

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

MINUTES
BOARD OF DIRECTORS MEETING
May 13, 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, May 13, 2025 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 (15 Board Members present, 9 absent). The following Board Members were present at the meeting site: Colby Bryant, Brad Burgett, Kevin Cory, Brent Franks, Kristi Graham, David Hawkins, Andrea Henkel, Jia Johnson, Sharon Johnson, Kara Maness, Sandra Meeks, David Smith, Consuelo Splawn, Vicky Wade, and Debra Williams. The following members were absent: Tami Barnes, Lori Greer, Patsy Guess, Jordan Hill, Vickie Leathers, Carolyn Pool, William Smith, Jim Bob Sullivan, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Rebecca (Reynolds) Porter, Macy Self, Sheree Ensley, Kathy James, Darla Galyon, Mattie McKee, Amber Garman, Michelle Pulliam, Melissa Wingfield, Owyne Gardner, Pam Price, and Bryce Nash.

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.

David Hawkins, Chairman, presented for the Board's consideration Lori Greer as appointed representative for the Hugo Area Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2025). A motion was made by Brent Franks and seconded by Brad Burgett to accept Lori Greer as the appointed representative for the Hugo Area Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item C).

Board Member Colby Bryant was appointed to serve as Board Mentor for new Board Member Lori Greer (Organizational Standard 5.7).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on May 13, 2025 prior to the Board Meeting. 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 March 2025. The Committee was presented with the April 2025 Financial Reports. The Committee received a status update on the Agency-wide Audit (awaiting draft and final program testing) and the 403(b) Plan Audit (draft approved). The Committee was also provided with an update on properties.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration of the April 2025 Regular Meeting Minutes and the March 2025 Financial Reports; the April 2025 Financials were distributed for consideration and vote at the June 2025 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by Debra Williams to approve the April 2025 Regular Meeting Minutes and the March 2025 Financial Reports. The roll call vote was as follows: Yes 13; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items F & G).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. FY 2025 NeighborWorks Week Grant Application to NeighborWorks® America in the amount of \$1,000; if awarded, these funds will be used to engage in a social media campaign and email marketing to increase awareness of the NeighborWorks philosophy and partnership with the agency during NeighborWorks Week (June 7–14, 2025).
2. 2025 Grant Application to Potts Family Foundation in the amount of \$10,520; if awarded, these funds will be used to enhance LIFT CAA's ability to support families with children prenatal to age five through intentional, trauma-informed data collection, wraparound supports, and community-wide engagement that address systemic gaps in early relational health understanding and services.
3. Spark Good Local Grant Application to Walmart (Facility 117, Broken Bow) in the amount of \$5,000; if awarded, funding will be used to support playground upgrades at the Broken Bow Early Learning Center.
4. Spark Good Local Grant Application to Walmart (Facility 38, Idabel) in the amount of \$5,000; if awarded, funding will be used to support playground upgrades at the Broken Bow Early Learning Center.
5. Rural Communities Opioid Response Program – Pathways Grant Application to Health Resources and Services Administration in the amount of \$1,200,000; if awarded, funding will be used to establish a youth-driven program designed to strengthen behavioral health outcomes in the tri-county service area. This will be accomplished by equipping middle and high school students with the skills, knowledge, and support systems needed to identify mental health challenges among peers and lead solution-oriented initiatives. Another component of the program will be to create pathways to introduce youth to behavioral health careers and facilitate admittance into formalized training programs.
6. Community Facilities Direct Loan and Grant Program Application to U.S. Department of Agriculture, Rural Development in the amount of \$41,250; if awarded, funding will be used to support playground upgrades at the Broken Bow Early Learning Center.

After discussion and Board Member input with regards to the applications presented, a motion was made by Brad Burgett and seconded by Brent Franks to approve the submission of resolutions and/or grant applications in the amount of \$1,262,770 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 H).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2025 Community Services Block Grant Award (2nd Allocation) from Oklahoma Department of Commerce/Community Development in the amount of \$56,746; this funding will be used for operational support of agency programs. The total amount awarded for FY 2025 is \$116,652.
2. Child Care Stabilization Grant Program Awards (Year 4/Quarter 3, Early Learning Centers) from Choctaw Nation of Oklahoma in the amount of \$18,000; this funding will provide key operating support to maintain childcare services within the Early Learning Centers.
3. Spark Good Local Grant Award from Walmart (Facility 49, Hugo) in the amount of \$2,000; these funds will be used by the Family Resource Center to help stock and restock the Resource Closet. Through the Resource Closet, families in need can get immediate access to nonperishable food, hygiene products, and more.
4. FY 2025 Flexible Impact Grant Award (1st Allocation) from NeighborWorks® America in the amount of \$50,000; funding under the Expendable category will be used to support Housing Department staff and other operational expenses associated with the agency's housing and lending lines of business. In addition, funding under the Capital category will be used to make improvements at LIFT CAA's multi-family properties and/or increase homeownership opportunities via the residential lending line of business.
5. PY 2025 Department of Human Services Low Income Home Energy Assistance Program Grant Award from ODOC in the amount of \$86,168.11; these funds will be used to support Weatherization Program activities within Region 5 (Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties).
6. 2025 Community Grants Program Award from Carolyn Watson Rural Oklahoma Community Foundation in the amount of \$30,000; funding will be used to fully establish the RENEW Center (a Comprehensive Community Addiction Recovery Center) and support the provision of direct mental health services, the expansion of infrastructure and access to these services and supports, and community safety initiatives.
7. SFY 2026 Older Americans Act Title III KEDDO Area Agency on Aging Grant Award from Kiamichi Economic Development District of Oklahoma in the amount of \$40,351.17; these funds will be used to administer and operate a Title III program to provide public transportation for eligible participants (age 60 years or older) residing in Choctaw, McCurtain, and Pushmataha Counties within the KEDDO district, during the project year of July 1, 2025 – June 30, 2026.
8. FY 2025 Head Start/Early Head Start Program Grant Award (Balance of Funds) from Administration for Children and Families, Office of Head Start in the amount of \$2,307,265; this award of the balance of funding will provide support for program operations and training/technical assistance for the Head Start and Early Head Start Programs for a period of one year (12/1/2024 – 11/30/2025). The total amount awarded for FY 2025 is \$4,614,531.

A motion was made by Debra Williams and seconded by Brad Burgett to approve acceptance of grants, contracts, and awards in the amount of \$2,590,530.28 as presented and 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 I).

Macy Self, Associate Director, presented for the Board's consideration a Resolution to establish a formal process for low-income beneficiaries to advise LIFT CAA as a Community Housing Development Organization (CHDO) in all decisions regarding the design, siting, development, and management of HOME-assisted affordable housing projects. Since 1992, LIFT CAA has been certified as a CHDO. As a CHDO, the agency is required to seek advisory input from low-income beneficiaries prior to any housing activity supported by HOME funds. This Resolution is reviewed and re-adopted annually by the Board to ensure policies and the Resolution align with the U.S. Department of Housing and Urban Development's guidelines. As described in Attachment A of the Resolution, public input sessions will be held in-person and/or virtually. The meeting dates have not yet been scheduled, but the Board will be updated on activities once the dates are set. Additionally, in 2024, 110 surveys were collected from residents in Choctaw, McCurtain, and Pushmataha Counties who indicated their annual household income was at or below 100% of the Federal Poverty Level. The results (which includes six prioritized needs) will be analyzed and used to identify potential improvements for the next housing development. A motion was made by Debra Williams and seconded by David Smith to re-adopt the Resolution to establish a formal process for low-income beneficiaries to advise LIFT CAA as a Community Housing Development Organization in all decisions regarding the design, siting, development, and management of HOME-assisted affordable housing projects. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, presented for the Board's consideration the Head Start/Early Head Start/EHS-Child Care Organizational Chart. Galyon explained that the recent Change in Scope – Enrollment Reduction approvals warranted an updated Organizational Chart for the programs. A motion was made by Kara Maness and seconded by Colby Bryant to approve the Head Start/Early Head Start/EHS-Child Care Organizational Chart. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, presented for the Board's consideration the 2025-2026 EHS-CC Training and Technical Assistance Plan. The provision of technical assistance and training serves to improve program quality. Program staff receive a combination of Pre-service and In-service training as well as various other training opportunities. Trainings provided are based on staff needs, self-assessment, new best practices, training needs assessment, individual professional development plans, and Head Start Performance Standards. In addition to program staff, the Training and Technical Assistance Plan also includes development opportunities for the Policy Council and Board of Directors. The proposed plan covers the period of August 1, 2025 through July 31, 2026 and outlines how the \$42,863 allocated for training and technical assistance will be expended during the program year. The plan is flexible and can be changed if or when needed. A motion was made by Andrea Henkel and seconded by Brad Burgett to approve the 2025-2026 EHS-CC Training and Technical Assistance Plan. The roll call vote was: Yes 14; No 0; Abstain 0. The motion carried, Voting Record is attached (Item L).

Rebecca (Reynolds) Porter, Executive Director, presented for the Board's consideration a Proclamation recognizing May 2025 as Community Action Month. National Community Action Month was created by the Community Action Partnership to reinforce Community Action Agencies' role in helping low-income families achieve economic stability. Porter explained that each year during the month of May, Community Action Agencies across the Nation engage in events, marketing, and other activities to raise awareness about the services and impact of community action. The proclamation signing by the Board Chairman is one such event. A motion was made by Colby Bryant and seconded by Jia Johnson to approve the signing of a Proclamation recognizing May 2025 as Community Action Month. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Macy Self, Associate Director, presented for the Board's consideration a Proclamation recognizing June 7-14, 2025 as NeighborWorks Week. Held during the first full week in June since 1983, NeighborWorks Week is an annual week of service showcasing how the NeighborWorks network strengthens communities and celebrates the collective impact achieved. A motion was made by Brad Burgett and seconded by Sandra Meeks to approve the signing of a Proclamation recognizing June 7-14, 2025 as NeighborWorks Week. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Rebecca (Reynolds) Porter, Executive Director, and Kathy James, Senior Program Planner, provided a Board Training over the following: LIFT CAA History, Mission, Vision, and Values; History and Future of Community Action/Anti-Poverty Work; Statutory and Regulatory Requirements; and CAA Contractor Implementation Manual – Requirement 113 (Organizational Standard 5.7).

Rebecca (Reynolds) Porter, Executive Director, provided a Board Training/Programmatic Report over Quarterly Housing Production as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). Porter provided a review of the submitted report and facilitated discussion regarding the Quarterly Housing Production for the period of January 1, 2025 through March 31, 2025. With a total reported quarterly investment of \$3,063,003.53, the production reports provided insight into activities such as numbers of homeowners created, preserved homeownership, and homes repaired.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, provided the Board with a Programmatic Report regarding an update to the FY 2025 Office of Head Start Focus Area 1 Monitoring Review (Organizational Standard 5.9). From January 13–15, 2025, the Office of Head Start conducted a Focus Area 1 Monitoring Review of LIFT CAA's Head Start Programs. The review assessed compliance with Head Start Program Performance Standards and federal regulations; a summary report of the Monitoring Review was issued on February 21, 2025. The agency was found to be compliant in most areas, including Program Design, Management, and Improvement, Family and Community Engagement Services, Fiscal Infrastructure, and Eligibility, Recruitment, Selection, Enrollment, and Attendance. However, one Area of Noncompliance (Education and Child Development Services) and one Area of Concern (Health Services) were identified. A corrective action plan was started and on track for completion within the 120-day timeframe, and program staff had been working with the Head Start Regional Office regarding the provision of technical assistance and support in addressing these findings. In a positive

development, Galyon was pleased to inform the Board that a new Program Performance Summary Report was issued on April 29, 2025 from the Office of Head Start to replace the February 2025 report in its entirety. In the new report, the Area of Noncompliance had been changed to an Area of Concern. This means that there are no longer any findings of Noncompliance within the programs. Galyon reviewed the changes under the new Program Performance Summary Report with the Board. The programs will continue to work with the Head Start Regional Office for the provision of technical assistance and support in addressing the Areas of Concern.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, presented the 2025 LIFT CAA Customer Satisfaction Report for the 1st 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 1st Quarter, a total of 181 surveys were collected. Of those, 54% were from Choctaw County, 31% from McCurtain County, and 15% from Pushmataha County. The programs represented during the 1st Quarter included Volunteer Income Tax Assistance, YouthBuild, and Better Choices : Better Futures. Of those responding, 100% were satisfied with regards to their satisfaction level for agency services received.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the April 15, 2025 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Melissa Wingfield (Self-Help Specialist, Technical and Management Assistance Program) as May 2025 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized Owyne Gardner (Program Director, T&MA Program) for Forty-Five Years of Service.

Other Reports/Announcements/Correspondence were presented as follows: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Enrollment/Attendance, Meals/Snack, Data Analysis); ODOC Monitoring Notice; and FY 2025 AmeriCorps Seniors RSVP Grant Funding Notice (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Brent Franks 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 X).

The Regular Meeting adjourned at 11:18 a.m.


Brad Burgett, Secretary/Treasurer