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

MINUTES
BOARD OF DIRECTORS MEETING
April 14, 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, April 14, 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 (15 Board Members present, 9 absent). The following Board Members were present at the meeting site: Tami Barnes, Brad Burgett, Kevin Cory, Brad Gernand, David Hawkins, Andrea Henkel, Jia Johnson, Vickie Leathers, Sandra Meeks, David Smith, William Smith, Jim Bob Sullivan, Leah Thomas, Debra Williams, and Craig Young. The following members were absent: Colby Bryant, Brent Franks, Kristi Graham, Lori Greer, Jordan Hill, Sharon Johnson, Carolyn Pool, Consuelo Splawn, and Vicky Wade. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Sheree Ensley, Macy Self, Darla Galyon, Jordan Mack, Kathy James, Susie Mashburn, Amber Duncan, and Rebecca Porter.

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.

William Smith, Chairman, requested the Board's consideration and possible action to accept Leah Thomas as appointed representative for the City of Hugo, a Public Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2027). A motion was made by Brad Burgett and seconded by Jim Bob Sullivan to accept Leah Thomas as the appointed representative for the City of Hugo, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 12; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item C).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on April 14, 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 February 2026. The Committee was presented with the March 2026 Financial Reports for consideration at the next meeting. The Committee also received a properties update regarding the vacant office building in

Ardmore, Oklahoma, which has been sold. Board Member Vickie Leathers arrived at the meeting following the conclusion of the report.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

William Smith, Chairman, requested the Board's vote to approve the March 2026 Regular Meeting Minutes and the February 2026 Financial Reports; the March 2026 Financials were distributed for consideration and vote at the May 2026 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Brad Burgett and seconded by Tami Barnes to approve the March 2026 Regular Meeting Minutes and February 2026 Financial Reports. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items E & F).

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 Opioid Abatement Application (as Sub-Contractor for McCurtain County Board of Commissioners) to Oklahoma Office of Attorney General/Opioid Abatement Board in the amount of $525,000; if the application is approved, the McCurtain County Board of Commissioners will serve as lead of the Tri-County Collaborative, which also includes the Board of Commissioners for both Choctaw and Pushmataha Counties. A subcontract for direct service provision will be entered into with LIFT Community Action Agency, who will fulfill the role of service provider. The Tri-County 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, Family Skills Training, and School-Based Interventions. It is expected that the project will serve 900 participants over the three-year project period.
2. FY 2026 NeighborWorks Week Grant Application to NeighborWorks® America in the amount of $1,000; if awarded, these funds will be used to engage in a social media campaign and email marketing to increase awareness of the NeighborWorks philosophy and partnership with the agency during NeighborWorks Week (May 23–June 7, 2026).
3. 2026 Grant Application to Potts Family Foundation in the amount of $15,000; if awarded, these funds will be used to launch a pilot initiative that integrates early relational health, literacy, numeracy, and resilience-building supports directly into Family Resource Center operations during the six-month grant period (June–December 2026).
4. Rural Health Transformation Program Grant Application to Oklahoma State Department of Health in the amount of $150,000; if awarded, these funds would support the creation of Wellness Resource Centers, with one in each county of LIFT CAA's service area. These resource centers would offer program participants and employees access to physical health resources (i.e. gym equipment, health education and promotional materials, etc.). The grant program is intended to help fill the demand for community health enablers to improve wellness.
5. 2026 Oklahoma Asset Development Project Application to Oklahoma Association of Community Action Agencies in the amount of $7,290.86; if awarded, these funds (based on the number of returns completed during last year's tax season) will be used to provide

free tax preparation assistance for residents of Choctaw, McCurtain, and Pushmataha Counties.

After discussion and Board Member input with regards to the application presented, a motion was made by Jim Bob Sullivan and seconded by David Smith to approve the submission of resolutions and/or grant applications in the amount of $698,290.86 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

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 2026 Retired and Senior Volunteer Program Grant Award (Continuation) from AmeriCorps in the amount of $107,100; funding will be used to support operations of the AmeriCorps Seniors Retired and Senior Volunteer Program during the second year of the three-year grant cycle.
2. Pathway Forward Weatherization Assistance Program Bipartisan Infrastructure Law Award from Oklahoma Department of Commerce in the amount of $195,431; these funds will be used to support Weatherization Program activities within Region 5 (Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties). The total amount awarded is $1,690,073.84.
3. Spark Good Local Grant Award (Choosing Childbirth Program) from Walmart (Facility 49, Hugo) in the amount of $1,500; these funds will be used for the purchase/provision of completion incentives and recognition events for the participants of the Choosing Childbirth Program.
4. Spark Good Local Grant Award (Broken Bow Early Learning Center) from Walmart (Facility 117, Broken Bow) in the amount of $1,000; funding will be used to support playground upgrades at the Broken Bow Early Learning Center.
5. FY 2026 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Award (Continuation, Year 13) from Health Resources and Services Administration in the amount of $367,620; this partial funding award will be utilized during the third 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.
6. 2026 Oklahoma Asset Development Project Award from Oklahoma Association of Community Action Agencies in the amount of $7,290.86; these funds (based on the number of returns completed during last year's tax season) will be used to provide free tax preparation assistance for residents of Choctaw, McCurtain, and Pushmataha Counties.

A motion was made by Tami Barnes and seconded by Craig Young to approve acceptance of grants, contracts, and awards in the amount of $679,941.86 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Rebecca Porter, Executive Director, requested the Board's consideration and possible action on signing of a Proclamation recognizing Fair Housing Month. National Fair Housing Month commemorates the passage of the Fair Housing Act in April 1968, a Federal law that prohibits housing discrimination based on race, color, national origin, religion, and sex. The Act was later amended to include protections for individuals with disabilities and families with children. The observance promotes awareness of fair housing rights and supports efforts to eliminate housing discrimination. A motion was made by Brad Burgett and seconded by Tami Barnes to approve the signing of a Proclamation recognizing Fair Housing Month. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Rebecca Porter, Executive Director, provided the Board with the Executive Director's Report regarding the program status of the Technical and Management Assistance Contract (Organizational Standard 5.9).

Kathy James, Senior Program Planner, provided a Board Training (Organizational Standard 5.7) over Board Recruitment and Retention as well as Low-Income Participation (in Board activities and Members), with regards to Organizational Standard 1.1.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, provided a Board Training over Community Services Block Grant Organizational Standards (Organizational Standard 5.7). The CSBG Organizational Standards are a comprehensive set of standards organized into three thematic groups (Maximum Feasible Participation, Vision and Direction Standards, and Operations and Accountability Standards). The Organizational Standards are comprised of nine categories, with 58 total standards that must be met for private, nonprofit entities. The purpose of the Organizational Standards is to ensure that all agencies have appropriate organizational capacity, in both critical financial and administrative areas, as well as areas of unique importance to the mission of the Community Action network. Cox provided a brief overview of all the CSBG Organizational Standards and then conducted a discussion of Category 5 pertaining to Board Governance.

Susie Mashburn, Early Childhood Development and Curriculum Coach, provided a Board Training/Programmatic Report over the Head Start Programs Child Outcomes and Assessment Results for Fall/Winter 2025-2026 (Organizational Standards 5.7 and 5.9). Growth was shown across all domains for the 3- and 4-year old Head Start children served. The Early Head Start and EHS-Child Care Programs' child data presented was divided into three age groups, which represent 2-3 years of age, 1-2 years of age, and birth to 1 year of age; however, no comparison data is collected on these children due to their age. The Board was provided a copy of the outcomes report in the meeting packet.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, presented the 2026 LIFT CAA Customer Satisfaction Report for the 1st 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 1st Quarter, a total of 32 surveys were collected. Of those, 53% were from Choctaw County, 41% from McCurtain County, and 6% from Pushmataha County. The programs represented during the 1st Quarter 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 Kristy Priddy (Center Director, Early Head Start Program) as the April 2026 Employee of the Month.

Rebecca Porter, Executive Director, recognized Brianna Nelson (Family Resource Coordinator, Family Resource Center) for Five Years of Service.

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); Hooked on Hugo Crappie Fishing Tournament Report; Head Start Programs Community Assessment; Sexual Assault Awareness and Prevention Month; and Child Abuse Prevention 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 Tami Barnes to adjourn the regular meeting. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. Voting record is attached (Item S).

The Regular Meeting adjourned at 10:41 a.m.

Sandra Meeks, Secretary/Treasurer