

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, December 9, 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.** Recognition of Kevin Cory as Elected Representative for the Choctaw County Emergency Food and Shelter Board, a Low-Income Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2028*)
- D.** Recognition of David Hawkins as Elected Representative for Idabel Nutrition Center, a Low-Income Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2028*)
- E.** Consideration and Possible Action to Accept Brad Burgett as Appointed Representative for the Pushmataha County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2028*)
- F.** Consideration and Possible Action to Accept Brent Franks as Appointed Representative for the Pushmataha County Ministerial Alliance, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2028*)
- G.** Consideration and Possible Action to Accept 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 12/31/2028*)
- H.** Consideration and Possible Action to Accept Jia Johnson as Appointed Representative for the Idabel Chamber of Commerce and Agriculture, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2028*)
- I.** Consideration and Possible Action to Accept David Smith as Appointed Representative for the City of Antlers, a Public Entity on LIFT CAA Board of Directors (*Entity to Expire 12/31/2028*)
- J.** Consideration and Possible Action to Accept Craig Young as Appointed Representative for the City of Idabel, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2028*)
- K.** Finance/Audit/Loan Committee Report

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.

- L.** Vote to Approve October 2025 Regular Meeting Minutes (*Organizational Standard 5.5*)
- M.** Vote to Approve September 2025 and October 2025 Financial Reports; Distribution of November 2025 Financials for January 2026 Consideration and Vote (*OS 8.7*)

- N. Vote to Approve Submission of Resolutions/Grant Applications – \$2,057,053**
1. Child Care Stabilization Grant Program Application (Year 5, Early Learning Centers) to Choctaw Nation of Oklahoma, Child Care Assistance Program - **\$72,000**
 2. PY 2025 Department of Energy Weatherization Assistance Program Application to Oklahoma Department of Commerce/Community Development - **\$517,953**
 3. Transportation Services Contract Bid to Oklahoma Office of Management and Enterprise Services, Central Purchasing Division
 4. FY 2026 Flexible Impact Grant Application to NeighborWorks® America - **\$260,000**
 5. FY 2026 Retired and Senior Volunteer Program Grant Application (Continuation) to AmeriCorps - **\$107,100**
 6. FY 2026 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Application (Continuation, Year 13) to Health Resources and Services Administration - **\$1,100,000**
- O. Vote to Approve Acceptance of Grants/Contracts/Awards – \$8,185,887.54**
1. Child Care Stabilization Grant Program Awards (Year 5/Quarter 1, Early Learning Centers) from Choctaw Nation of Oklahoma - **\$18,000**
 2. Choosing Childbirth Act Award (Year 2) from Oklahoma State Dept. of Health - **\$800,000**
 3. Child and Adult Care Food Program Grant Award from Oklahoma Department of Education - **\$2,222,403.54** (*Head Start/Early Head Start – up to \$721,000; Early Learning Centers – up to \$128,890.17; CACFP – up to \$1,372,513.37*)
 4. PY 2025 Department of Energy Weatherization Assistance Program Award from Oklahoma Department of Commerce - **\$517,953**
 5. FY 2026 Head Start/Early Head Start Program Grant Award (Continuation) from Administration for Children and Families, Office of Head Start - **\$4,614,531**
 6. FY 2025 NeighborWorks Financial Capability Capacity Building Cohort Award (2nd Allocation) from NeighborWorks® America - **\$13,000** (*Total Awarded \$20,000*)
- P. Consideration and Possible Action to Approve Whistleblower Policy (OS 7.7)**
- Q. Consideration and Possible Action to Approve Updates to LIFT Transit Americans with Disabilities Act Policy**
- R. Consideration and Possible Action to Approve Updates to Financial Services Manual (OS 8.10)**
- S. Consideration and Possible Action to Approve 2026 Agency-Wide Budget (OS 8.9)**
- T. Consideration and Possible Action to Remove Dawn McDaniel as an Authorized Check Signer for LIFT Community Action Agency, Inc.**
- U. Consideration and Possible Action to Approve Rhonda Teague as an Authorized Check Signer for LIFT Community Action Agency, Inc.**
- V. Consideration and Possible Action to Approve Closing of Account at Shamrock Bank**
- W. Consideration and Possible Action to Approve 2026-2028 Strategic Plan (OS 4.3, 6.1-6.4)**
- X. Consideration and Possible Action to Approve LIFT CAA to Act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and Contract with Oklahoma Commission on Children and Youth (\$34,622.59 Maximum Contract Total, Period: 1/1/2026–12/31/2026)**

- Y.** Consideration and Possible Action to Approve LIFT CAA to Act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and Contract with Oklahoma Comm. on Children and Youth (*\$34,622.59 Maximum Contract Total, Period: 1/1/2026–12/31/2026*)
- Z.** Board Training/Programmatic Report: Victim Services Programs, Review of Mission Statement, and Annual Evaluation (*OS 5.7 & 5.9*)
- AA.** Consideration and Possible Action to Approve Victim Services Programs Philosophy of Service Provision, Annual Program Goals, Code of Professional Ethics, and Annual Evaluation (*OS 5.7*)
- BB.** Board Training/Programmatic Report: Update on ROMA Process, 2025 Community Action Plan with Logic Models/Results & 2023-25 Strategic Plan: Agency Program/Performance Evaluation, Success of Specific Strategies, Progress on Meeting Goals (*OS 4.2, 4.3, 4.4, 5.7, 5.9 & 6.5*)
- CC.** Report on Agency-Wide Comprehensive Risk Assessment (*OS 4.6*)
- DD.** Board Training/Programmatic Report: Quarterly (July–September) and Year-to-Date Housing Production as Reported to NeighborWorks® America (*OS 5.7 & 5.9*)
- EE.** Board Training: Civil Rights Training for Grantees (*OS 5.7*)
- FF.** Board Training/Programmatic Report: Head Start Programs Child Outcomes/Assessment Results for Fall 2025-2026 (*OS 5.7 & 5.9*)
- GG.** Transportation Advisory Council Report (*OS 5.9*)
- HH.** Program Spotlight: LIFT Transit & PICK Transportation Service (*OS 5.9*)
- II.** 2025 Board Giving Report (*OS 5.7*)
- JJ.** Policy Council Report (*OS 2.1 & 5.9*)
- KK.** Recognition of November 2025 Employee of the Month:
Dawn McKee, Intake Specialist – Weatherization Program
- LL.** Recognition of December 2025 Employee of the Month:
Jessica Watts, Behavioral Health Case Manager – RENEW Center &
Family/Youth/Community Advocate – Better Choices : Better Futures Program
- MM.** Recognition of 2025 Employee of the Year:
Ashley Gaddy, Outreach Specialist – Head Start Programs & Family Resource Center
- NN.** Recognition of Service Awards
Five Years: Dionne Frankum, Director – Better Choices : Better Futures, Connection Café,
RENEW Outpatient Treatment Center, Second Chance Reentry Program,
Tri-County Abatement Collaborative, Youth Empowerment Network
Ten Years: Tasha Clark, Teacher – Head Start Program
Michelle Hunt, Center Director – Early Head Start Program
Twenty-Five Years: Lisa Engler, Cook – Head Start Programs

OO.Other Reports/Announcements/Correspondence: Head Start Programs Monthly Reports (Program Summary, Communication and Guidance, Enrollment/Attendance, Meals/Snack, Data Analysis); Red Kettle Campaign Volunteer Sign-up; Emergency Services Fundraiser (OS 5.9)

PP. 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*)

QQ.Vote to Adjourn

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