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

MINUTES
BOARD OF DIRECTORS MEETING
September 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, September 9, 2025 at 10:00 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 Brent Franks.

Roll Call was taken, and a quorum was established (18 Board Members present, 6 absent). The following Board Members were present at the meeting site: Colby Bryant, Brad Burgett, Brent Franks, Brad Gernand, Kristi Graham, Lori Greer, Andrea Henkel, Jordan Hill, Jia Johnson, Sharon Johnson, Sandra Meeks, Carolyn Pool, David Smith, William Smith, Jim Bob Sullivan, Vicky Wade, Debra Williams, and Craig Young. The following members were absent: Tami Barnes, Kevin Cory, Patsy Guess, David Hawkins, Vickie Leathers, and Consuelo Splawn. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Macy Self, Rebecca (Reynolds) Porter, Sheree Ensley, Rhonda Teague, Jeannie McMillin, Jordan Mack, Darla Galyon, Mattie McKee, Ashley Gaddy, Amber Garman, and Jayleigh Nelms. LIFT CAA employees and/or visitors present, appearing remotely via the Microsoft Teams communications platform included: Kathy James.

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 September 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 July 2025. The Committee was presented with the August 2025 Financial Reports. 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 August 2025 Regular Meeting Minutes and the July 2025 Financial Reports; the August 2025 Financials were distributed for consideration and vote at the October 2025 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Brad Burgett and seconded by Brent Franks to approve the August 2025 Regular Meeting Minutes and July 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. Gable Grants Program Application (YouthBuild) to Lowe's Foundation in the amount of $200,000; if awarded, the LIFT YouthBuild Program will use the funds to purchase materials (lumber, windows, doors, nails, flooring, drywall, etc.) and supplies necessary to build one 1,200 square foot single-family home, to be sold to a low-income family upon completion. Through this project, YouthBuild participants will gain valuable construction experience working under the supervision of the Construction Supervisor and skilled licensed contractors, with hands-on participation in every aspect of the home construction.
2. Preschool Development Grant Birth Through Five Parent and Family Engagement Application to Oklahoma Partnership for School Readiness in the amount of $50,000; if awarded, 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.
3. Local Giving Request (Holiday Food Baskets) to International Paper, Valliant Mill in the amount of $2,000; if awarded, this funding would be used to provide food baskets to needy families in the tri-county service area during the 2025 holiday season.
4. Choosing Childbirth Act Application (Year 2) to Oklahoma State Department of Health in the amount of $800,000; if awarded, 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.
5. Community Event Grant Application to Potts Family Foundation in the amount of $650; if awarded, 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.
6. FY 2026 Family Violence Prevention and Services Act Grant Application to Oklahoma Office of Attorney General in the amount of $10,247.38 (Match: $2,049.48); if awarded, 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.

7. Child and Adult Care Food Program Grant Application to Oklahoma Department of Education in the amount of $2,061,466.49 (Head Start/Early Head Start – $688,050; Early Learning Centers – $118,865.24; CACFP – $1,254,551.25); beginning with this program year, LIFT CAA will submit one joint CACFP Grant Application rather than three separate applications. This consolidated application will streamline the process while still allocating funding across the three distinct program areas, as follows:
    - Head Start/Early Head Start – if awarded, these funds (up to $688,050), 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 – if awarded, these funds (up to $118,865.24), 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 – if awarded, funding for Program Operations ($174,551.25) will be used for training daycare home providers, site visits to monitor and assist these providers, and other operational needs of the program. In addition, up to $1,080,000 will be used for 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.

After discussion and Board Member input with regards to the applications presented, a motion was made by Jim Bob Sullivan and seconded by Jordan Hill to approve the submission of resolutions and/or grant applications in the amount of $3,124,363.87 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. FY 2025 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Award (Year 12, 3rd Allocation) from Health Resources and Services Administration in the amount of $312,324; this funding will be utilized during the second year of the five-year grant cycle to 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; building healthy communities and ensuring ongoing, coordinated, comprehensive services are provided in the most efficient manner through effective service delivery; strengthening the health workforce, specifically those individuals responsible for providing direct services; and promoting and improving health equity by connecting with appropriate organizations. The total amount awarded for Year 12 is $1,100,000.

2. 2025 Victims of Crime Act Grant Award (Court Appointed Special Advocates) from Oklahoma District Attorneys Council in the amount of $14,420; the one-year VOCA grant would be used to provide salary support and associated expenses for LIFT CASA staff. Since the purpose of this grant program is to provide direct services to victims of crime, this funding will allow LIFT CASA to continue providing advocacy services for abused and neglected children within Choctaw, McCurtain, and Pushmataha Counties.
3. 2025 VOCA Grant Award (Victim Advocacy Services) from Oklahoma DAC in the amount of $21,627; this funding will provide operational support (personnel and associated expenses) for the Victim Advocacy Services Program for a period of one year. The program provides enhanced, needed direct services to victims and their families; a Victim Services Coordinator assists victims of crime in Choctaw, McCurtain, and Pushmataha Counties through direct service provision/linking to resources that will serve the victim's physical, emotional, and basic needs.

A motion was made by Brad Burgett and seconded by Lori Greer to approve acceptance of grants, contracts, and awards in the amount of $348,371 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).

Mattie McKee, Head Start Programs Assistant Director, requested the Board's consideration and possible action on the 2025-2026 Mental Health Contract with Healing Hearts Counseling and Consulting, LLC. McKee explained that Healing Hearts Counseling and Consulting, LLC was selected through a bid process in alignment with the agency's financial and procurement policies. A motion was made by Craig Young and seconded by Jordan Hill to approve the 2025-2026 Mental Health Contract with Healing Hearts Counseling and Consulting, LLC. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Mattie McKee, Head Start Programs Assistant Director, requested the Board's consideration and possible action on the 2025-2026 Head Start/Early Head Start Training and Technical Assistance Plan. The provision of technical assistance and training for the Head Start/Early Head Start Programs serves to improve program quality. Head Start/Early Head Start staff receive a combination of Pre-service and In-service training as well as various other training opportunities. Trainings provided are based on staff needs, self-assessment, new best practices, training needs assessment, individual professional development plans, and Head Start Performance Standards. In addition to program staff, the Training and Technical Assistance Plan also includes development opportunities for the Policy Council and Board of Directors. The proposed plan outlines how the $59,260 (Head Start: $39,956 EHS: $19,304) allocated for training and technical assistance will be expended during the 2025-2026 program year. A motion was made by Jim Bob Sullivan and seconded by Jia Johnson to approve the 2025-2026 Head Start/Early Head Start Training and Technical Assistance Plan. The roll call vote was: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Mattie McKee, Head Start Programs Assistant Director, provided a Board Training/Programmatic Report over program compliance with Children's Internet Protection Act (CIPA) Cyberbullying Awareness (Organizational Standards 5.7 and 5.9). CIPA was signed into law on December 21, 2000, and requires recipients of federal technology funds to comply with certain filtering and policy requirements. LIFT CAA will continue to utilize ProxEfence and DansGuardian as its filtering programs. These programs check for bad subjects, profanities, hate, and pornography then disallows if not suitable. LIFT CAA also uses Cyber Smart Lessons. LIFT CAA's Head Start/Early Head Start/EHS-Child Care Programs' Internet Safety policies address the following as required by CIPA: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minor; (e) measures designed to restrict minors' access to materials harmful to minors; and (f) educating minors about appropriate online behavior, including interacting with others on social networking websites and in chat rooms and cyberbullying awareness and response.

Darla Galyon, Head Start Programs Director, provided a Board Training/Programmatic Report over the Head Start, Early Head Start, and Early Head Start-Child Care Program Information Reports for 2024-2025 (Organizational Standards 5.7 and 5.9). A Program Information Report is required to be conducted annually for all Head Start and Early Head Start programs. The reports cover a range of topics from teacher qualifications to family needs to enrollment. These reports are used on a National level to survey programs and evaluate operations. Galyon provided a summary overview of each report and their use as a continuous quality improvement/assessment tool, then facilitated discussion with the Board concerning the reports. Galyon noted that this year's reports may appear slightly skewed due to the change in funded enrollment following the approval of the Change in Scope – Enrollment Reduction Amendments for the Head Start and EHS–Child Care Programs. She further explained that the updated funded enrollment figures will be reflected in future reports, ensuring greater accuracy in program data and performance comparisons moving forward.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, provided a Board Training on Results-Oriented Management and Accountability (Organizational Standard 5.7). Cox presented the training titled "ROMA for Boards Training Series – Introduction to Implementing the ROMA Cycle" from the Community Action Partnership. The training explained the ROMA framework and process, including how agencies use the ROMA Cycle to assess community needs, plan services, implement programs, track results, and evaluate outcomes to ensure continuous quality improvement. This training was part of the ROMA Principles and Practices for Community Action Agency Boards series, created by the Community Action Partnership's Organizational Standards Center of Excellence and funded by Office of Community Services, available through the online toolkit at: https://communityactionpartnership.com/publication_toolkit/roma-for-boards-training-series/.

Sheree Ensley, Fiscal Officer, provided a Board Training over LIFT CAA Finances (Organizational Standard 5.7). The training covered the following topics: Community Services Block Grant Organizational Standards – Fiscal Management; Financial Oversight – Overall Agency Fiscal Status, Procedures, Practices, Transactions; and Interpreting Financial Statements. Ensley used the August 2025 Financial Reports included in the Board Meeting Packet, along with the Category 8 Standards (Financial Operations and Oversight) from the Center of Excellence Developed CSBG Organizational Standards, for demonstration purposes during the presentation.

This allowed Board Members to review real-time data, see how these standards apply in practice, and better understand how to interpret key fiscal indicators and financial statements in the context of the agency's operations.

Rebecca (Reynolds) Porter, Executive Director, provided an update on the Board Self-Assessment. The agency is required to conduct this assessment every two years to evaluate the Board's functioning and effectiveness. Board Members complete a series of questions designed to "rate" their performance and identify opportunities for growth. Since the last assessment was completed in 2023, the process is being conducted again this year. The Self-Assessment was recently distributed to the Board via email, with a 30-day window provided for completion. Currently, there are nine who have not yet started the process. Once all responses are submitted, the results will be compiled and shared with the Board, and the Board Training Committee will develop a plan to address any areas identified as needing additional capacity building.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). Currently, six of the 24 seated 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 funding entities typically look at the year prior, by achieving 100% Board giving in 2025, LIFT is eligible to apply for funding in 2026.

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 will serve an essential function in helping to identify and address transportation barriers, challenges, and resources. During the 17th meeting, held on September 9, 2025 prior to the Board Meeting, Advisory Council members were briefed on the service results so far. The Transit Program successfully expended all funding from the previous KEDDO contract period, and the new period is underway, with services being provided across all three counties. 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.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, presented the 2025 LIFT CAA Customer Satisfaction Report for the 2nd Quarter 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 2nd Quarter, a total of

12 surveys were collected. Of those, 53% were from Choctaw County and 47% from McCurtain County. The programs represented during the 2nd Quarter included Apartments and Weatherization. Of those responding, 100% were satisfied with regards to their satisfaction level for agency services received.

Mattie McKee, Head Start Programs Assistant Director, provided the Board with the Policy Council Report for the August 19, 2025 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Ashley Gaddy (Outreach Specialist, Head Start Programs) as the September 2025 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – Jayleigh Nelms (Community Consortium Coordinator/Evaluator, Healthy Start Program); Twenty-Five Years – Jeannie McMillin (Director, Transit Program).

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); Notice of Head Start Transportation Waiver Approval (Organizational Standard 5.9). Additionally, Executive Director Rebecca (Reynolds) Porter and Associate Director Macy Self were recognized for recently earning their Certified Community Action Professional (CCAP) credentials, demonstrating their commitment to excellence in community action leadership.

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 Sandra Meeks to adjourn the regular meeting. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. Voting record is attached (Item W).

The Regular Meeting adjourned at 10:44 a.m.

Sandra Meeks, Secretary/Treasurer