

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, January 14, 2025 · 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*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 December 2024 Regular Meeting Minutes (Organizational Standard 5.5)
- E.** Consideration, Discussion, and Vote to Approve November 2024 Financial Reports; Distribution of December 2024 Financials for February 2025 Consideration and Vote (OS 8.7)
- F.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$1,040,655**
 - 1. FY 2025 Network NTI Training Grant & Lodging Benefit Application to NeighborWorks® America - **\$5,750**
 - 2. Justice for Families Program Grant Application to U.S. Department of Justice, Office on Violence Against Women - **\$600,000**
 - 3. Rural Business Enterprise Grant Application to U.S. Department of Agriculture, Rural Development & Signing of Authorizing Resolution - **\$99,999**
 - 4. FY 2025 Community Services Block Grant Application (1st Allocation) to Oklahoma Department of Commerce/Community Development - **\$59,906**
 - 5. Oklahoma Initiative Fund Application to Communities Foundation of Oklahoma - **\$15,000**
 - 6. FY 2025 Flexible Impact Grant Application to NeighborWorks® America - **\$260,000**
- G.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$187,489.68**
 - 1. Oklahoma Early Childhood Program Grant Award (Year 19) from Community Action Project of Tulsa County - **\$181,239.68** (Match: \$90,812.94)
 - 2. FY 2025 Network NTI Training Grant & Lodging Benefit Award from NeighborWorks® America - **\$5,750**
 - 3. AmeriCorps Seniors Retired and Senior Volunteer Program Donation from Public Service Company of Oklahoma - **\$500**
- H.** Consideration, Discussion, and Vote to Ratify Executive Committee's Approval to Submit Revised Change in Scope – Enrollment Reduction Amendment Application for Head Start/Early Head Start Programs to the Office of Head Start
- I.** Consideration, Discussion, and Vote to Ratify Executive Committee's Approval to Submit Revised Change in Scope – Enrollment Reduction Amendment Application for EHS-Child Care Partnership Program to the Office of Head Start

- J.** Training over Duties, Roles, and Responsibilities/CSBG Information Memorandum #82 Tripartite Boards; Distribution, Discussion/Review, Completion, and Collection of Required Documents (including Code of Conduct and Conflict of Interest Policies/Certification; Board Member Job Descriptions; Demographic/Disclosure Questionnaire; Child Abuse and Neglect Information System Search Form; By-Laws/Addendum and Attestation) Relative to LIFT CAA's Governing Board Members, to be kept on file at the Administrative Office located at 209 N. 4th Street in Hugo, Oklahoma (OS 5.4, 5.6, 5.7 & 5.8)
- K.** Consideration, Discussion, and Vote to Approve Board Resolution Authorizing Executive Director to Conduct Business on Behalf of LIFT CAA
- L.** Consideration, Discussion, and Vote to Re-Appoint Jeannie McMillin as LIFT CAA Equal Employment Opportunity Officer
- M.** Consideration, Discussion, and Vote to Approve LIFT CAA Equal Opportunity Policy Statement
- N.** Consideration, Discussion, and Vote to Approve Head Start/EHS/EHS-CC Cost Allocation Plan
- O.** Consideration, Discussion, and Vote to Accept 2025-2027 Community Needs Assessment/Report (OS 1.2, 2.2 & 3.1-3.5)
- P.** Board Training/Programmatic Report: Victim Services Programs, Review of Mission Statement (OS 5.7 & 5.9)
- Q.** Consideration, Discussion, and Vote to Approve Victim Services Programs Philosophy of Service Provision, Annual Program Goals, and Policies and Procedures Manual (OS 5.7)
- R.** Policy Council Report (OS 2.1 & 5.9)
- S.** Recognition of January 2025 Employee of the Month:
Taylor Dunn, Director – Second Chance Reentry Program
- T.** Recognition of Service Award
Ten Years: Adora Morris, Lead Teacher – Early Head Start Program
- U.** Other Reports/Announcements/Correspondence: HS/EHS/EHS-Child Care Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Head Start/Early Head Start Programs' Change in Scope – Enrollment Reduction Amendment Approval; EHS-Child Care Partnership Program Change in Scope – Enrollment Reduction Amendment Approval; 2024 Holiday Food Basket Report; AmeriCorps Seniors RSVP Match Waiver Approval; National Stalking Awareness Month (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: _____