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

MINUTES
BOARD OF DIRECTORS MEETING
July 8, 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, July 8, 2025 at 10:03 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 Andrea Henkel.

Roll Call was taken, and a quorum was established (19 Board Members present, 5 absent). The following Board Members were present at the meeting site: Tami Barnes, Colby Bryant, Brad Burgett, Brent Franks, Kristi Graham, Lori Greer, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Sharon Johnson, Vickie Leathers, Sandra Meeks, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, Debra Williams, and Craig Young. The following members were absent: Kevin Cory, Patsy Guess, Kara Maness, Carolyn Pool, and Vicky Wade. LIFT CAA employees and visitors present at the meeting site were: Macy Self, Sheree Ensley, Kelly Thomas, Darla Galyon, Mattie McKee, Brittany Bailey, Jeannie McMillin, W.F. Grammar, Jordan Mack, Paige Smith, Lauren Barger, Becky Powers, Janitra Bostic, Beau Johns, Kelli White, Misty Burleson, Rebecca (Reynolds) Porter, and Kinsey Cox. LIFT CAA employees and/or visitors present, appearing remotely via the Microsoft Teams 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 July 8, 2025 at 9:09 a.m. 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 April 2025 and May 2025. The Committee was presented with the June 2025 Financial Reports. The Committee received a status update on the Agency-wide Audit (in the final stages of completion) and the 403(b) Retirement Plan Audit (complete, with the Board to vote on submission of Form 5500 filing). The Committee was also provided with an update on agency properties, specifically regarding Hugo Lake and recent storm-related damage.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration of the May 2025 Regular Meeting Minutes and the April 2025 and May 2025 Financial Reports; the June 2025 Financials were distributed for consideration and vote at the August 2025 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by William Smith and seconded by Brad Burgett to approve the May 2025 Regular Meeting Minutes and the April 2025 and May 2025 Financial Reports. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. FY 2025 Community Services Block Grant Application (3rd Allocation) to Oklahoma Department of Commerce/Community Development in the amount of $118,926; if awarded, this funding will be used for operational support of agency programs.
2. Spark Good Local Grant Application to Walmart (Facility 38, Idabel) in the amount of $3,000; if awarded, funding will be used to support playground upgrades at the Broken Bow Early Learning Center.
3. FY 2025 Opioid Abatement Application (as Sub-Contractor for McCurtain County Board of Commissioners) to Oklahoma Office of Attorney General/Opioid Abatement Board in the amount of $525,000; if the application is approved, the McCurtain County Board of Commissioners will serve as lead of the Tri-County Collaborative, which also includes the Board of Commissioners for both Choctaw and Pushmataha Counties. A subcontract for direct service provision will be entered into with LIFT Community Action Agency, who will fulfill the role of service provider. The Tri-County Collaborative will use the grant funds to address four of eight priority areas adopted by the Opioid Abatement Board, which include Contingency Management, Naloxone Distribution, Medications for Opioid Use Disorder, and Supported Employment. It is expected that the project will serve 225 participants over the three-year project period.
4. 2025 Byrne State Crisis Intervention Program Grant Application to Oklahoma District Attorneys Council in the amount of $609,687.60; if awarded, the RENEW Crisis Intervention Initiative will be a multi-county effort to reduce recidivism, incidences of suicide and overdose, and violent crime rates by embedding behavioral health services in county jails, strengthening law enforcement crisis response capacity, and expanding community-based suicide prevention. Operating in Choctaw, McCurtain, and Pushmataha Counties, the project will provide corrections-based case management and mental health counseling, facilitate warm hand-offs and support for reentry, offer trauma-informed officer wellness support and CLEET-certified crisis response/mental health training, and build a tri-county network of suicide prevention task forces, school-based outreach, and youth engagement. This initiative directly supports the Byrne State Crisis Intervention Program Grant priority focus on proactive crisis intervention and behavioral health deflection. A total of 2,600 individuals will be served during the two-year project.
5. Strategies to Reduce Food Insecurity Pilot Project Proposal to Oklahoma State Department of Health in the amount of $20,000; if awarded, this comprehensive pilot project operated as part of the LIFT CAA Family Resource Center will work to alleviate immediate food insecurity and promote long-term nutritional well-being for families with children under

age 12. This will be accomplished through a coordinated suite of services—including a Weekend Backpack Food Program, quarterly Family Cooking and Nutrition Classes, Mobile Food Market events, and onsite food access at the Family Resource Center—which will expand food access, build nutrition knowledge and skills, and strengthen family resilience to help meet the overall goal of reducing food insecurity among young children.

6. 2025 Local Grant Program Application to Saks Fifth Avenue Foundation in the amount of $11,040; if awarded, these funds will be used purchase materials, supplies, and furnishings to transform the space within the RENEW Center into a bright and welcoming atmosphere for clients being served.
7. Public Transit Revolving Fund Application to Oklahoma Department of Transportation in the amount of $134,956; if awarded, this operational subsidy will be used to offset the costs of program operations, such as vehicle insurance and fuel for LIFT Transit.
8. FY 2025 Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program Grant Application to Office on Violence Against Women in the amount of $750,000; if awarded, funding will support continued operations of the Safe Place Healing Hearts Program, along with the salaries of two staff members, who will continue to build the capacity of our rural communities to ensure the safety of and enhance services for all victims of domestic/dating violence, sexual assault and stalking.
9. FY 2026 Base & Mini-Grant Applications to Oklahoma Court Appointed Special Advocates (CASA) Association in the amount of $31,480.97; if awarded, the proposed one-year Base Grant (up to $30,680.97) would be used to provide staff salary support as well as associated program operating expenses, with $800 in Mini-Grant funding for staff well-being and sustainability efforts.
10. FY 2026 State Domestic Violence/Sexual Assault Funding Application to Oklahoma Office of Attorney General in the amount of $227,910; if awarded, the one-year grant would be used to provide supportive services to adult victims of domestic violence and/or sexual assault, as well as children exposed to family violence, domestic violence or dating violence. Supportive services could include crisis intervention, safety planning, individual counseling, peer counseling, educational services, legal advocacy, personal advocacy, housing advocacy, medical advocacy, information/referral, and transportation.

After discussion and Board Member input with regards to the applications presented, a motion was made by Jim Bob Sullivan and seconded by William Smith to approve the submission of resolutions and/or grant applications in the amount of $2,432,000.57 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2025 Retired and Senior Volunteer Program Grant Award from AmeriCorps in the amount of $107,100; this funding will be used to support program operations within the first year of a new three-year grant cycle (5/29/2025 – 3/31/2028).
2. Spark Good Local Grant Award from Walmart (Facility 117, Broken Bow) in the amount of $2,000; funding will be used to support playground upgrades at the Broken Bow Early Learning Center.
3. FY 2025 Community Services Block Grant Award (3rd Allocation) from Oklahoma Department of Commerce/Community Development in the amount of $118,926; this

funding will be used for operational support of agency programs. The total amount awarded for FY 2025 is $235,578.

4. Spark Good Local Grant Award from Walmart (Facility 38, Idabel) in the amount of $2,000; funding will be used to support playground upgrades at the Broken Bow Early Learning Center.
5. FY 2025 Flexible Impact Grant Award (2nd Allocation) from NeighborWorks® America in the amount of $102,000; 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.
6. FY 2025 NeighborWorks Week Grant Award from NeighborWorks® America in the amount of $1,000; 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).

A motion was made by Brent Franks and seconded by Colby Bryant to approve acceptance of grants, contracts, and awards in the amount of $333,026 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Rebecca (Reynolds) Porter, Executive Director, facilitated a discussion with the Board regarding a matter related to the Hugo Lake Marina.

Rebecca (Reynolds) Porter, Executive Director, presented for the Board's consideration proposed updates to Personnel Policy No. 10 – Employment Classifications. Porter explained that the changes are intended to support the transition of Head Start employees from contract-based positions to regular employee classifications. This shift is designed to ensure compliance with applicable requirements and to enhance eligibility for benefits, including retirement. The updated policy language clarifies the definition of full-time employees, specifically as it relates to non-exempt Head Start center staff, with revisions indicated in red in the provided document. A motion was made by Brent Franks and seconded by Debra Williams to approve updates to Personnel Policy No. 10 – Employment Classifications as proposed. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Sheree Ensley, Fiscal Officer, presented for the Board's consideration the LIFT CAA 403(b) Retirement Plan Form 5500 for Plan Year 2023 (period of August 1, 2023–July 31, 2024). Ensley presented the Retirement Plan Audit/Form 5500 filing and explained that there were no issues or findings. These documents were emailed to the entire Board to allow for adequate review prior to the July 2025 Board Meeting. A motion was made by Colby Bryant and seconded by Jordan Hill to approve submission of the LIFT CAA 403(b) Retirement Plan Form 5500 for Plan Year 2023, period of August 1, 2023–July 31, 2024. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Darla Galyon, Head Start Programs Director, presented for the Board's consideration the 2025-2026 Transportation Waiver Request for the Head Start Program. The Transportation Waiver is an annual request to waive the requirements for a Bus Monitor and child safety restraint systems for those Head Start children who ride on a public school bus to attend their respective center or classroom (through a collaboration agreement), in addition to those participating in field trips. Board approval for the Transportation Waiver Request is required before it can be submitted to the Office of Head Start for review. Without this waiver, up to 145 children would not be able to receive transportation services in order to attend the Head Start Program. Area public schools transport Head Start children on rural bus routes, with an average of two to three children per route. Additionally, the program has a partnership with LIFT Transit to transport Head Start children to and from classrooms. Without a Waiver, the impact of the transportation regulations would force the public schools to discontinue rural bus route services for LIFT's Head Start children. A motion was made by Andrea Henkel and seconded by Brad Burgett to approve submission of a 2025-2026 Transportation Waiver Request for the LIFT Head Start Program. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Kathy James, Senior Program Planner, presented for the Board's consideration the FY 2026 CASA Program Goals and Objectives. James explained that the LIFT CASA Program's Goals and Objectives are developed annually to align with the Oklahoma CASA Association's one-year Base Grant funding period. Discussion concerning the Goals and Objectives was facilitated, and no changes were proposed by the Board. A motion was made by Jim Bob Sullivan and seconded by Brad Burgett to approve the FY 2026 CASA Program Goals and Objectives. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Kathy James, Senior Program Planner, provided a Board Training over the National CASA Core Model and Guiding Principles (Organizational Standard 5.7). James reviewed the Core Model and Guiding Principles with the Board and discussed the fundamental elements of CASA.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, provided a Board Training over Community Services Block Grant Organizational Standards (Organizational Standard 5.7). The CSBG Organizational Standards are a comprehensive set of standards organized into three thematic groups (Maximum Feasible Participation, Vision and Direction Standards, and Operations and Accountability Standards). The Organizational Standards are comprised of nine categories, with 58 total standards that must be met for private, nonprofit entities. The purpose of the Organizational Standards is to ensure that all agencies have appropriate organizational capacity, in both critical financial and administrative areas, as well as areas of unique importance to the mission of the Community Action network. Cox provided a brief overview of all the CSBG Organizational Standards and then conducted a discussion of Category 5 pertaining to Board Governance.

Jordan Mack, Head Start Programs Assistant Director, provided the Board with an overview of the 2024-2025 Self-Assessment Process for the Head Start Programs (Organizational Standards 5.7 and 5.9).

Kelly Thomas, Work Ready Idabel Program Director, provided a Board Training/Programmatic Report over Work Ready Oklahoma (Organizational Standards 5.7 and 5.9). Thomas provided an overview of program implementation, community outreach, and participant engagement for the Idabel Service Center, and shared data that demonstrated the impact of services delivered during the Quarter 1 Reporting Period for 2025. Key highlights included the completion of participant satisfaction and Hope surveys, which showed measurable growth in participant confidence, skill-building, and readiness for employment. According to survey data, by the end of the program cycle 100% of participants reported knowing how to overcome job search obstacles and communicate effectively at work, compared to only 11% to 32% before beginning the program. Additionally, 95% reported feeling motivated to reach their employment goals and hopeful about their future job prospects, up from only 16% at the start of the program. Participants also reported strong satisfaction with the program experience, with 91% to 100% of attendees agreeing or strongly agreeing that staff were kind and respectful, the workbook was helpful, and they were excited to return for additional sessions. Top skills identified by participants included job application tools (44%), communication skills (38%), and confidence/self-presentation. Thomas emphasized that these results reflect both the quality of the workshop content and the supportive, empowering environment fostered by program staff. She also noted that these outcomes align with the program's aim to equip individuals with the skills, mindset, and confidence needed to succeed in the workforce.

Brittany Bailey, ERSEA Specialist, provided a Board Training/Programmatic Report (Organizational Standards 5.7 and 5.9). This annual program update and training over Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) works to inform the Board of processes, strategies, and policies/procedures used to ensure that Head Start/EHS/EHS-Child Care only enrolls eligible children within the programs. Bailey explained each component of ERSEA. The training then focused on Head Start/EHS/EHS-Child Care Program eligibility, and explained the following: (a) selection criteria/eligibility determination and processes for collecting complete, accurate information from families and third-party sources; (b) strategies for treating families with dignity and respect, as well as in dealing with possible issues of domestic violence, stigma, and privacy; and (c) policies and procedures regarding action taken against staff, families, or participants who attempt to provide or intentionally provide false information.

Jeannie McMillin, Transit Director, provided the Board with the Transportation Advisory Council Report (Organizational Standard 5.9). The Transportation Advisory Council was established during the April 2021 Board Meeting for the Transit Program with regards to funding received from the Kiamichi Economic Development District of Oklahoma's Area Agency on Aging Division. These KEDDO funds help to fill a gap in transportation services for older Americans (60 years of age or older) who do not qualify for Medicaid, Tribal, or other free transportation services. The Transportation Advisory Council regularly convenes each quarter, with a primary purpose to inform agency leadership of the transportation needs of older Americans within their communities, and will serve an essential function in helping to identify and address transportation barriers, challenges, and resources. During the sixteenth meeting, held on July 8, 2025 (prior to the Board Meeting), Advisory Council members were briefed on the service results so far, as well as the new KEDDO funding application that was awarded (start date of July 1, 2025). Advisory Council members were also asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported.

W.F. Grammar, Risk Manager, provided the Board with the Risk Assessment and Management Report (Organizational Standard 5.9). The report focused on Workers'

Compensation, safety, and risk management activities/programming within the agency during the last quarter.

Mattie McKee, Head Start Programs Assistant Director, provided the Board with the Policy Council Report for the May 20, 2025 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Rebecca Vasquez-Powers (Case Manager, YouthBuild Program) as the June 2025 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized Misty Burleson (Health Navigator, Choosing Childbirth Program) as the July 2025 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients for June and July 2025:

- *June 2025*
  Five Years – Janitra Bostic (Fatherhood Case Manager/Dad Coordinator, Fatherhood Program); Twenty Years – Terry Wren (Weatherization Program Director, Housing Programs).
- *July 2025*
  Five Years – Lauren Barger (Nutrition Specialist, Head Start Programs), Branden Billy (Coordinator, CASA, Mentoring & Victim Advocacy Services), Ken McDaniel (Maintenance Technician, Head Start Programs), Paige Smith (Procurement Clerk, Head Start Programs), Gary Teague, Jr. (Maintenance Technician, Head Start Programs); Twenty-Five Years – Carol Renee Macon (Teacher, Head Start Program).

Other Reports/Announcements/Correspondence were presented as follows: Head Start Program Monthly Reports (Program Summary, Communication and Guidance, Enrollment/Attendance, Meals/Snack, Data Analysis); Thank You Note; ODOC Desktop Monitoring Report – Closure Letter; National Homeownership Month Information; NeighborWorks Week Presentation; Notification of Exemplary Organizational Health Tracking System Assessment Rating from NeighborWorks® America; Notice of Alcohol and Drug Treatment Program Two-Year Certification from Oklahoma Department of Mental Health and Substance Abuse Services; 2025 Fostering Hope T-Shirt Fundraiser; RSVP Raffle Fundraiser; and Mobile Food Market Notice/Impact Report (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Tami Barnes to adjourn the regular meeting. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. Voting record is attached (Item Z).

The Regular Meeting adjourned at 11:44 a.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer