

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, February 11, 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*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 January 2025 Regular Meeting Minutes (*Organizational Standard 5.5*)
- E.** Consideration, Discussion, and Vote to Approve December 2024 Financial Reports; Distribution of January 2025 Financials for March 2025 Consideration and Vote (*OS 8.7*)

- F.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$126,650**
 - 1. 2025 Oklahoma Asset Development Project Application to Oklahoma Association of Community Action Agencies - **\$6,265**
 - 2. FY 2025 Improvement Grants Application to Choctaw Nation of Oklahoma, Child Care Assistance Program
 - 3. 2025 Community Grants Program Application to Carolyn Watson Rural Oklahoma Community Foundation - **\$40,000**
 - 4. 2025 Victims of Crime Act Grant Application (Court Appointed Special Advocates) to Oklahoma District Attorneys Council - **\$32,185**
 - 5. 2025 VOCA Grant Application (Victim Advocacy Services) to Oklahoma DAC - **\$48,200**

- G.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$2,067,016**
 - 1. Housing Stability Program Award from Oklahoma Housing Finance Agency - **\$1,174,110**
 - 2. FY 2025 Community Services Block Grant Award (1st Allocation) from Oklahoma Department of Commerce/Community Development - **\$59,906**
 - 3. Child Care Stabilization Grant Program Awards (Year 4/Quarter 2, Early Learning Centers) from Choctaw Nation of Oklahoma - **\$18,000**
 - 4. Oklahoma Initiative Fund Award from Communities Foundation of Oklahoma - **\$15,000**
 - 5. Choosing Childbirth Act Award (Year 1) from Oklahoma State Dept. of Health - **\$800,000**

- H.** Consideration, Discussion, and Vote to Approve 2025 LIFT CAA Affirmative Action Plan (*OS 5.7 & 5.9*)
- I.** Consideration, Discussion, and Vote to Approve FY 2025 Operating Plan and Annual Operating Budget Documents (by Lines of Business) for Submission to NeighborWorks® America

- J. Consideration, Discussion, and Vote to Approve Hiring of Kellogg & Sovereign® Consulting, LLC as the E-Rate Consultants for the 2025-2026 E-Rate Funding Year
- K. Board Training: Analysis Report over CSBG Annual Report and Results Oriented Management and Accountability (ROMA) Application; Analyzing Data and Assessing Results Among Programs, Clients, and Communities Served (OS 9.1–9.4)
- L. Review, Facilitated Discussion, and Board Member Input Regarding CSBG Annual Report Analysis and Outcomes (OS 9.3)
- M. Board Training: Board Training Plan, ROMA Plan, Community Needs Assessment, Community Action Plan, Performance Management Outcomes, and FY 2025 Planning Logic Models (OS 5.7)
- N. Board Training/Programmatic Report: Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) and Distribution of 2025-2026 ERSEA Integrated Services Policies and Procedures with Prioritization Schedule/Point System for Review (OS 5.7 & 5.9)
- O. Board Training/Programmatic Report: Quarterly Housing Production (October – December 2024) as Reported to NeighborWorks® America (OS 5.7 & 5.9)
- P. 2024 LIFT CAA Customer Satisfaction Report: 4th Quarter Results (OS 1.3 & 6.4)
- Q. Risk Assessment and Management Report
- R. Policy Council Report (OS 2.1 & 5.9)
- S. Recognition of February 2025 Employee of the Month:
Alexander Prewitt, Transit Driver – Transit Program
- T. Other Reports/Announcements/Correspondence: Head Start/Early Head Start/EHS-Child Care Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Head Start Teacher Qualification Waiver Approvals; 2024 Salvation Army Red Kettle Campaign Report; Teen Dating Violence Awareness and Prevention Month (OS 5.9)
- U. 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*)
- V. Consideration, Discussion, and Vote to Adjourn

Posted: _____ Date: _____ Time: _____