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

MINUTES
BOARD OF DIRECTORS MEETING
February 11, 2025
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, February 11, 2025 at 10:05 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 (14 Board Members present, 10 absent). The following Board Members were present at the meeting site: Colby Bryant, Brad Burgett, Brent Franks, Kristi Graham, David Hawkins, Jia Johnson, Sharon Johnson, Vickie Leathers, Sandra Meeks, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, and Debra Williams. The following members were absent: Tami Barnes, Kevin Cory, Patsy Guess, Andrea Henkel, Jordan Hill, Kara Maness, Carolyn Pool, Leah Thomas, Vicky Wade, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, W.F. Grammar, Macy Self, Brandon McDaniel, Jordan Mack, Mattie McKee, Brittany Bailey, Jeannie McMillin, Rhonda Collins, Alexander Prewitt, Rebecca (Reynolds) Porter, and Sheree Ensley. LIFT CAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: Kathy James.

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 February 11, 2025 prior to the Board Meeting. The Committee received a status report on all active loans; there were no new loan applications to present. After review, the Committee voted to recommend full Board approval of the agency's Financial Reports for December 2024 (pre- and post-closing) and was presented with the January 2025 Financial Reports. The Committee also received a properties update.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the January 2025 Regular Meeting Minutes and the December 2024 Financial Reports; the January 2025 Financials were distributed for consideration and vote at the March 2025 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Brad Burgett and seconded by Jim Bob Sullivan to approve the January 2025 Regular Meeting Minutes and the December 2024 Financial Reports. The roll call vote was as follows: Yes 13; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. 2025 Oklahoma Asset Development Project Application to Oklahoma Association of Community Action Agencies in the amount of $6,265; if awarded, these funds (based on the number of returns completed during last year's tax season) will be used to provide free tax preparation assistance for residents of Choctaw, McCurtain, and Pushmataha Counties.
2. FY 2025 Improvement Grants Application to Choctaw Nation of Oklahoma, Child Care Assistance Program; if awarded, funding provided (amounts to be determined with award) would be used to purchase playground and classroom equipment as well as other supplies for the Early Learning Centers.
3. 2025 Community Grants Program Application to Carolyn Watson Rural Oklahoma Community Foundation in the amount of $40,000; if awarded, funding will be used to fully establish a Comprehensive Community Addiction Recovery Center and the provision of direct mental health services, the expansion of infrastructure and access to these services and supports, and community safety initiatives.
4. 2025 Victims of Crime Act Grant Application (Court Appointed Special Advocates) to Oklahoma District Attorneys Council in the amount of $32,185; if awarded, the one-year VOCA grant would be used to provide salary and other operating support for LIFT CASA staff. Since the purpose of this grant program is to provide direct services to victims of crime, this funding will allow LIFT CASA to continue providing advocacy services for abused and neglected children within Choctaw, McCurtain, and Pushmataha Counties.
5. 2025 VOCA Grant Application (Victim Advocacy Services) to Oklahoma DAC in the amount of $48,200; if awarded, funding would provide operational support for the Victim Advocacy Services Program for a period of one year. The program provides enhanced, needed direct services to victims and their families; a Victim Services Coordinator assists victims of crime in Choctaw, McCurtain, and Pushmataha Counties through direct service provision/linking to resources that will serve the victim's physical, emotional, and basic needs.

After discussion and Board Member input with regards to the applications presented, a motion was made by Jim Bob Sullivan and seconded by Brad Burgett to approve the submission of resolutions and/or grant applications in the amount of $126,650 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. Housing Stability Program Award from Oklahoma Housing Finance Agency in the amount of $1,174,110; LIFT CAA will use these funds to construct five single-family homes in Choctaw County. All revenue generated from the sale of these homes will provide

resources for ongoing housing development.

2. FY 2025 Community Services Block Grant Award (1st Allocation) from Oklahoma Department of Commerce/Community Development in the amount of $59,906; this funding will be used for operational support of agency programs.
3. Child Care Stabilization Grant Program Awards (Year 4/Quarter 2, Early Learning Centers) from Choctaw Nation of Oklahoma in the amount of $18,000; this funding will provide key operating support to maintain child care services within the Early Learning Centers.
4. Oklahoma Initiative Fund Award from Communities Foundation of Oklahoma in the amount of $15,000; these funds will be used to support the LIFT YouthBuild Program/activities, through the purchase of a CNC (Computer Numerical Control) wood cutting machine.
5. Choosing Childbirth Act Award (Year 1) from Oklahoma State Department of Health in the amount of $800,000; these funds will be used to implement a tri-county Choosing Childbirth Program. This funding will support pregnant women and those who may become pregnant through the provision of direct and indirect services. Direct services will include delivery of evidence-based curriculum, parenting education, case management, employment, transportation, housing, nutrition, and education assistance. Additional community supports will be provided through partner organizations and healthcare providers. The three-year program would result in the creation of eight new jobs and serve 120 women each year.

A motion was made by Debra Williams and seconded by William Smith to approve acceptance of grants, contracts, and awards in the amount of $2,067,016 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 12; No 1; Abstain 0. The motion carried. The Voting Record is attached (Item G).

No action was taken on Item H – Consideration, Discussion, and Vote to Approve 2025 LIFT CAA Affirmative Action Plan. Rebecca (Reynolds) Porter, Executive Director, explained that the agency was not prepared for the Board to take action on the item.

Brandon McDaniel, Housing Director, requested the Board's consideration, discussion, and vote to approve the FY 2025 Operating Plan and Annual Operating Budget Documents (by Lines of Business) for submission to NeighborWorks® America. McDaniel reviewed the Operating Plan and Annual Operating Budget documents in detail with the Board. A motion was made by Brad Burgett and seconded by Colby Bryant to approve the FY 2025 Operating Plan and Annual Operating Budget Documents (by Lines of Business) for submission to NeighborWorks® America. The roll call vote was: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's 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. As the E-Rate Consultants, Kellogg & Sovereign® Consulting, LLC will file forms, assess needs, prepare and post requests, and other lengthy duties. E-Rate is not a grant; it is a service that provides discounts up to 90% on phone, fax, and internet services for schools and libraries, funded by fees paid by telecommunications companies. A motion was made by Brent Franks and seconded by Debra Williams to approve hiring of Kellogg & Sovereign® Consulting, LLC as the E-Rate Consultants for the 2025-2026 E-Rate Funding Year. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, provided Board Training with an Analysis Report over the CSBG Annual Report (formerly known as the Information Systems Survey), in accordance with CSBG Organizational Standards – Category 9, Standards, 9.1, 9.2, 9.3, and 9.4. Cox explained that LIFT CAA is required by the Oklahoma Department of Commerce to submit this report annually, which supports an enhanced focus on improved data collection, analysis and continuous learning. The Annual Report captures CSBG Expenditures, Resources Administered/Generated, Program Participant Characteristics and Services and National Performance Indicators achieved. This information will be used at all levels (National, State and Local) to improve performance, track results from year to year, and assure accountability for critical outcomes. LIFT CAA must address performance based on the three goals of Results Oriented Management and Accountability (ROMA) Next Generation (NG), which are: Goal 1) Individuals and families with low incomes are stable and achieve economic security; Goal 2) Communities where people with low incomes live are healthy and offer economic opportunity; and Goal 3) People with low incomes are engaged and active in building opportunities in communities. Services and strategies to help meet the Theory of Change and these Community Action Goals include: Employment; Education and Cognitive Development; Income and Asset Building; Housing; Health and Social/Behavioral Development; and Civic Engagement and Community Involvement. ROMA NG allows for progress on data modernization, infrastructure, and capacity for analysis. LIFT CAA has implemented strategies internally to improve processes with collecting, measuring and analyzing data collected from clients. While ROMA NG has decreased the number of outcomes clients can achieve, it has enabled the agency to focus more on case management, which is critical to ensuring that clients are working towards achieving self-sufficiency. In 2024, a total of 2,552 clients were served, which included 2,019 households. Cox provided further breakdown of the report with regards to demographics of clients served and a thorough data analysis of services provided and numbers of those assisted, including performance/outcome indicators, targets, and actual results. This training demonstrated ROMA Application—performance based management concepts embodied in ROMA as the framework for all aspects of agency operations, including program planning, resource allocation, service provision, program evaluation, and theory of change, in addition to analyzing data and assessing results among programs, clients, and communities served.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, provided the Board with a review, facilitated discussion and gathered Board Member input regarding the CSBG Annual Report Analysis and Outcomes, in accordance with Organizational Standard 9.3.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, provided a Board Training over the Board Training Plan, ROMA Plan, Community Needs Assessment, Community Action Plan, Performance Management Outcomes, and FY 2025 Planning Logic Models (Organizational Standard 5.7). The Governing Board Orientation and Training Plan was discussed, inclusive of the types and frequency of trainings provided throughout the year, as well as New Board Member Orientation and the prescribed list of trainings (2025 Board Training Plan) set forth by the Oklahoma Department of Commerce/CSBG Application. Next, Cox reviewed the 2025 ROMA Plan—a tool used for evaluating the needs assessment, Strategic Plan, and in making programmatic decisions. The ROMA Plan identifies actions within each part of the ROMA cycle that the agency needs to complete in order to ensure the provision of services aligns with community needs. The ROMA Plan adds another layer of accountability by identifying not only dates, but also the staff and/or Board members responsible. Cox then discussed the Community Needs Assessment and Community Action Plan (with list of current community partners), which provides 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 the year to help the agency stay on track with addressing the prioritized needs. The Community Action Plan relates how LIFT CAA's programs and services align with community needs, how the needs are determined and prioritized, how staff ensure agency services are reaching the target population, how programs and services are evaluated, and how staff determine if the services are leading to the outcome of helping people achieve self-sufficiency. Cox then reviewed the Performance Management Outcomes and FY 2025 Planning Logic Models. Programs across the agency report their projected program-specific goals and outcomes to the Planning Department each year as part of the CSBG Application. This data serves as a tool for measuring program success, program analysis and future planning. In a similar manner, the Logic Models reflect the needs from the 2023–2025 LIFT CAA Strategic Plan, which aligns with the Community Needs Assessment (2022–2024 and 2025–2027). The Strategic Plan includes one Family Level Goal (centered on Housing), two Community Level Goals (focused on Substance Abuse and Economic Development), and one Agency Level Goal (dealing with agency growth/capacity). Each goal has accompanying objectives, strategies, measures and benchmarks for achievement. The 2025 Logic Models focus on the top three prioritized needs as identified through the 2025–2027 Community Needs Assessment (Housing, Transportation, and Youth Services), along with the agency-identified need (capacity building). The Logic Models show specific activities and expected outcomes for each of these needs. Each of the documents presented demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, providing services that lead to long-term positive change, impacting poverty and moving families to 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 Needs Assessment, Community Action Plan, Performance Management Outcomes, Logic Models, and ROMA Plan all help ensure fidelity to this process. After providing a thorough review and analysis of the documents presented, Cox facilitated discussion and fielded questions from the Board.

Brittany Bailey, ERSEA Specialist, provided a Board Training/Programmatic Report over Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) for the Head Start, Early Head Start, and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9). Bailey also distributed the 2025-2026 ERSEA Integrated Services Policies and Procedures with Prioritization Schedule/Point System for Board review. She explained the ERSEA process and Point System along with the reasoning behind or basis for each part of the ERSEA Policies and Procedures, as well as any changes proposed. Board Members were asked to submit any comments or proposed changes to the policies/procedures before the Board Meeting in March 2025.

Brandon McDaniel, Housing Director, provided a Board Training/Programmatic Report over Quarterly Housing Production as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). McDaniel provided a review and facilitated discussion with the Board regarding the Quarterly Housing Production for the period of October 1, 2024 through December 30, 2024. With a total reported quarterly investment of $7,053,177.06, the production reports provided insight into activities such as numbers of homeowners created, preserved homeownership, and homes repaired.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, presented the 2024 LIFT CAA Customer Satisfaction Report for the 4th Quarter in accordance with CSBG Organizational Standards 1.3 and 6.4. The Customer Satisfaction Surveys are designed to allow customers an outlet for providing feedback. The Customer Satisfaction Surveys are completed by clients either online or in paper format 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 4th Quarter, a total of 39 surveys were collected. Of those, 52% were from Choctaw County, 38% from McCurtain County, and 10% from Pushmataha County. The programs represented during the 4th Quarter included YouthBuild, Better Choices : Better Futures, and the Early Learning Centers. 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. 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 January 21, 2025 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Alexander Prewitt (Transit Driver, Transit Program) as the February 2025 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); Head Start Teacher Qualification Waiver Approvals; 2024 Salvation Army Red Kettle Campaign Report; and Teen Dating Violence Awareness and Prevention Month (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 14; No 0; Abstain 0. The motion carried. Voting record is attached (Item V).

The Regular Meeting adjourned at 10:49 a.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer