

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

MINUTES
BOARD OF DIRECTORS MEETING
October 14, 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, October 14, 2025 at 10:07 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/>.

In the absence of the Chairman and Vice-Chairman, Brent Franks, a Board Member and former Chairman, called the meeting to order and presided over the proceedings.

The Invocation was given by Board Member Colby Bryant.

Roll Call was taken, and a quorum was established (13 Board Members present, 10 absent). The following Board Members were present at the meeting site: Colby Bryant, Brent Franks, Brad Gernand, Kristi Graham, Lori Greer, David Hawkins, Sharon Johnson, Vickie Leathers, Sandra Meeks, David Smith, Consuelo Splawn, Vicky Wade, Debra Williams. The following members were absent: Tami Barnes, Brad Burgett, Kevin Cory, Andrea Henkel, Jordan Hill, Jia Johnson, Carolyn Pool, William Smith, Jim Bob Sullivan, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Amber Duncan, Rhonda Teague, Kathy James, Macy Self, Sheree Ensley, Jeannie McMillin, John Freelove, Jordan Mack, Mattie McKee, Rebecca (Reynolds) Porter, Amanda Perry, and Amy Craven.

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 October 14, 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 August 2025. The Committee was presented with the September 2025 Financial Reports.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

Brent Franks, Board Member, requested the Board's vote to approve the September 2025 Regular Meeting Minutes and the August 2025 Financial Reports; the September 2025 Financials

were distributed for consideration and vote at the December 2025 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Vicky Wade and seconded by Debra Williams to approve the September 2025 Regular Meeting Minutes and August 2025 Financial Reports. The roll call vote was as follows: Yes 11; No 0; Abstain 2. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

Brent Franks, Board Member, requested the Board's vote to approve agency submission of Resolutions and Grant Applications, as follows:

1. 2025 Hometown Grant Application to T-Mobile in the amount of \$50,000; if awarded, these funds will be used to create a playground and family recreation space at Hugo Lake, transforming an underutilized area into a vibrant hub for play, connection, and wellness. Funding will be used to purchase and install ADA-accessible playground equipment, safety surfacing, and site enhancements, transforming the area into a safe, engaging, and family-friendly recreational space.
2. FY 2025 Rural Advisory Council Travel Request to NeighborWorks® America in the amount of \$2,000; if awarded, these funds will be used to cover the costs to attend the FY 2025 Rural Advisory Council In-Person Meeting.

After discussion and Board Member input with regards to the applications presented, a motion was made by Colby Bryant and seconded by David Smith to approve the submission of resolutions and/or grant applications in the amount of \$52,000 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

Brent Franks, Board Member, requested the Board's vote to approve agency acceptance of Grants, Contracts, and Awards, as follows:

1. FY 2026 Base Grant Award from Oklahoma Court Appointed Special Advocates (CASA) Association in the amount of \$30,680.97; these funds will be used over the program year to support staff salaries as well as associated operating expenses.
2. Strategies to Reduce Food Insecurity Pilot Project Contract Award from Oklahoma State Department of Health in the amount of \$20,000; this comprehensive pilot project operated as part of the LIFT CAA Family Resource Center will work to alleviate immediate food insecurity and promote long-term nutritional well-being for families with children under age 12. This will be accomplished through a coordinated suite of services—including a Weekend Backpack Food Program, quarterly Family Cooking and Nutrition Classes, Mobile Food Market events, and onsite food access at the Family Resource Center—which will expand food access, build nutrition knowledge and skills, and strengthen family resilience to help meet the overall goal of reducing food insecurity among young children.
3. FY 2026 State Domestic Violence/Sexual Assault Services Funding Contract Award from Oklahoma Office of Attorney General in the amount of \$227,245; these funds will be used over a one-year period to provide supportive services to adult victims of domestic violence and/or sexual assault, as well as children exposed to family violence, domestic violence or dating violence. Supportive services could include crisis intervention, safety planning, individual counseling, peer counseling, educational services, legal advocacy, personal advocacy, housing advocacy, medical advocacy, information/referral, and transportation.

4. Community Event Grant Award from Potts Family Foundation in the amount of \$638.40; these funds will be used to cover the cost of providing food for participants attending the Family Resource Center's "Understanding Your Child's IEP" training session held on August 20, 2025.
5. Local Giving Award (Holiday Food Baskets) from International Paper, Valliant Mill in the amount of \$2,000; this funding will be used to provide food baskets to needy families in the tri-county service area during the 2025 holiday season.
6. FY 2025 Flexible Impact Grant Award (3rd & 4th Allocations) from NeighborWorks® America in the amount of \$132,000; funding under the Expendable category will be used 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 at LIFT CAA's multi-family properties and/or increase homeownership opportunities via the residential lending line of business. The total amount awarded for FY 2025 is \$284,000.
7. FY 2025 Rural Advisory Council Travel Stipend from NeighborWorks® America in the amount of \$2,000; these funds will be used to cover the costs to attend the FY 2025 Rural Advisory Council In-Person Meeting.
8. Rx for Oklahoma Award (3rd Allocation) from KI BOIS Community Action Foundation, Inc. in the amount of \$4,887.16; these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies. The total amount awarded for FY 2025 is \$18,447.48.
9. Preschool Development Grant Birth Through Five Parent and Family Engagement Award from Oklahoma Partnership for School Readiness Foundation, Inc. in the amount of \$52,500; with this funding, LIFT CAA's Family Resource Center staff will take the lead to implement three community resource fairs, one in each county of the service area (Choctaw, McCurtain, and Pushmataha Counties). These resource fairs will be aimed at supporting families with young children, improving their understanding of the early childhood care and education mixed delivery system, and enhancing their access to quality programs, services, and workforce support.

A motion was made by David Smith and seconded by Debra Williams to approve acceptance of grants, contracts, and awards in the amount of \$471,951.53 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Brent Franks, Board Member, requested the Board's consideration and possible action to enter into Executive Session to review and discuss the following items in accordance with Oklahoma Statute Title 25 § 307(B)(1): 1.) Executive and Personnel Committee's Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director (Organizational Standard 7.4) and 2.) Employment Contract Renewal and Compensation of Rebecca (Reynolds) Porter as Executive Director of LIFT CAA (Organizational Standard 7.5). A motion was made by David Hawkins and seconded by Lori Greer to enter into Executive Session to review and discuss the Executive and Personnel Committee's Performance Evaluation, Employment Contract Renewal, and Compensation of Rebecca (Reynolds) Porter as Executive Director of LIFT CAA. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H). LIFT CAA staff/visitors then exited the room; the Board of Directors entered into Executive Session at 10:18 a.m.

After holding Executive Session, LIFT CAA staff/visitors were brought back into the meeting room. Brent Franks, Board Member, then requested the Board's consideration and possible action to adjourn out of Executive Session and the regular Board Meeting be reconvened. A motion was made by David Smith and seconded by Colby Bryant to adjourn out of Executive Session and the regular Board Meeting be reconvened. The Roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I). The Board of Directors adjourned out of Executive Session at 10:46 a.m.

Brent Franks, Board Member, requested the Board's consideration and possible action to approve the Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director. In accordance with Organizational Standards – Category 7, Standard 7.4, the Governing Board conducts a performance appraisal of the Executive Director each calendar year. The Executive and Personnel Committee conduct the Performance Evaluation with the Executive Director present, then reports back to the Board on its findings. The Board reviews the Performance Evaluation, meets with the Executive Director if deemed necessary, and votes whether to approve the Evaluation. During Executive Session, the Board reviewed and discussed Executive Director Rebecca (Reynolds) Porter's Performance Evaluation. A motion was made by Vicky Wade and seconded by David Hawkins to approve the Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Brent Franks, Board Member, requested the Board's consideration and possible action to approve the Renewal of Contract, Employment, and Compensation of Rebecca (Reynolds) Porter as LIFT CAA Executive Director. In accordance with Organizational Standards – Category 7, Standard 7.5, the Governing Board reviews and approves the Executive Director's compensation each calendar year. During Executive Session, the Board reviewed Reynolds' compensation, which is tied to the renewal of the contract and employment approval, and which was also discussed. A motion was made by Lori Greer and seconded by Brad Gernand to approve the Renewal of Contract and Employment of Rebecca (Reynolds) Porter as LIFT CAA Executive Director, along with approval of her Compensation as discussed by the Board in Executive Session. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Sheree Ensley, Fiscal Officer, requested the Board's consideration and possible action on filing of LIFT CAA's 2024 Form 990 and Oklahoma Tax Return (Organizational Standard 8.6). As required by Community Services Block Grant Organizational Standard 8.6, the agency's Form 990 must be completed on an annual basis and made available to the Board of Directors for review. The drafts of the Federal and State Returns have been checked by agency staff, in addition to review by the Finance/Audit/Loan Committee. Copies of the draft returns were also sent out to individual Board Members (via email) for review prior to the meeting. A motion was made by David Smith and seconded by Debra Williams to approve filing of LIFT CAA's 2024 Form 990 and Oklahoma Tax Return. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration and possible action to approve a Board Resolution authorizing the Executive Director to conduct

business on behalf of LIFT CAA. Porter explained that this is an annual authorization typically approved in January, but a new resolution was necessary given the change of Board Chairman. A motion was made by Debra Williams and seconded by Brad Gernand to approve a Board Resolution authorizing the Executive Director to conduct business on behalf of LIFT CAA. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration and possible action to remove Johnny Moffitt as an authorized check signer for LIFT Community Action Agency, Inc. Porter explained that this action is necessary as Johnny Moffitt has retired from the agency. A motion was made by David Smith and seconded by Debra Williams to remove Johnny Moffitt as an authorized check signer for LIFT Community Action Agency, Inc. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration and possible action to approve Kinsey Cox 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. Kinsey Cox is the Administrative Assistant/CSBG Administrator/Public Relations Specialist within the LIFT CAA Administration Office. A motion was made by Lori Greer and seconded by Colby Bryant to approve Kinsey Cox as an authorized check signer for LIFT Community Action Agency, Inc. The roll call vote was as follows: Yes 13; No 0; Abstain 0. 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 the LIFT CAA Board of Directors Regular Meeting Dates for 2026 (Organizational Standard 5.5). All Regular Meetings of the Board of Directors will be held at 10:00 a.m. on the second Tuesday of each month at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th Street in Hugo, Oklahoma. A motion was made by Colby Bryant and seconded by Debra Williams to approve the LIFT CAA Board of Directors Regular Meeting Dates for 2026. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item P).

Jordan Mack, Head Start Programs Assistant Director, requested the Board's consideration and possible action to approve the Policy Council Operating Procedures and Conflict Resolution/Impasse Policy. The Policy Council Operating Procedures and Conflict Resolution/Impasse Policy reflect Federal requirements contained in the Head Start Program Performance Standards. These documents are reviewed (with changes made as needed) and approved by the Board of Directors and Policy Council annually. No changes are being proposed. A motion was made by Sandra Meeks and seconded by Sharon Johnson to approve the Policy Council Operating Procedures and Conflict Resolution/Impasse Policy. The roll call vote was: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Kathy James, Senior Program Planner, requested the Board's consideration and possible action to approve the Victim Services Programs Policies and Procedures Manual (Organizational

Standard 5.7). James explained that this approval is 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 the proposed revisions to the Policies and Procedures Manual, which was last approved by the Board in January 2025. The proposed revisions are necessary to align with amendments to the Oklahoma Administrative Code that became effective July 11, 2025. After approval, the Policies and Procedures Manual will be disseminated to staff and volunteers, and made available to the community and clients. After review and discussion, a motion was made by Colby Bryant and seconded by Lori Greer to approve the Victim Services Programs Policies and Procedures Manual. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item R).

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, facilitated a Strategic Planning session with Board Members to receive their input related to the agency's SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis, in accordance with Organizational Standards 6.1 through 6.5. Cox first explained about ROMA and its cycle, and how it serves as groundwork for the Strategic Plan, which is informed by the Community Needs Assessment. 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. The Strategic Plan needs to include input and participation from the Board Members as this information serves as a foundation for the agency's strategic planning moving forward. Board Members were then asked to complete a SWOT Analysis worksheet, listing the agency's strengths, weaknesses, opportunities, and threats from their perspective. Findings from the SWOT Analysis will be used to create the new LIFT CAA Strategic Plan.

Rebecca (Reynolds) Porter, Executive Director, provided the Board with training over the LIFT CAA Board Self-Assessment (Organizational Standard 5.7). The agency is required to conduct the Board Member Self-Assessment every two years. Board Members essentially "rate" themselves in a series of questions related to the Board and its functioning. The Self-Assessment was distributed to the Board for completion in September of 2025, with an 88% participation rate. The top five highest scored areas of performance (in order) focused on Board Structure, Board Meetings, Chief Executive Oversight, Financial Oversight, and Program Oversight. In relation to other Boards assessed and benchmarking performance, LIFT CAA's Board of Directors rated higher than the national average on all scores, which shows a positive correlation with existing orientation and training efforts. After reviewing the results and facilitating discussion, Porter explained that she and the Board Training Committee will use these results to develop a two-year action plan to raise capacity in areas identified as needs by Board Members.

Mattie McKee, Head Start Programs Assistant Director, provided the Board with the Policy Council Report for the September 16, 2025 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized John Freelove (Driver, Transit Program) as the October 2025 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – Rhonda Collins (Transit Clerk, Transit Program); Ten Years – Melissa Allen (Site Supervisor/Family Advocate, Head Start Program); Fifteen Years – Kenneth Wallace

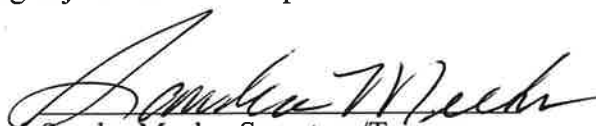
(Computer Support Technician, Administration); Twenty-Five Years – Sheree Ensley (Fiscal Officer, Administration).

Brent Franks, Board Member, presented the Other Reports/Announcements/Correspondence as follows: Head Start Programs Monthly Reports (Program Summary, Communication and Guidance, Enrollment/Attendance, Meals/Snack, Data Analysis); Head Start Awareness Month; Domestic Violence Awareness Month; and 2024 LIFT CAA Annual Report (Organizational Standard 5.9).

There was no New Business brought before the Board.

Brent Franks, Board Member, requested the Board's vote to adjourn. A motion was made by Debra Williams and seconded by Colby Bryant to adjourn the regular meeting. The roll call vote was as follows: Yes 12; No 0; Abstain 0. The motion carried. Voting record is attached (Item Z).

The Regular Meeting adjourned at 12:14 p.m.



Sandra Meeks, Secretary/Treasurer