

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, April 8, 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*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.** Vote to Approve February 2025 Regular Meeting Minutes (*Organizational Standard 5.5*)
- E.** Vote to Approve January 2025 and February 2025 Financial Reports; Distribution of March 2025 Financials for May 2025 Consideration and Vote (*OS 8.7*)
- F.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$894,065.96**
 - 1. Oklahoma Early Childhood Program Grant Application (Year 20) to Community Action Project of Tulsa County & Signing of Provider Agreement - **\$181,239.68** (*Match: \$90,812.94*)
 - 2. SFY 2026 Older Americans Act Title III KEDDO Area Agency on Aging Grant Application to Kiamichi Economic Development District of Oklahoma - **\$40,351.17**
 - 3. Signature Cause Grant Application to International Paper Foundation - **\$7,500**
 - 4. FY 2026 Section 5311 – Formula Grants for Rural Areas Program Application to Oklahoma Department of Transportation and Signing of the Authorizing Resolution - **\$427,061**
 - 5. Spark Good Local Grant Application to Walmart (Facility 49, Hugo) - **\$5,000**
 - 6. Spark Good Local Grant Application to Walmart (Facility 38, Idabel) - **\$5,000**
 - 7. Community Investment Grant Application to ONEOK - **\$10,000**
 - 8. FY 2025 Community Services Block Grant Application (2nd Allocation) to Oklahoma Department of Commerce/Community Development - **\$56,746**
 - 9. PY 2025 Department of Human Services Low Income Home Energy Assistance Program Grant Application to ODOC - **\$86,168.11**
 - 10. Justice Assistance Grant Application to Oklahoma District Attorneys Council - **\$75,000**
- G.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$1,063,676.02**
 - 1. 2025 Oklahoma Asset Development Project Award from Oklahoma Association of Community Action Agencies - **\$6,265**
 - 2. FY 2025 Improvement Grant Awards from Choctaw Nation of Oklahoma, Child Care Assistance Program - **\$4,060**
 - 3. PY 2024 Department of Energy Weatherization Assistance Program Award from Oklahoma Department of Commerce - **\$164,000** (*Total Awarded: \$457,075*)
 - 4. FY 2025 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Award (Year 12) from Health Resources and Services Administration - **\$ 497,200**

5. Technical and Management Assistance Contract Award – Region 2 (Option Year 2) from U.S. Department of Agriculture, Rural Development - **\$392,151.02**
- H. Discussion and Possible Action on FY 2025 Early Head Start-Child Care Partnership Grant Application (Continuation) and Non-Federal Share Waiver Request to the Office of Head Start
- I. Executive Director’s Report (OS 5.9)
- J. Discussion and Possible Action on FY 2024 Disability Waiver Request for the EHS-Child Care Partnership Program to the Office of Head Start
- K. Discussion and Possible Action on 2025-2026 Eligibility, Recruitment, Selection, Enrollment, and Attendance Integrated Services Policies and Procedures with Prioritization Schedule/Point System
- L. Discussion and Possible Action on Signing of Proclamation Recognizing Fair Housing Month
- M. Board Training: Agency-Wide Risk Assessment and Board Self-Assessment (OS 5.7)
- N. Board Training (OS 5.7):
- Board Recruitment and Retention
 - Low-Income Participation – Board Activities and Members
- O. Board Training/Programmatic Report: Head Start/EHS/EHS-CC Child Outcomes/Assessment Results for Fall/Winter 2024-2025 (OS 5.7 & 5.9)
- P. Programmatic Report: FY 2025 Office of Head Start Focus Area 1 Monitoring Review (OS 5.9)
- Q. Board Giving Report (OS 5.7)
- R. Transportation Advisory Council Report (OS 5.9)
- S. Policy Council Report (OS 2.1 & 5.9)
- T. Recognition of March 2025 Employee of the Month:
Tatianna Davis, Caregiver 2 – Early Learning Centers
- U. Recognition of April 2025 Employee of the Month:
Kelli White, Health Navigator – Choosing Childbirth Program
- V. Recognition of Service Awards
March 2025
Five Years: Brittany Bailey, ERSEA Specialist – Head Start/EHS/EHS-Child Care Programs
Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist – Administration
Jennifer Otey, Care Coordinator Manager – Healthy Start Program
Ten Years: Mattie McKee, Assistant Director – Early Head Start-Child Care Program
Bryce Nash, Self-Help Specialist – Technical & Management Assistance Program
Ronda Spear, Assistant Health Specialist – HS/EHS/EHS-Child Care Programs
Twenty-Five Years: Jutta Gee, Family Advocate – Head Start Program

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Twenty-Five Years: Gary Teague, Sr., Maintenance Technician – Housing Programs

- W.** Other Reports/Announcements/Correspondence: Head Start/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Head Start Transportation Waiver Approval; Head Start/EHS-CC Full Enrollment Notifications; Dolly Parton's Imagination Library Program; Hooked on Hugo Crappie Fishing Tournament Results; Sexual Assault Awareness and Prevention Month; Child Abuse Prevention Month; NeighborWorks® America Compliance and Health Assessment Report (OS 5.9)
- X.** Discussion and Possible Action 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*)
- Y.** Discussion and Vote to Adjourn

Posted: _____ *Date:* _____ *Time:* _____