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

MINUTES
BOARD OF DIRECTORS MEETING
December 9, 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, December 9, 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 William Smith.

The Invocation was given by Board Member David Hawkins.

Roll Call was taken, and a quorum was established (17 Board Members present, 6 absent). The following Board Members were present at the meeting site: Tami Barnes, Colby Bryant, Brad Burgett, Kevin Cory, Lori Greer, David Hawkins, Andrea Henkel, Jordan Hill, Sharon Johnson, Sandra Meeks, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, Vicky Wade, Debra Williams, and Craig Young. The following members were absent: Brent Franks, Brad Gernand, Kristi Graham, Jia Johnson, Vickie Leathers, and Carolyn Pool. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, DeeDee Atwood, Tonya Finley, Macy Self, Branden Billy, Rebecca (Reynolds) Porter, Jeannie McMillin, Sheree Ensley, Jordan Mack, Kathy James, Raquel Lunde, Brandon McDaniel, Mattie McKee, Susie Mashburn, Ashley Gaddy, Dionne Frankum, and Jessica Watts.

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.

The Board recognized 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).

The Board recognized 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).

William Smith, Chairman, requested the Board's 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). A motion was made by Andrea Henkel and seconded by Colby Bryant to accept Brad

Burgett as appointed representative for the Pushmataha County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item E).

William Smith, Chairman, requested the Board's 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). A motion was made by Brad Burgett and seconded by Jim Bob Sullivan to accept Brent Franks as appointed representative for the Pushmataha County Ministerial Alliance, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

William Smith, Chairman, requested the Board's 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). A motion was made by Colby Bryant and seconded by Debra Williams to accept Lori Greer as appointed representative for the Hugo Area Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

William Smith, Chairman, requested the Board's 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). A motion was made by Brad Burgett and seconded by Andrea Henkel 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. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

William Smith, Chairman, requested the Board's consideration and possible action to accept David Smith as appointed representative for the City of Antlers, a Public Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2028). A motion was made by Jim Bob Sullivan and seconded by Craig Young to accept David Smith as appointed representative for the City of Antlers, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 1. The motion carried. The Voting Record is attached (Item I).

William Smith, Chairman, requested the Board's 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). A motion was made by Debra Williams and seconded by Colby Bryant to accept Craig Young as appointed representative for the City of Idabel, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 1. The motion carried. The Voting Record is attached (Item J).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on December 9, 2025 prior to the Board Meeting. 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

September 2025 and October 2025. The Committee was presented with the November 2025 Financial Reports. The proposed updates to the Financial Services Manual and 2026 Agency-Wide Budget were also presented and reviewed with the Committee. These will be voting items for approval by the full Board later in the meeting.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

William Smith, Chairman, requested the Board's vote to approve the October 2025 Regular Meeting Minutes and the September 2025 and October 2025 Financial Reports; the November 2025 Financials were distributed for consideration and vote at the January 2026 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by Tami Barnes to approve the October 2025 Regular Meeting Minutes and September 2025 and October 2025 Financial Reports. The roll call vote was as follows: Yes 15; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items L & M).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

William Smith, Chairman, requested the Board's vote to approve agency submission of Resolutions and Grant Applications, as follows:

1. Child Care Stabilization Grant Program Application (Year 5, Early Learning Centers) to Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of $72,000; if awarded, these funds will provide key operating support to maintain child care services within the Early Learning Centers.
2. PY 2025 Department of Energy Weatherization Assistance Program Application to Oklahoma Department of Commerce/Community Development in the amount of $517,953; if awarded, these funds will be used to support LIFT's Weatherization Program and provision of services within Region 5 (Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties).
3. Transportation Services Contract Bid to Oklahoma Office of Management and Enterprise Services, Central Purchasing Division; if awarded, the funding will be used for the provision of transportation services for Temporary Assistance for Needy Families (TANF) participants and clients of other similar programs, for the purpose of reporting to work-related activities in Choctaw, McCurtain, and Pushmataha Counties. Transportation may also be provided for additional activities, such as substance abuse treatment, mental health treatment, and job search activities, as well as the transport of participant children to and from daycare facilities. While there is not a total amount of funding associated with the bid, LIFT CAA is proposing reimbursement for services at $2.99/mile.
4. FY 2026 Flexible Impact Grant Application to NeighborWorks® America in the amount of $260,000; if awarded, funding under the Expendable category will be 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 to LIFT CAA's multi-family properties and/or increase homeownership opportunities via the residential lending line of business.
5. FY 2026 Retired and Senior Volunteer Program Grant Application (Continuation) to AmeriCorps in the amount of $107,100; if awarded, funding will be used to support

operations of the AmeriCorps Seniors Retired and Senior Volunteer Program within the second year of the three-year grant cycle.

6. FY 2026 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Application (Continuation, Year 13) to Health Resources and Services Administration in the amount of $1,100,000; if awarded, these funds will be utilized during the second year of the five-year grant cycle to: 1) improve access to quality health care and services for women, infants, children, and families through outreach, care coordination, health education and linkage to health insurance, 2) build healthy communities and ensure ongoing, coordinated, comprehensive services are provided in the most efficient manner through effective service delivery, 3) strengthen the health workforce, specifically those individuals responsible for providing direct services, and 4) promote and improve health equity by connecting with appropriate organizations.

After discussion and Board Member input with regards to the applications presented, a motion was made by Jim Bob Sullivan and seconded by Brad Burgett to approve the submission of resolutions and/or grant applications in the amount of $2,057,053 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

William Smith, Chairman, requested the Board's vote to approve agency acceptance of Grants, Contracts, and Awards, as follows:

1. Child Care Stabilization Grant Program Awards (Year 5/Quarter 1, Early Learning Centers) from Choctaw Nation of Oklahoma in the amount of $18,000; these funds for the first quarter of the Year 5 funding period will provide key operating support to maintain child care services within the Early Learning Centers.
2. Choosing Childbirth Act Award (Year 2) from Oklahoma State Department of Health in the amount of $800,000; these funds will support continued operations of the tri-county Choosing Childbirth Program during the second year of the grant. This funding will support pregnant women and those who may become pregnant through the provision of direct and indirect services, with 120 women to be served during Year 2. Direct services include delivery of evidence-based curriculum, parenting education, case management, employment, transportation, housing, nutrition, and education assistance.
3. Child and Adult Care Food Program Grant Award from Oklahoma Department of Education in the amount of $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); this consolidated award will allocate funding across the three distinct program areas, as follows:
   - Head Start/Early Head Start – these funds (up to $721,000), will be used to provide children enrolled in the agency's Head Start or Early Head Start Programs with adequate nutritional meals appropriate for their age group. Meals include breakfast, snacks, and lunch. Funding will support food-related supplies and salaries for the Cooks needed for food service operations under the programs.
   - Early Learning Centers – these funds (up to $128,890.17), will be used to provide breakfast, lunch, and snacks to students of the Early Learning Centers in Antlers, Broken Bow, Hugo, and Idabel. Centers may be reimbursed for three meal services (two meals and one snack or two snacks and one meal) per student per day; funding will also support food service-related supplies and operations costs.

- Child and Adult Care Food Program – these funds (up to $1,372,513.37) will be used for program operations, including training daycare home providers, site visits to monitor and assist these providers, and other operational needs of the program, as well as to support food reimbursement claims filed by the participating daycare home providers within the 45 Oklahoma counties served by the program. These providers are reimbursed for meals and snacks being served to an estimated 3,000 children daily.

4. PY 2025 Department of Energy Weatherization Assistance Program Award from Oklahoma Department of Commerce in the amount of $517,953; these funds will be used to support LIFT's Weatherization Program and provision of services within Region 5 (Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties).
5. FY 2026 Head Start/Early Head Start Program Grant Award (Continuation) from Administration for Children and Families, Office of Head Start in the amount of $4,614,531; these funds will provide support for program operations and training/technical assistance for the Head Start and Early Head Start Programs for a period of one year (12/1/2025–11/30/2026), with a funded Federal enrollment of 282 children (234 Head Start, 48 EHS).
6. FY 2025 NeighborWorks Financial Capability Capacity Building Cohort Award (2nd Allocation) from NeighborWorks® America in the amount of $13,000; this funding will be used for staff training and coaching technical assistance to facilitate the implementation and operation of Financial Capability programming. The total amount awarded for FY 2025 is $20,000.

A motion was made by Andrea Henkel and seconded by Craig Young to approve acceptance of grants, contracts, and awards in the amount of $8,185,887.54 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 15; No 0; Abstain 1. The motion carried. The Voting Record is attached (Item O).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration and possible action to approve LIFT CAA's Whistleblower Policy (Organizational Standard 7.7). To support good governance practices, Porter noted that it was an appropriate time for the Board to review and reaffirm the agency's Whistleblower Policy. She stated that agency leadership had updated the policy and that it was subsequently reviewed by legal counsel to ensure alignment with applicable laws and best-practice standards. Periodic Board review helps maintain compliance with CSBG Organizational Standard 7.7 and ODOC guidance, which emphasize the importance of having a clear process for reporting concerns. Porter also explained that the Whistleblower Policy provides a framework for employees and volunteers to report suspected wrongdoing or policy violations without fear of retaliation, helping safeguard the integrity of the agency. A motion was made by Jim Bob Sullivan and seconded by Jordan Hill to approve LIFT CAA's Whistleblower Policy. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item P).

Jeannie McMillin, Transit Director, requested the Board's consideration and possible action to approve updates to the LIFT Transit Americans with Disabilities Act Policy. McMillin explained that the proposed updates were recommended during an on-site monitoring visit conducted by the Department of Transportation. The revisions clarify expectations regarding the transport of service animals, the responsibilities of owners/handlers, and the limited questions staff may ask to verify a service animal. These changes strengthen the policy by providing clearer direction for drivers and dispatch personnel while ensuring riders with disabilities receive consistent and lawful access to transit services. A motion was made by Jordan Hill and seconded by David Hawkins to approve updates to the LIFT Transit Americans with Disabilities Act Policy. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Sheree Ensley, Fiscal Officer, requested the Board's consideration and possible action to approve updates to the LIFT CAA Financial Services Manual (Organizational Standard 8.10). Ensley explained that the proposed updates were recommended per the recent Transit on-site monitoring review. She noted that the revisions include adding ADA-related complaints to the agency's record retention requirements, updating time and attendance procedures to reflect the agency's transition to NetSuite for payroll and HR functions, and clarifying that overtime must be approved solely by the Executive Director. These changes strengthen internal controls, improve consistency across departments, and help ensure continued compliance with federal and state guidance. A motion was made by Jim Bob Sullivan and seconded by Brad Burgett to approve updates to the LIFT CAA Financial Services Manual. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item R).

Sheree Ensley, Fiscal Officer, requested the Board's consideration and possible action to approve the 2026 Agency-Wide Budget (Organizational Standard 8.9). The proposed budget for the upcoming year is a "best estimate" based on current activities, last year's audit, and projected funding. Ensley also pointed out that the Finance/Audit/Loan Committee has reviewed the proposed 2026 Agency-Wide Budget, as stated during the Committee report. A motion was made by David Smith and seconded by Debra Williams to approve the 2026 Agency-Wide Budget. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item S).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration and possible action to remove Dawn McDaniel as an authorized check signer for LIFT Community Action Agency, Inc. Porter explained that this action is necessary as Dawn McDaniel has resigned her position with the agency, to become effective December 12, 2025. A motion was made by Brad Burgett and seconded by Sandra Meeks to remove Dawn McDaniel as an authorized check signer for LIFT Community Action Agency, Inc. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item T).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration and possible action to approve Rhonda Teague as an authorized check signer for LIFT Community Action Agency, Inc. This approval is necessary to have a sufficient number of check signers available on a day-to-day basis, as the agency employs a system of checks and balances that requires two authorized signatures on each check issued. Rhonda Teague is the Planning Director within the LIFT CAA Administration Office. A motion was made by Jordan Hill and seconded by Jim Bob Sullivan to approve Rhonda Teague as an authorized check signer for LIFT Community Action Agency, Inc. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item U).

Sheree Ensley, Fiscal Officer, requested the Board's consideration and possible action to approve closing of an account at Shamrock Bank. Ensley noted that the account ending in 1587 has not held funds in two years and is not being used for any programmatic or operational purpose. She explained that closing inactive accounts is a standard internal-control measure that helps streamline financial management and reduce unnecessary administrative oversight. A motion was made by Debra Williams and seconded by David Smith to approve closing of the agency account ending in 1587 at Shamrock Bank. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item V).

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, requested the Board's consideration and possible action to approve the 2026–2028 LIFT CAA Strategic Plan (Organizational Standards 4.3 and 6.1-6.4). Cox first explained about the Community Needs Assessment, which works to assess and respond to the causes and conditions of poverty in the community, and drives the Strategic Plan. The Community Needs Assessment serves as a guide and resource for strategic planning, developing program priorities, justifying the need for funding, and ensuring agency work/efforts align with the CSBG goals of addressing and alleviating poverty. During the Community Needs Assessment process, Board Members served in Focus Groups with front-line staff, leadership, program directors and supervisors to prioritize the results and decide which needs LIFT CAA should address (in alignment with its mission). The resulting top three prioritized needs identified by the 2025–2027 Community Needs Assessment was: Housing, Transportation, and Youth Services. Cox also explained about ROMA (Results Oriented Management and Accountability) and its cycle. The Strategic Plan demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, with the ultimate goal being to provide services that lead to long-term positive change, thereby having an impact on poverty and moving families in the direction of self-sufficiency. As a Community Action Agency, LIFT CAA is required to have a three- to five-year Strategic Plan. The agency's current plan (2023–2025) was approved by the Board of Directors in December 2022; as such, a new plan is needed beginning in 2026. The strategic planning process for the new plan included input and participation from the community, customers, LIFT CAA staff, and Board Members. Board participation included conducting a SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis, as well as a review of the agency's Mission, Vision, and Values Statements. As a Nationally Certified ROMA Implementer, Cox aided the agency in accomplishing the task of writing the agency's new 2026–2028 Strategic Plan. The Plan includes one Family Level Goal (centered on Housing), two Community Level Goals (focused on Transportation and Youth Services), and one Agency Level Goal (dealing with agency capacity and growth). Each goal has accompanying objectives, strategies, measures and benchmarks for achievement. If approved, LIFT CAA will utilize the 2026–2028 Strategic Plan to combat the areas of need identified in the 2025–2027 Community Needs Assessment. After providing a thorough review and analysis of the proposed 2026–2028 LIFT CAA Strategic Plan, Cox facilitated discussion and fielded questions from the Board. A motion was made by David Smith and seconded by Craig Young to approve the 2026–2028 LIFT CAA Strategic Plan. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item W).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration and possible action to approve LIFT CAA to act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth

($34,622.59 Maximum Contract Total, Period: 1/1/2026–12/31/2026). Porter explained that currently, LIFT CAA is serving as the Fiscal Agent since the Multidisciplinary Team does not have the capacity to administer the contract on their own. The contract provides support for a Forensic Interviewer and Coordinator as well as for those members of the team to travel to meetings or to receive necessary training. A motion was made by Jim Bob Sullivan and seconded by Kevin Cory to approve LIFT CAA to act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth for the period of 1/1/2026–12/31/2026 at a maximum contract total of $34,622.59. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item X).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration and possible action to approve LIFT CAA to act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth ($34,622.59 Maximum Contract Total, Period: 1/1/2026–12/31/2026). Porter explained that currently, LIFT CAA is serving as the Fiscal Agent since the Multidisciplinary Team does not have the capacity to administer the contract on their own. The contract provides support for a Forensic Interviewer and Coordinator as well as for those members of the team to travel to meetings or to receive necessary training. A motion was made by Brad Burgett and seconded by Jordan Hill to approve LIFT CAA to act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth for the period of 1/1/2026–12/31/2026 at a maximum contract total of $34,622.59. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Y).

DeeDee Atwood, Victim and Youth Services Director, and Kathy James, Senior Program Planner, provided a Board Training/Programmatic Report over the LIFT CAA Victim Services Programs, Annual Evaluation, and a review of the Mission Statement (Organizational Standards 5.7 and 5.9). This training and evaluation is a requirement for the agency's Domestic Violence, Sexual Assault, Stalking Victim Services Program Certification through the Oklahoma Office of the Attorney General. The agency was granted temporary certification status in September 2019 and received full certification (for a three-year period) in 2021. The agency is currently undergoing the recertification process. Atwood introduced the staff of the programs and provided the Board with an overview of domestic and dating violence, sexual assault, and stalking. James reviewed the Victim Services Programs Policies and Procedures Manual, stand-alone policies and standards of conduct, which provide the basis for operations of the programs. The Manual was developed in accordance with the standards and criteria set forth in the Oklahoma Administrative Code, Title 75, Chapters 1 and 15, as well as information included on the DVSA Certification Review Forms and guidance from the Oklahoma Office of the Attorney General. James reviewed with the Board the Mission Statement of the Victim Services Programs to ensure it aligns with current standards and practices, confirming that it is documented as required. James also reviewed the Philosophy underlying the standards and criteria for domestic violence and sexual assault programs (Oklahoma Administrative Code § 75:15-1-1.1), which is based upon voluntary services and individual self-determination. The approved Philosophy of service provision and Victim Services Programs Policies and Procedures Manual is made available to the community, staff, volunteers, and clients. James reviewed the programs and services (for each component) under the Victim

Services Program Certification, which include: Court Appointed Special Advocates (established in 1997), Safe Place Healing Hearts (est. 2017), Safe Place Healing Hearts Too (est. 2021), and Victim Advocacy Services (est. 2015). James then reviewed the rules, standards, and criteria followed by these programs to ensure the multicultural needs of clients are met. She reviewed confidentiality standards/practices within the programs (including verbal confidentiality and client records); LIFT CAA's Victim Services Programs comply with both State and Federal laws governing confidentiality and any exceptions to those laws. James explained client rights and grievance procedures, as well as legal and ethical issues faced by the Victim Services Programs. Additionally, program staff have undergone a great deal of training to help understand the complexities of domestic violence, sexual assault, and stalking, as well as the laws and ethics that impact this work. The programs also have a great network of partners that provide technical assistance when needed. James then reviewed the generalized goals for each program (initially approved by the Board in March 2019 and thereafter with the annual Program Evaluation and grant approvals), consistent with the existing goals and activities/work being conducted. However, to better demonstrate compliance with the standards, the program goals have become a standalone annual approval item by the Board, which last took place on January 14, 2025. James also presented the proposed Code of Professional Ethics for the programs (to be considered for approval later in the meeting), which is a new requirement per the revisions to the Standards in July 2025. James then presented the Annual Program Evaluation and explained that an evaluation of LIFT CAA's Victim Programs' services, facilities, and policies and procedures is conducted each year. This assessment helps to identify special populations of victims who are underserved or have special needs. The annual Evaluation utilizes information derived from client service data, staff evaluations, the Advocacy and Supportive Services Feedback Form (Evaluation Template), surveys, and other programmatic information (such as reports submitted to funding sources, progress reporting, financial statements, etc.). The evaluation data is submitted to the Board for review and approval each year. James then provided an evaluation report for the Victim Services Programs for the period of July 1, 2024 to June 30, 2025. During this period, the programs served a total of 204 primary victims and 58 secondary victims. Primary victims by type of crime included: 27 physical assault, 3 adult sexual assault, 55 child physical abuse or neglect, 27 child sexual abuse/assault, 94 domestic, dating or family violence, and 2 stalking/harassment. Each of these crimes were perpetrated against individuals in the service area (some clients had multiple categories of victimization). Of the total victims served (262), 66% were female (or 174) and 34% were male (or 88). The majority of the victims served were White/Caucasian (58%) and between the ages of 0-12 (44%), followed by American Indian/Alaska Native (18%) and the 25-59 age group (31%). This year reflected a shift in the most frequently served age group, which may be attributed to increased operational capacity within the Safe Place Healing Hearts Too Program following full staffing achieved in November 2024. In addition, 5% of total victims served had a cognitive, physical, or mental disability (13). There were also 22 victims served (or 8%) who were homeless. Clients of LIFT CAA's victim services programs were provided with emotional support, advocacy, emergency assistance, referrals, court accompaniment, and follow-up services as appropriate, in addition to comprehensive case management. Along with core program services, clients also received emergency food, medication, housing, and/or transportation assistance. Furthermore, 26 children within the CASA Program had their cases closed during the performance period, achieving reunification or safe placement. Based on program assessment of services and victims served/feedback, special populations of victims who are underserved or have special needs include victims of assault and those individuals with a disability or who are experiencing homelessness. Client and partner interviews were conducted to evaluate the services provided. Of the program clients surveyed, 92% said the assistance they received was "very helpful" while 8% rated services as "helpful". Additionally, 100% of clients reported they knew more ways to plan for their safety and 99% reported they were more hopeful about their future. Most importantly, 100% of clients would recommend the programs. Furthermore, 100% of partners strongly agree they are satisfied with the programs, and find the programs to be helpful, to have increased their knowledge, and to have enhanced/improved their efforts and service to victims. With regards to evaluation of facilities, there were no issues found during the period of performance. All policies and procedures concerning the Victims Services Programs were reviewed during the performance period. Revisions to the Victim Services Programs Policies and Procedures Manual were approved by the Board on January 14, 2025, and were necessary to reflect current practice/procedures and revised standards. In addition to the Policies and Procedures Manual, changes were also made to the Client Grievance Policy and Procedures, which were updated to reflect current operations, agency, and personnel changes. No other changes were made to the policies and procedures.

Kathy James, Senior Program Planner, requested the Board's consideration and possible action to approve the Victim Services Programs Philosophy of Service Provision, Annual Program Goals, Code of Professional Ethics, and Annual Evaluation (Organizational Standard 5.7). James explained that these approvals are a requirement for the agency's Domestic Violence, Sexual Assault, Stalking Victim Services Program Certification through the Oklahoma Office of the Attorney General. She reviewed with the Board the Philosophy of Service Provision. The philosophy guiding services for victims of domestic violence, sexual assault, and stalking is grounded in the belief that every person has the right to live free from fear, coercion, and violence and deserves dignity, respect, and autonomy. Perpetrators are solely responsible for their behavior, and a strong, coordinated community response is essential to promoting safety and accountability. Services are delivered in a trauma-informed, culturally responsive, non-judgmental manner that prioritizes survivor self-determination, well-being, and empowerment. James then explained that goals are approved for the individual Victim Services Programs (Court Appointed Special Advocates, Safe Place Healing Hearts, Safe Place Healing Hearts Too, and Victim Advocacy Services) typically in conjunction with various grant applications at different times during the year. However, this action approves more generalized annual goals for each program, consistent with the existing goals and activities/work being conducted. She then reviewed the newly developed Code of Professional Ethics, which establishes the behavioral expectations, guiding values, and professional standards required of all staff and volunteers within LIFT's Victim Services Programs. The Code outlines commitments to confidentiality, survivor-centered and trauma-informed practice, professional competence, cultural responsiveness, and maintaining healthy boundaries in all interactions. The Code helps ensure that services are delivered ethically, respectfully, and in full compliance with OAC Standards. Lastly, James reiterated that the Annual Evaluation for the Victim Services Programs had been presented during the previous agenda item and noted that it assessed the services, facilities, and policies and procedures for the reporting period of July 1, 2024 to June 30, 2025. After approval, the Philosophy, Goals, Code of Professional Ethics, and Annual Evaluation will be disseminated to staff and volunteers, and made available to the community and clients. A motion was made by Andrea Henkel and seconded by Sharon Johnson to approve the Victim Services Programs Philosophy of Service Provision, Annual Program Goals, Code of Professional Ethics, and Annual Evaluation as presented. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item AA).

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, provided a Board Training/Programmatic Report which included an update on the ROMA Process, 2025 Community Action Plan with Logic Models/Results, and 2023-2025 Strategic Plan: Agency Program and Performance Evaluation, Success of Specific Strategies, Progress on Meeting Goals (Organizational Standards 4.2, 4.3, 4.4, 5.7, 5.9 and 6.5). As a CSBG-funded entity, LIFT CAA's primary goal is to provide services for individuals and families with low incomes in order to alleviate and eradicate the causes and conditions of poverty. The 2025 Community Action Plan and Logic Models provide the Oklahoma Department of Commerce with descriptions of what the agency is doing in order to address poverty. The Community Action Plan is a direct reflection of the Community Needs Assessment and Strategic Plan. It is a guide to use throughout 2025 to help the agency stay on track with addressing the prioritized needs. To that end, it also contains Logic Models which identify the top three prioritized community needs (Housing, Transportation, and Youth Services) as well as an agency-level goal (increase capacity). The Logic Models show specific activities and expected outcomes for each of these needs and agency-level goal. The Community Action Plan also includes a detailed breakdown of Performance Outcomes, which provides outcomes by program, contract amounts and outcome measures, as well as targets. Cox then provided the Board with Community Action Plan and Logic Model results (including the success of specific strategies outlined in the plan and progress made over the year); she also explained how data is tracked/analyzed consistently and continuously. She referenced factors that either potentially or actually contributed to either exceeding or not meeting stated performance targets. Cox also described the process of data collection, review and analysis utilizing CAPTAIN and other agency client/service tracking systems. Each of these documents demonstrates how LIFT CAA's activities are representative of the full ROMA (Results Oriented Management and Accountability) cycle, with the goal being to provide services that lead to long-term positive change, thereby having an impact on poverty and moving families in the direction of self-sufficiency. ROMA is a continuous process of assessing needs, using that data for planning to address the needs, providing services and implementing strategies, documenting and reporting progress, and continuously analyzing the results to determine if interventions or services are working. The Community Action Plan helps ensure fidelity to this process. Cox facilitated discussion with the Board to further their understanding of the process, the 2025 Community Action Plan, and Logic Models/Results, which were included in the Board Meeting packet. Next, Cox provided the Board with an update on the agency's 2023-2025 Strategic Plan, and detailed the success of specific strategies and progress in meeting Goals. Cox provided an overview of the Community Needs Assessment process and the 2023–2025 Strategic Plan, which was included in the Board Meeting packet. She explained how the Strategic Plan is representative of needs and strategies identified during the Community Needs Assessment, and serves as a roadmap for the accomplishment of short- and long-term goals. The Strategic Plan also demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, with services that lead to long-term positive change, impacting poverty and promoting self-sufficiency. A Nationally-Certified ROMA Trainer (Julia Teska, Ph.D.) assisted with the creation and implementation of the Strategic Plan to ensure it met with all Community Services Block Grant and Oklahoma Department of Commerce requirements. The Plan includes one Family Level Goal (centered on Housing), two Community Level Goals (focused on Substance Use/Abuse and Economic Development), and one Agency

Level Goal (dealing with increasing capacity). Cox reviewed each goal's accompanying objectives, strategies, measures, and benchmarks for achievement. She then provided the Board with an update on progress towards meeting the goals of the Strategic Plan during the last 12 months, and facilitated discussion with the Board regarding such progress.

Rebecca (Reynolds) Porter, Executive Director, provided the Board with a report on the Agency-Wide Comprehensive Risk Assessment. To comply with Organizational Standard 4.6, each Community Action Agency must complete an in-depth Risk Assessment to help identify any potential for fraud, legal issues, safety concerns, and other things that could cause harm to the agency as a whole. Porter explained that the agency utilized an online risk assessment tool developed through a collaboration between the National Community Action Partnership and Nonprofit Risk Management Center. The Risk Assessment was completed on November 25, 2025 and generated a 67-page report (provided as a handout) containing feedback and recommendations based on the responses to each section of the assessment tool. The Risk Assessment covered general and specific topics, including governance, facilities and building security, financial reporting, transportation, and technology. Porter reviewed the report with the Board, outlining recommendations to minimize risk. Based on review of the report, the agency's practices, policies, and procedures appear to be sufficient to minimize and manage risk; no areas of the report showed any significant weakness or concerns. A more comprehensive, thorough review of the report will be conducted by the Risk Assessment and Management Committee in conjunction with the Risk Manager, LIFT CAA leadership, and staff. The goal will be to identify and prioritize potential risks, then develop strategies intended to reduce any and all risk to the greatest possible extent.

Brandon McDaniel, Housing Director, provided a Board Training/Programmatic Report over Quarterly and Year-to-Date Housing Production as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). McDaniel provided a review and facilitated discussion with the Board regarding Quarterly Housing Production for the period of July 1 through September 30, 2025, as well as Year-to-Date Housing Production (October 2024–September 2025). The production reports provided insight into activities such as numbers of homeowners created, preserved homeownership, and rental homes constructed, acquired and preserved, as well as numbers of individuals having received housing counseling.

Kathy James, Senior Program Planner, provided a Board Training over the Civil Rights Training for Grantees (Organizational Standard 5.7). Prior to the meeting, Board Members were sent the U.S. Department of Justice Civil Rights Training PowerPoint presentation for review to help reinforce the training material provided.

Susie Mashburn, Early Childhood Development and Curriculum Coach, provided a Board Training/Programmatic Report over the Head Start Programs Child Outcomes/Assessment Results for Fall 2025-2026 (Organizational Standards 5.7 and 5.9).

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 serves an essential function in helping to identify and address transportation barriers, challenges, and resources. During the 18th meeting, held on December 9, 2025 (prior to the Board Meeting), Advisory Council members were briefed on the service results so far. 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.

Jeannie McMillin, Transit Director, provided the Board with a Program Spotlight regarding LIFT Transit and the newly implemented PICK Transportation Service (Organizational Standard 5.9). McMillin first provided an overview of the PICK Transportation Service, a new curb-to-curb, on-demand mobility program now operating in the communities of Hugo and Idabel, Oklahoma. PICK Transportation is designed to increase access to essential destinations such as employment, medical appointments, shopping, social activities, schools, and recreational sites. Riders schedule trips through the VIA PICK Transportation mobile app, selecting PICK as their service option and choosing their preferred payment method. The service currently operates Monday through Thursday from 5 p.m. to 9 p.m., Friday from 5 p.m. to 10 p.m., and Saturday from 10 a.m. to 2 p.m., with a standard fare of $3.00 per trip. McMillin noted that September 22, 2025 marked the soft launch of the PICK Service, allowing staff to test operations, gather rider feedback, and refine procedures prior to broader public promotion. A more comprehensive hard launch of the service is planned, which will include distribution of printed materials, a coordinated press release, and expanded community outreach efforts. The service is operated by LIFT Transit and supported by a centralized dispatch center located in Big Cabin, Oklahoma.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). To date, 17 of the currently seated 23 Board Members have provided a monetary donation to the agency during 2025. Achieving 100% of giving by the Board is the goal as it is an eligibility requirement by many private funders and foundations. Any amount is appreciated and ensures the agency's ability to apply for funds where Board giving is a threshold requirement. Board Members can designate what program or activity the donation is to be used for, and employees of the agency can also make donations on behalf of Board Members. Since the funding entity typically looks at the year prior, by achieving 100% Board giving in 2025, the agency is eligible to apply for funding in 2026.

Mattie McKee, Head Start Programs Assistant Director, provided the Board with the Policy Council Report for the October 21, 2025 and November 18, 2025 meetings (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Dawn McKee (Intake Specialist, Weatherization Program) as the November 2025 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized Jessica Watts (Behavioral Health Case Manager, RENEW Center & Family/Youth/Community Advocate, Better Choices : Better Futures Program) as the December 2025 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized Ashley Gaddy (Outreach Specialist, Head Start Programs & Family Resource Center) as LIFT CAA's 2025 Employee of the Year.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: 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).

William Smith, Chairman, presented the Other Reports/Announcements/Correspondence as follows: Head Start Programs Monthly Reports (Program Summary, Communication and Guidance, Enrollment/Attendance, Meals/Snack, Data Analysis); Red Kettle Campaign volunteer sign-up; and Emergency Services Fundraiser (Organizational Standard 5.9).

There was no New Business brought before the Board.

William Smith, Chairman, requested the Board's vote to adjourn. A motion was made by Brad Burgett and seconded by Craig Young to adjourn the regular meeting. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. Voting record is attached (Item QQ).

The Regular Meeting adjourned at 11:38 a.m.

Sandra Meeks

Sandra Meeks, Secretary/Treasurer

A. HENKEL C. BRYANT B. BURGETT JB SULLIVAN C. BRYANT D. WILLIAMS B. BURGETT A. HENKEL JB SULLIVAN C. YOUNG

	December 9, 2025	Present	Absent	E			F			G			H			I		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes	✓		✓			✓			✓			✓			✓		
2	Colby Bryant	✓		✓			✓			✓			✓			✓		
3	Brad Burgett	✓		✓			✓			✓			✓			✓		
4	Kevin Cory	✓		✓			✓			✓			✓			✓		
5	Brent Franks		✓															
6	Brad Gernand		✓															
7	Kristi Graham		✓															
8	Lori Greer	✓														✓		
9	David Hawkins	✓		✓			✓			✓			✓			✓		
10	Andrea Henkel	✓		✓			✓			✓			✓			✓		
11	Jordan Hill	✓		✓			✓			✓			✓			✓		
12	Jia Johnson		✓															
13	Sharon Johnson	✓		✓			✓			✓			✓			✓		
14	Vickie Leathers		✓															
15	Sandra Meeks	✓		✓			✓			✓			✓			✓		
16	Carolyn Pool		✓															
17	David Smith	✓		✓			✓			✓			✓			~~✓~~	KY	✓
18	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
19	Jim Bob Sullivan	✓		✓			✓			✓			✓			✓		
20	Vicky Wade	✓		✓			✓			✓			✓			✓		
21	Debra Williams	✓		✓			✓			✓			✓			✓		
22	Craig Young	✓		✓			✓			✓			✓			✓		
23	William Smith	✓																
24																		
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26																		
27																		

CALL TO ORDER: 10:03 am

D.Williams C.Bryant A.Henkel T.Barnes JB.Sullivan B.Burgett A.Henkel C.Young JB.Sullivan J.Hill

	December 9, 2025	Present	Absent	J			L&M			N			O			P		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes	✓		✓			✓			✓			✓			✓		
2	Colby Bryant	✓		✓			✓			✓					✓	✓		
3	Brad Burgett	✓		✓			~~✓~~	[illegible]	✓	✓			✓			✓		
4	Kevin Cory	✓		✓			✓			✓			✓			✓		
5	Brent Franks		✓															
6	Brad Gernand		✓															
7	Kristi Graham		✓															
8	Lori Greer	✓		✓			✓			✓			✓			✓		
9	David Hawkins	✓		✓			✓			✓			✓			✓		
10	Andrea Henkel	✓		✓			✓			✓			✓			✓		
11	Jordan Hill	✓		✓			✓			✓			✓			✓		
12	Jia Johnson		✓															
13	Sharon Johnson	✓		✓			✓			✓			✓			✓		
14	Vickie Leathers		✓															
15	Sandra Meeks	✓		✓			✓			✓			✓			✓		
16	Carolyn Pool		✓															
17	David Smith	✓		✓			✓			✓			✓			✓		
18	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
19	Jim Bob Sullivan	✓		✓			✓			✓			✓			✓		
20	Vicky Wade	✓		✓			✓			✓			✓			✓		
21	Debra Williams	✓		✓			✓			✓			✓			✓		
22	Craig Young	✓		~~✓~~	[illegible]	✓	✓			✓			✓			✓		
23	William Smith	✓																
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Q: J.HILL / D.HAWKINS — R: JB.SULLIVAN / B.BURGETT — S: D.SMITH / D.WILLIAMS — T: B.BURGETT / S.MEEKS — U: J.HILL / JB.SULLIVAN

	December 9, 2025	Present	Absent	Q			R			S			T			U		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes	✓		✓			✓			✓			✓			✓		
2	Colby Bryant	✓		✓			✓			✓			✓			✓		
3	Brad Burgett	✓		✓			✓			✓			✓			✓		
4	Kevin Cory	✓		✓			✓			✓			✓			✓		
5	Brent Franks		✓															
6	Brad Gernand		✓															
7	Kristi Graham		✓															
8	Lori Greer	✓		✓			✓			✓			✓			✓		
9	David Hawkins	✓		✓			✓			✓			✓			✓		
10	Andrea Henkel	✓		✓			✓			✓			✓			✓		
11	Jordan Hill	✓		✓			✓			✓			✓			✓		
12	Jia Johnson		✓															
13	Sharon Johnson	✓		✓			✓			✓			✓			✓		
14	Vickie Leathers		✓															
15	Sandra Meeks	✓		✓			✓			✓			✓			✓		
16	Carolyn Pool		✓															
17	David Smith	✓		✓			✓			✓			✓			✓		
18	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
19	Jim Bob Sullivan	✓		✓			✓			✓			✓			✓		
20	Vicky Wade	✓		✓			✓			✓			✓			✓		
21	Debra Williams	✓		✓			✓			✓			✓			✓		
22	Craig Young	✓		✓			✓			✓			✓			✓		
23	William Smith	✓																
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D.WILLIAMS D.SMITH D.SMITH C.YOUNG JB.SULLIVAN K.CORY B.BURGETT J.HILL A.HENKEL S.JOHNSON

	December 9, 2025	Present	Absent	V			W			X			Y			AA		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes	✓		✓			✓			✓			✓			✓		
2	Colby Bryant	✓		✓			✓			✓			✓			✓		
3	Brad Burgett	✓		✓			✓			✓			✓			✓		
4	Kevin Cory	✓		✓			✓			✓			✓			✓		
5	Brent Franks		✓															
6	Brad Gernand		✓															
7	Kristi Graham		✓															
8	Lori Greer	✓		✓			✓			✓			✓			✓		
9	David Hawkins	✓		✓			✓			✓			✓			✓		
10	Andrea Henkel	✓		✓			✓			✓			✓			✓		
11	Jordan Hill	✓		✓			✓			✓			✓			✓		
12	Jia Johnson		✓															
13	Sharon Johnson	✓		✓			✓			✓			✓			✓		
14	Vickie Leathers		✓															
15	Sandra Meeks	✓		✓			✓			✓			✓			✓		
16	Carolyn Pool		✓															
17	David Smith	✓		✓			✓			✓			✓			✓		
18	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
19	Jim Bob Sullivan	✓		✓			✓			✓			✓			✓		
20	Vicky Wade	✓		✓			✓			✓			✓			✓		
21	Debra Williams	✓		✓			✓			✓			✓			✓		
22	Craig Young	✓		✓			✓			✓			✓			✓		
23	William Smith	✓																
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	December 9, 2025	Present	Absent	B.BURGETT C.YOUNG														
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes	✓		✓														
2	Colby Bryant	✓		✓														
3	Brad Burgett	✓		✓														
4	Kevin Cory	✓		✓														
5	Brent Franks		✓															
6	Brad Gernand		✓															
7	Kristi Graham		✓															
8	Lori Greer	✓		✓														
9	David Hawkins	✓		✓														
10	Andrea Henkel	✓		✓														
11	Jordan Hill	✓		✓														
12	Jia Johnson		✓															
13	Sharon Johnson	✓		✓														
14	Vickie Leathers		✓															
15	Sandra Meeks	✓		✓														
16	Carolyn Pool		✓															
17	David Smith	✓		✓														
18	Consuelo Splawn	✓		✓														
19	Jim Bob Sullivan	✓		✓														
20	Vicky Wade	✓		✓														
21	Debra Williams	✓		✓														
22	Craig Young	✓		✓														
23	William Smith	✓																
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ADJOURN: 11:38 am