

**Board of Directors and/or Executive Committee Meeting**  
**LIFT Community Action Agency, Inc.**  
**Tuesday, January 13, 2026 · 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*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 December 2025 Regular Meeting Minutes (*Organizational Standard 5.5*)
- E.** Vote to Approve November 2025 Financial Reports; Distribution of December 2025 Financials for February 2026 Consideration and Vote (*OS 8.7*)
- F.** Vote to Approve Submission of Resolutions/Grant Applications – **\$5,750**
  - 1. FY 2026 Network NTI Training Grant & Lodging Benefit Application to NeighborWorks® America - **\$5,750**
- G.** Vote to Approve Acceptance of Grants/Contracts/Awards – **\$466,197.38**
  - 1. Opioid Abatement Grant Subcontract from McCurtain County Board of Commissioners via Oklahoma Office of Attorney General/Opioid Abatement Board - **\$447,000**
  - 2. Round Up Change Program Donation (Court Appointed Special Advocates) from Kwik Chek/McCraw Oil Company Incorporated - **\$3,200**
  - 3. Transportation Services Contract from Oklahoma Office of Management & Enterprise Services
  - 4. FY 2026 Family Violence Prevention and Services Act Grant Award from Oklahoma Office of Attorney General - **\$10,247.38** (*Match: \$2,049.48*)
  - 5. FY 2026 Network NTI Training Grant & Lodging Benefit Award from NeighborWorks® America - **\$5,750**
- H.** Training over Duties, Roles, and Responsibilities/CSBG Information Memorandum #82 Tripartite Boards; Distribution, Discussion/Review, Completion, and Collection of Required Documents (including Code of Conduct and Conflict of Interest Policies/Certification; Board Member Job Descriptions; Demographic/Disclosure Questionnaire; Child Abuse and Neglect Information System Search Form; By-Laws/Addendum and Attestation) Relative to LIFT CAA's Governing Board Members, to be kept on file at the Administrative Office located at 209 N. 4<sup>th</sup> Street in Hugo, Oklahoma (*OS 5.4, 5.6, 5.7 & 5.8*)
- I.** Consideration and Possible Action to Re-Appoint Jeannie McMillin as LIFT CAA Equal Employment Opportunity Officer
- J.** Consideration and Possible Action to Approve LIFT CAA Equal Opportunity Policy Statement

- K.** Consideration and Possible Action to Approve Waiver/Exemption of Conflict of Interest for BIL25 Department of Energy (DOE) Weatherization Assistance for Betty Langley (step-grandmother-in-law to LIFT CAA employee Macy Self), that a full and proper posting of the disclosure has been made to the public, that no objections have been received from the public, a legal opinion determining there is no violation of Oklahoma or local law, any conflict or potential conflict should be waived, and the expenditure of DOE BIL25 Weatherization Assistance Program funds is fair to LIFT CAA
- L.** Consideration and Possible Action to Elect Board Members for Vacant Committee Seats (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article XI*):
- Board Giving Committee (1)
  - Board Training Committee (1)
  - By-Laws Committee (1)
  - Committee to Research Private & Low-Income Sector Representation for Choctaw County (1)
  - Risk Assessment and Management Committee (1)
- M.** Appoint Chairperson for Board Training Committee (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article XI, Section 2*)
- N.** Appoint Transportation Advisory Council Member
- O.** Board Training/Programmatic Report: Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) and Distribution of 2026-2027 ERSEA Integrated Services Policies and Procedures with Prioritization Schedule/Point System for Review (*OS 5.7 & 5.9*)
- P.** Program Spotlight: YouthBuild (*OS 5.9*)
- Q.** 2025 LIFT CAA Customer Satisfaction Report: 3<sup>rd</sup> & 4<sup>th</sup> Quarter Results (*OS 1.3 & 6.4*)
- R.** Recognition of January 2026 Employee of the Month:  
Terry Wren, Director – Weatherization Program
- S.** Recognition of Service Award  
*Thirty Years:* Donna Hudson, Transit Clerk – Transit Program
- T.** Other Reports/Announcements/Correspondence: Head Start Programs Monthly Reports (Program Summary, Communication and Guidance, Enrollment/Attendance, Meals/Snack, Data Analysis); Office of Head Start Focus Area 2: Comprehensive Services Review Notifications; Head Start Enrollment Letter of Completion; FY 2026 Classroom Assessment Scoring System (CLASS®) Review Notification; 2025 Holiday Food Basket Report; 2025 Red Kettle Campaign Report; National Stalking Awareness Month (*OS 5.9*)
- U.** 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*)
- V.** Vote to Adjourn

Posted: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_