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

MINUTES
BOARD OF DIRECTORS MEETING
January 13, 2026
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, January 13, 2026 at 10:05 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: Brad Burgett, Kevin Cory, Brent Franks, Brad Gernand, Lori Greer, David Hawkins, Andrea Henkel, Jia Johnson, Sharon Johnson, Vickie Leathers, Sandra Meeks, Carolyn Pool, William Smith, Consuelo Splawn, Vicky Wade, Debra Williams, and Craig Young. The following members were absent: Tami Barnes, Colby Bryant, Kristi Graham, Jordan Hill, David Smith, and Jim Bob Sullivan. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Sheree Ensley, Macy Self, Rebecca Porter, Kathy James, Brandon McDaniel, Amber Garman, Brittany Bailey, Becky Powers, Joe Powers, Kenesha Coleman, Donna Hudson, Dawn McKee, James Caldwell, Terry Wren, Johnny Driggers, Tonya Chandler, Owyne Gardner, Bryce Nash, Amanda Perry, and Melissa Wingfield.

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 January 13, 2026 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 November 2025. The Committee was presented with the December 2025 Financial Reports (pre-year-end close). There were no property updates.

CONSENT DOCKET ITEMS
CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

William Smith, Chairman, requested the Board's vote to approve the December 2025 Regular Meeting Minutes and the November 2025 Financial Reports; the December 2025

Financials were distributed for consideration and vote at the February 2026 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by Brad Burgett to approve the December 2025 Regular Meeting Minutes and November 2025 Financial Reports. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items D & E).

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. FY 2026 Network NTI Training Grant & Lodging Benefit Application to NeighborWorks® America in the amount of $5,750; if awarded, these funds will be used for agency staff and Board Members to participate in NeighborWorks-provided training (i.e. NeighborWorks Training Institutes and others) to increase staff and Board Member capacity. Funds can be used to support expenses associated with travel, tuition, lodging, and other training costs.

After discussion and Board Member input with regards to the application presented, a motion was made by David Hawkins and seconded by Brad Burgett to approve the submission of resolutions and/or grant applications in the amount of $5,750 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 F).

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. Opioid Abatement Grant Subcontract from McCurtain County Board of Commissioners via Oklahoma Office of Attorney General/Opioid Abatement Board in the amount of $447,000; under this grant award, the McCurtain County Board of Commissioners will serve as lead of the Tri-County Abatement Collaborative, which also includes the Boards of Commissioners for Choctaw and Pushmataha Counties. Under LIFT CAA's subcontract for direct service provision with the Collaborative, the agency will fulfill the role of service provider for the grant award. The Tri-County Abatement 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 anticipated that the project will serve 225 participants over the three-year project period.
2. Round Up Change Program Donation (Court Appointed Special Advocates) from Kwik Chek/McCraw Oil Company Incorporated in the amount of $3,200; these funds, which were raised locally at area Kwik Chek stores through the Round Up Change Program, will be used to support operational expenses of the agency's CASA Program.
3. Transportation Services Contract from Oklahoma Office of Management & Enterprise Services; the funding under this contract 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 contract, LIFT CAA will

be reimbursed for services at a rate of $2.99/mile.

4. FY 2026 Family Violence Prevention and Services Act Grant Award from Oklahoma Office of Attorney General in the amount of $10,247.38 (Match: $2,049.48); funding will be used to support LIFT CAA's Victim Services programs, staff, and their work to: prevent incidents of family violence, domestic violence, and dating violence; provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence, and their dependents; and provide specialized services for children exposed to family violence, domestic violence, or dating violence, including victims who are members of underserved populations. LIFT CAA will be required to meet the matching requirements (not less than $1 for every $5 of Federal funds provided to the agency under the program funding), for a total of $2,049.48.
5. FY 2026 Network NTI Training Grant & Lodging Benefit Award from NeighborWorks® America in the amount of $5,750; these funds will be used for agency staff and Board Members to participate in NeighborWorks-provided training (i.e. NeighborWorks Training Institutes and others) to increase staff and Board Member capacity. Funds can be used to support expenses associated with travel, tuition, lodging, and other training costs.

A motion was made by Lori Greer and seconded by Jia Johnson to approve acceptance of grants, contracts, and awards in the amount of $466,197.38 as presented and 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 G).

Rebecca Porter, Executive Director, and Kathy James, Senior Program Planner, provided training over Board Member/Executive Director Duties, Roles, and Responsibilities as well as Community Services Block Grant Information Memorandum #82 Tripartite Boards. The Board Training first included a review and discussion of the Powers, Responsibilities, and Role of the Board and Executive Director, as well as the Role of the Tripartite Board, presented by Porter. James then reviewed CSBG Information Memorandum #82 Tripartite Boards. Using excerpts from LIFT CAA's Amended By-Laws and "Board Roles and Responsibilities: Nonprofit Community Action Agencies" (training material created by Community Action Program Legal Services, Inc. [CAPLAW] and the Community Action Partnership), the role of the Tripartite Board and key roles/responsibilities were also reviewed and discussed further. In addition, documents required for each LIFT CAA Governing Board Member were distributed: Code of Conduct, Conflict of Interest Policies/Certification, Board Member Job Descriptions, Demographic/Disclosure Questionnaire, Child Abuse and Neglect Information System Search Form, and By-Laws/Addendum and Attestation. James conducted a review and discussion of the documents; Board Members completed the documents, which were then collected. Porter also reviewed the Amended and Restated By-Laws/Addendum (as provided) with the Board, for attestation of review/receipt. These required documents, which will be checked for compliance during the next Oklahoma Department of Commerce Monitoring Review, will be kept securely on file at LIFT CAA's Administrative Office, located at 209 N. 4th Street in Hugo, Oklahoma. This item corresponds with Organizational Standards 5.4, 5.6, 5.7, and 5.8.

Rebecca Porter, Executive Director, requested the Board's consideration and possible action to re-appoint Jeannie McMillin as LIFT CAA Equal Employment Opportunity Officer. McMillin has held this appointment since 2012, and has attended trainings and other continuing education to keep her well-versed and able to administer the duties as EEO Officer for LIFT CAA.

A motion was made by Craig Young and seconded by Lori Greer to re-appoint Jeannie McMillin as LIFT CAA Equal Employment Opportunity Officer. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Rebecca Porter, Executive Director, requested the Board's consideration and possible action to approve the LIFT CAA Equal Opportunity Policy Statement. Porter reviewed the Equal Opportunity Policy Statement with the Board, explaining minor updates made to the policy language to better reflect current guidance and alignment with applicable Federal directives. A motion was made by Debra Williams and seconded by Brad Burgett to approve the LIFT CAA Equal Opportunity Policy Statement. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

William Smith, Chairman, requested that Item K - Consideration and Possible Action to Approve Waiver/Exemption of Conflict of Interest for BIL25 Department of Energy Weatherization Assistance for Betty Langley, be tabled until the next LIFT CAA Board Meeting (February 10, 2026) to allow time for the collection of additional information. A motion was made by Brad Burgett and seconded by Kevin Cory to table Item K until the next LIFT CAA Board Meeting on February 10, 2026. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Table Item K).

William Smith, Chairman, requested the Board's consideration and possible action to elect Board Members for vacant Committee Seats, pursuant to LIFT CAA Amended and Restated By-Laws, Article XI. Smith explained that, through this action, one Board Member would be elected to each of the following Committees, to fill currently vacant seats: Board Giving Committee; Board Training Committee; By-Laws Committee; Committee to Research Private and Low-Income Sector Representation for Choctaw County; and Risk Assessment and Management Committee. Smith then opened the floor to nominations. A motion was made by Brent Franks and seconded by Debra Williams to elect the following Board Members for vacant Committee Seats:

- Board Giving Committee – Jim Bob Sullivan (Public Sector, Choctaw County)
- Board Training Committee – Lori Greer (Private Sector, Choctaw County)
- By-Laws Committee – David Smith (Public Sector, Pushmataha County)
- Committee to Research Private & Low-Income Sector Representation for Choctaw County – Sharon Johnson (Low-Income Sector, Choctaw County)
- Risk Assessment & Management Committee – Colby Bryant (Private Sector, Choctaw County)

The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

William Smith, Chairman, appointed Lori Greer (Choctaw County) to serve as Chairperson for the Board Training Committee, pursuant to LIFT CAA Amended and Restated By-Laws, Article XI, Section 2.

William Smith, Chairman, appointed Board Member Brad Gernand to the Transportation Advisory Council. There was a vacancy on the Council stemming from the departure of Patsy Guess, who had termed out as a representative for the Head Start Programs Policy Council on the Board of Directors. Therefore, it was necessary to appoint a new member to the Council to fill the open seat. 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.

Brittany Bailey, ERSEA Specialist, provided a Board Training/Programmatic Report over Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) for the Head Start, Early Head Start, and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9). Bailey also distributed the 2026-2027 ERSEA Integrated Services Policies and Procedures with Prioritization Schedule/Point System for Board review. She explained the ERSEA process and Point System along with the reasoning behind or basis for each part of the ERSEA Policies and Procedures, as well as any changes proposed. Board Members were asked to submit any comments or proposed changes to the policies/procedures before the Board Meeting in February 2026.

Becky Powers, Case Manager, provided a Program Spotlight presentation over the LIFT YouthBuild Program (Organizational Standard 5.9). The presentation highlighted the YouthBuild Program's role in serving opportunities for youth ages 16 to 24 in Choctaw County and surrounding areas who face barriers to education and employment. Powers reviewed how the YouthBuild Program combines academic instruction, occupational skills training, leadership development, and community service to support participants in earning a high school diploma or equivalency while gaining hands-on construction experience. Participants split their time between classroom instruction and work-based learning activities, including the rehabilitation of housing to benefit low-income families, and receive supportive services designed to reduce barriers to participation. The presentation also noted that the YouthBuild Program provides approximately 600 hours of combined education, workforce preparation, and leadership development, followed by up to twelve months of post-program follow-up services. Powers shared information on participant engagement, program partnerships, and the program's focus on helping youth develop job readiness, life skills, and pathways to continued education or employment.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, presented the 2025 LIFT CAA Customer Satisfaction Report for the 3rd and 4th Quarters in accordance with CSBG Organizational Standards 1.3 and 6.4. The Customer Satisfaction Surveys are designed to allow customers an outlet for providing feedback. The Customer Satisfaction Surveys are completed by clients either online or in paper format after having inquired about or received a service through an agency-operated program. LIFT CAA analyzes these survey responses as an additional tool to determine overall effectiveness of programs. During the 3rd and 4th Quarters, a total of 201 surveys were collected. Of those, 46% were from McCurtain County, 27% from Choctaw County, and 27% from Pushmataha County. The programs represented during the 3rd and 4th Quarters included the Healthy Start and Choosing Childbirth Programs, Weatherization, and Apartments. Of those responding, 100% were satisfied with regards to satisfaction level for agency services received.

Rebecca Porter, Executive Director, recognized Terry Wren (Director, Weatherization Program) as the January 2026 Employee of the Month.

Rebecca Porter, Executive Director, recognized Donna Hudson (Transit Clerk, Transit Program) for Thirty Years of Service to the agency.

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); 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; and National Stalking Awareness Month (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 V).

The Regular Meeting adjourned at 11:43 a.m.

Sandra Meeks

Sandra Meeks, Secretary/Treasurer