

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, October 14, 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*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 September 2025 Regular Meeting Minutes (*Organizational Standard 5.5*)
- E.** Vote to Approve August 2025 Financial Reports; Distribution of September 2025 Financials for December 2025 Consideration and Vote (*OS 8.7*)
- F.** Vote to Approve Submission of Resolutions/Grant Applications – **\$52,000**
 - 1. 2025 Hometown Grant Application to T-Mobile - **\$50,000**
 - 2. FY 2025 Rural Advisory Council Travel Request to NeighborWorks® America - **\$2,000**
- G.** Vote to Approve Acceptance of Grants/Contracts/Awards – **\$471,951.53**
 - 1. FY 2026 Base Grant Award from Oklahoma Court Appointed Special Advocates (CASA) Association - **\$30,680.97**
 - 2. Strategies to Reduce Food Insecurity Pilot Project Contract Award from Oklahoma State Department of Health - **\$20,000**
 - 3. FY 2026 State Domestic Violence/Sexual Assault Services Funding Contract Award from Oklahoma Office of Attorney General - **\$227,245**
 - 4. Community Event Grant Award from Potts Family Foundation - **\$638.40**
 - 5. Local Giving Award (Holiday Food Baskets) from International Paper, Valliant Mill - **\$2,000**
 - 6. FY 2025 Flexible Impact Grant Award (3rd & 4th Allocations) from NeighborWorks® America - **\$132,000** (*Total Awarded: \$284,000*)
 - 7. FY 2025 Rural Advisory Council Travel Stipend from NeighborWorks® America - **\$2,000**
 - 8. Rx for Oklahoma Award (3rd Allocation) from KI BOIS Community Action Foundation, Inc. - **\$4,887.16** (*Total Awarded: \$18,447.48*)
 - 9. Preschool Development Grant Birth Through Five Parent and Family Engagement Award from Oklahoma Partnership for School Readiness Foundation, Inc. - **\$52,500**
- H.** Consideration and Possible Action to Enter into Executive Session to Review/Discuss the Following Items (*Oklahoma Statute Title 25 § 307(B)(1)*):
 - 1. Executive and Personnel Committee's Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director (*OS 7.4*)
 - 2. Employment Contract Renewal and Compensation of Rebecca (Reynolds) Porter as Executive Director of LIFT CAA (*OS 7.5*)

- I.** Consideration and Possible Action to Adjourn Out of Executive Session and the Regular Board Meeting Be Reconvened
- J.** Consideration and Possible Action to Approve the Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director (*OS 7.4*)
- K.** Consideration and Possible Action to Approve the Renewal of Contract, Employment, and Compensation of Rebecca (Reynolds) Porter as LIFT CAA Executive Director (*OS 7.5*)
- L.** Consideration and Possible Action on Filing of LIFT CAA 2024 Form 990 and Oklahoma Tax Return (*OS 8.6*)
- M.** Consideration and Possible Action to Approve Board Resolution Authorizing Executive Director to Conduct Business on Behalf of LIFT CAA
- N.** Consideration and Possible Action to Remove Johnny Moffitt as an Authorized Check Signer for LIFT Community Action Agency, Inc.
- O.** Consideration and Possible Action to Approve Kinsey Cox as an Authorized Check Signer for LIFT Community Action Agency, Inc.
- P.** Consideration and Possible Action to Approve LIFT CAA Board of Directors Regular Meeting Dates for 2026 (*OS 5.5*)
- Q.** Consideration and Possible Action to Approve Policy Council Operating Procedures and Conflict Resolution/Impasse Policy
- R.** Consideration and Possible Action to Approve Victim Services Programs Policies and Procedures Manual (*OS 5.7*)
- S.** Strategic Planning/Board Member Input and Participation: SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis (*OS 6.1-6.5*)
- T.** Board Training: Board Self-Assessment (*OS 5.7*)
- U.** Policy Council Report (*OS 2.1 & 5.9*)
- V.** Recognition of October 2025 Employee of the Month:
John Frelove, Driver – Transit Program
- W.** Recognition of Service Awards
Five Years: Rhonda Collins, Transit Clerk – Transit Program
Ten Years: Melissa Allen, Site Supervisor/Family Advocate – Head Start Program
Fifteen Years: Kenneth Wallace, Computer Support Technician – Administration
Twenty-Five Years: Sheree Ensley, Fiscal Officer – Administration
- X.** Other Reports/Announcements/Correspondence: Head Start Programs Monthly Reports (Program Summary, Communication and Guidance, Enrollment/Attendance, Meals/Snack, Data Analysis); Head Start Awareness Month; Domestic Violence Awareness Month (*OS 5.9*)

Y. Consideration 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*)

Z. Vote to Adjourn

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