs and agency-level goal. The Community Action Plan also includes a detailed breakdown of Performance Outcomes, which provides outcomes by program, contract amounts and outcome measures, as well as targets. Cox then provided the Board with Community Action Plan and Logic Model results (including the success of specific strategies outlined in the plan and progress made over the year); she also explained how data is tracked/analyzed consistently and continuously. She referenced factors that either potentially or actually contributed to either exceeding or not meeting stated performance targets. Cox also described the process of data collection, review and analysis utilizing CAPTAIN and other agency client/service tracking systems. Each of these documents demonstrates how LIFT CAA's activities are representative of the full ROMA (Results Oriented Management and Accountability) cycle, with the goal being to provide services that lead to long-term positive change, thereby having an impact on poverty and moving families in the direction of self-sufficiency. ROMA is a continuous process of assessing needs, using that data for planning to address the needs, providing services and implementing strategies, documenting and reporting progress, and continuously analyzing the results to determine if interventions or services are working. The Community Action Plan helps ensure fidelity to this process. Cox facilitated discussion with the Board to further their understanding of the process, the 2024 Community Action Plan, and Logic Models/Results, which were included in the Board Meeting packet. Next, Cox provided the Board with an update on the agency's 2023-2025 Strategic Plan, and detailed the success of specific strategies and progress in meeting Goals. Cox provided an overview of the Community Needs Assessment process and the 2023–2025 Strategic Plan, which was included in the Board Meeting packet. She explained how the Strategic Plan is representative of needs and strategies identified during the Community Needs Assessment, and serves as a roadmap for the accomplishment of short- and long-term goals. The Strategic Plan also demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, with services that lead to long-term positive change, impacting poverty and promoting self-sufficiency. A Nationally-Certified ROMA Trainer (Julia Teska, Ph.D) assisted with the creation and implementation of the Strategic Plan to ensure it met with all Community Services Block Grant and Oklahoma Department of Commerce requirements. The Plan includes one Family Level Goal (centered on Housing), two Community Level Goals (focused on Substance Use/Abuse and Economic Development), and one Agency Level Goal (dealing with increasing capacity). Cox reviewed each goal's accompanying objectives, strategies, measures, and benchmarks for achievement. She then provided the Board with an update on progress towards meeting the goals of the Strategic Plan during the last 12 months, and facilitated discussion with the Board regarding such progress.

Macy Self, Associate Director, provided a Board Training/Programmatic Report over Quarterly and Year-to-Date Housing Production as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). Self provided a review and facilitated discussion with the Board regarding Quarterly Housing Production for the period of July 1 through September 30, 2024, as well as Year-to-Date Housing Production (October 2023–September 2024). The production reports provided insight into activities such as numbers of homeowners created, preserved homeownership, and rental homes constructed, acquired and preserved, as well as numbers of individuals having received housing counseling.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). Currently, nine of 27 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 the funding entity typically looks at the year prior, by achieving 100% Board giving in 2024, the agency is eligible to apply for funding in 2025.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the October 15, 2024 meeting (Organizational Standards 2.1 and 5.9).

Macy Self, Associate Director, recognized Owyne Gardner (Program Director, Technical and Management Assistance Program) as the November 2024 Employee of the Month.

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); Grants to Prevent and Respond to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Against Children and Youth Program No-Cost Extension Approval; Family Resource Center Resource Drive; and AmeriCorps Seniors Retired and Senior Volunteer Program Recognition Events (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Kevin Cory to adjourn the regular meeting. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. Voting record is attached (Item U).

The Regular Meeting adjourned at 10:54 a.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer