

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, August 12, 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.** Discussion and Possible Action to Accept Brad Gernand as Appointed Representative for the Pushmataha County Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2026*)
- D.** Appointment of Mentor for New Board Member (*Organizational Standard 5.7*)
- E.** Report from the Committee for Nominations
- F.** Discussion and Possible Action to Elect LIFT CAA Board of Directors Officers for 2025-2026 (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2*)
- G.** Discussion and Possible Action to Elect LIFT CAA Executive and Personnel Committee Members for 2025-2026 (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2 and Article X, Section 1*)
- H.** Board Training/Report: How to Interpret an Audit Report and Presentation of the 2024 LIFT CAA Audit (*OS 5.7, 5.9 & 8.3*)
- I.** Discussion and Possible Action to Approve the 2024 LIFT CAA Audit (*OS 8.1, 8.2 & 8.4*)
- J.** Finance/Audit/Loan Committee Report

Consent Docket - The following items of business indicated by brackets (K and L, M, N) 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.

- K.** Vote to Approve July 2025 Regular Meeting Minutes (*OS 5.5*)
- L.** Vote to Approve June 2025 Financial Reports; Distribution of July 2025 Financials for September 2025 Consideration and Vote (*OS 8.7*)
- M.** Vote to Approve Submission of Resolutions/Grant Applications – **\$3,880,710**
 - 1. FY 2025 Section 5339(b) – Bus and Bus Facilities Program Subgrant via Oklahoma Dept. of Transportation Application to Federal Transit Administration - **\$219,561** (*Match: \$38,746*)
 - 2. FY 2025 NeighborWorks Financial Capability Capacity Building Cohort Application to NeighborWorks® America - **\$20,000**
 - 3. SFY 2026 Community Action Agencies State Appropriated Funds (Head Start) Application to Oklahoma Department of Commerce - **\$101,158**

4. SFY 2026 CAA State Appropriated Funds Application to ODOC - **\$12,160**
 5. Helping Every Area of Relationships Thrive Grant Application to Administration for Children and Families, Office of Family Assistance - **\$3,527,831**
- N. Vote to Approve Acceptance of Grants/Contracts/Awards – \$2,884,577.68**
1. FY 2025 Early Head Start-Child Care Partnership Program Grant Award (Continuation) from Administration for Children and Families, Office of Head Start - **\$2,267,831** (*Non-Federal Share Waiver Total: \$566,958*)
 2. Oklahoma Early Childhood Program Grant Award (Year 20) from Community Action Project of Tulsa County - **\$181,239.68** (*Match: \$90,812.94*)
 3. SFY 2026 CAA State Appropriated Funds (Head Start) Award from ODOC - **\$101,158**
 4. SFY 2026 CAA State Appropriated Funds Award from ODOC - **\$12,160**
 5. AmeriCorps Seniors Retired and Senior Volunteer Program Donation from Huber Engineered Woods - **\$250**
 6. Signature Cause Grant Award from International Paper Foundation - **\$4,000**
 7. FY 2025 NeighborWorks Financial Capability Capacity Building Cohort Award (1st Allocation) from NeighborWorks® America - **\$7,000**
 8. Rx for Oklahoma Award (2nd Allocation) from KI BOIS Community Action Foundation, Inc. - **\$2,463** (*Total Awarded: \$13,560.32*)
 9. FY 2025 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Award (Year 12, 2nd Allocation) from Health Resources and Services Administration - **\$290,476** (*Total Awarded: \$787,676*)
 10. Child Care Stabilization Grant Program Awards (Year 4/Quarter 4, Early Learning Centers) from Choctaw Nation of Oklahoma - **\$18,000**
- O. Discussion and Possible Action on Submission of FY 2026 Head Start/Early Head Start Program Grant Application (Continuation) to Administration for Children and Families, Office of Head Start**
- P. Discussion and Possible Action on Submission of Employee Benefit Plan Form 5500 (*Plan Year 2024, Period: 4/1/2024–3/31/2025*)**
- Q. Discussion and Possible Action on 2024-2025 Head Start Programs Self-Assessment Plan**
- R. Discussion and Possible Action on Updates to 2023-2028 Head Start Programs Strategic Plan**
- S. Discussion and Possible Action on Head Start and Early Head Start/EHS-Child Care Program Menus for the 2025-2026 School Year**
- T. Discussion and Possible Action on 2025 Head Start Programs Community Assessment Update**
- U. Board Self-Assessment Report**
- V. Board Training (OS 5.7):**
- Open Meeting Act
 - Open Records Act
 - Role/Recording of the Board Meeting Minutes
- W. Board Training/Programmatic Report: Quarterly Housing Production (April – June) as Reported to NeighborWorks® America (OS 5.7 & 5.9)**

X. Board Training/Programmatic Report: Head Start Programs Child Outcomes/Assessment Results for Spring 2024-2025 (*OS 5.7 & 5.9*)

Y. Policy Council Report (*OS 2.1 & 5.9*)

Z. Recognition of August 2025 Employee of the Month:
Emma Bishop, Family Advocate – Choosing Childbirth Program

AA. Recognition of Service Awards

Five Years: Shaina Billy, Caregiver – Early Head Start Program

Lori Stiles, Teacher – Head Start Program

Thirty-Five Years: Dawn McDaniel, Human Resources Director – Administration

BB. Other Reports/Announcements/Correspondence: Head Start Programs Monthly Reports (Program Summary, Communication and Guidance, Enrollment/Attendance, Meals/Snack, Data Analysis); Notification of FY 2026 Office of Head Start Monitoring Reviews; Community Housing Development Organization (CHDO) Recertification; Mobile Food Market Impact Report (*OS 5.9*)

CC. 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*)

DD. Vote to Adjourn

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