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

MINUTES
BOARD OF DIRECTORS MEETING
February 10, 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, February 10, 2026 at 10:04 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: Colby Bryant, Brad Burgett, Brent Franks, Brad Gernand, Kristi Graham, Lori Greer, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Sandra Meeks, Carolyn Pool, William Smith, Consuelo Splawn, Jim Bob Sullivan, Debra Williams, and Craig Young. The following members were absent: Tami Barnes, Kevin Cory, Sharon Johnson, Vickie Leathers, David Smith, and Vicky Wade. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Kelly Thomas, W.F. Grammar, Brandon McDaniel, Eino Lahti, Macy Self, Brittany Bailey, Sheree Ensley, Darla Galyon, Jordan Mack, Alan Henslee, Amber Garman, Johonna House, Jeannie McMillin, and Rebecca Porter. 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 February 10, 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 December 2025 (pre-year-end close). The Committee was presented with the January 2026 Financial Reports. The Committee also received a properties update.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

William Smith, Chairman, requested the Board's vote to approve the January 2026 Regular Meeting Minutes and the December 2025 Financial Reports (Pre-Year-End Close); the January 2026 Financials were distributed for consideration and vote at the March 2026 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by Debra Williams to approve the January 2026 Regular Meeting Minutes and December 2025 Financial Reports (Pre-Year-End Close). The roll call vote was as follows: Yes 15; 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 Improvement Grants Application to Choctaw Nation of Oklahoma, Child Care Assistance Program; if awarded, funding provided (amounts to be determined with award) would be used to purchase playground and classroom equipment as well as other supplies for the Early Learning Centers.
2. Spark Good Local Grant Application to Walmart (Facility 117, Broken Bow) in the amount of $3,500; if awarded, funding will be used to support playground upgrades at the Broken Bow Early Learning Center.
3. Spark Good Local Grant Application to Walmart (Facility 49, Hugo) in the amount of $5,000; if awarded, 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 Application to Walmart (Facility 38, Idabel) in the amount of $3,500; if awarded, funding will be used to support playground upgrades at the Broken Bow Early Learning Center.
5. FY 2026 Community Services Block Grant Application (1st Allocation) to Oklahoma Department of Commerce/Community Development in the amount of $79,390; if awarded, this funding will be used for operational support of agency programs.
6. FY 2026 YouthBuild Program Grant Application to U.S. Department of Labor, Employment and Training Administration in the amount of $1,518,000; if awarded, these funds will be used to continue the YouthBuild Program within Choctaw County, as well as serve the communities of Antlers and Rattan in Pushmataha County and Valliant in McCurtain County. The program provides community-based alternative education and occupational skills programming for youth ages 16-24 who are high school dropouts or other disadvantaged populations, with a goal to serve 66 youth each year of the program.
7. 2026 Victims of Crime Act Grant Application (Court Appointed Special Advocates) to Oklahoma District Attorneys Council in the amount of $15,000; if awarded, the one-year VOCA grant would be used to provide salary and other operating support 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.
8. 2026 VOCA Grant Application (Victim Advocacy Services) to Oklahoma DAC in the amount of $25,000; if awarded, funding would provide operational support 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.

After discussion and Board Member input with regards to the application 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 $1,649,390 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 15; 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 2026 Improvement Grant Awards from Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of $4,640; these funds will be used to purchase playground and classroom equipment as well as other supplies for the Early Learning Centers in Antlers ($2,300) and Broken Bow ($2,340). The Improvement Grants are intended to improve the health, safety, or quality of the child care facility.
2. Child Care Stabilization Grant Program Awards (Year 5/Quarter 2, Early Learning Centers) from Choctaw Nation of Oklahoma in the amount of $18,000; this funding will provide key operating support to maintain child care services within the Early Learning Centers.

A motion was made by Debra Williams and seconded by Lori Greer to approve acceptance of grants, contracts, and awards in the amount of $22,640 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Brandon McDaniel, Housing Director, requested the Board's consideration and possible action to approve a Waiver/Exemption of Conflict of Interest for BIL25 Department of Energy (DOE) Weatherization Assistance for Betty Langley (step-grandmother-in-law to LIFT CAA employee Macy Self), that a full and proper posting of the disclosure has been made to the public, that no objections have been received from the public, a legal opinion determining there is no violation of Oklahoma or local law, any conflict or potential conflict should be waived, and the expenditure of DOE BIL25 Weatherization Assistance Program funds is fair to LIFT CAA. The agency conducted a public disclosure process and legal review for any/potential conflict of interest. In the case of Betty Langley's application for weatherization assistance, public disclosure has been made with no objections received, and an Affidavit has been signed by Macy Self (who is her step-granddaughter-in-law) attesting that she was not involved in the application and process, activities or decisions regarding the assistance to be provided. Further, the opinion of LIFT CAA's Attorney, Amber Garman, is that the exception sought in this matter would not violate Oklahoma or local law. A motion was made by Jim Bob Sullivan and seconded by David Hawkins to approve a Waiver/Exemption of Conflict of Interest for BIL25 Department of Energy Weatherization Assistance for Betty Langley (step-grandmother-in-law to LIFT CAA employee Macy Self), that a full and proper posting of the disclosure has been made to the public, that no objections have been received from the public, a legal opinion determining there is no violation of Oklahoma or local law, any conflict or potential conflict should be waived, and the expenditure of DOE BIL25 Weatherization Assistance Program funds is fair to LIFT CAA. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Sheree Ensley, Fiscal Officer, requested the Board's consideration and possible action on the submission of LIFT CAA's 403(b) Retirement Plan Form 5500 for Plan Year 2024 (period of August 1, 2024–July 31, 2025). Ensley presented the Retirement Plan Audit/Form 5500 filing and explained that there were no issues or findings. These documents were emailed to the entire Board to allow for adequate review prior to the February 2026 Board Meeting. A motion was made by Andrea Henkel and seconded by Debra Williams to approve submission of the LIFT CAA 403(b) Retirement Plan Form 5500 for Plan Year 2024, period of August 1, 2024–July 31, 2025. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Brandon McDaniel, Housing Director, requested the Board's consideration and possible action to approve the FY 2026 Operating Plan and Annual Operating Budget Documents (by Lines of Business) for submission to NeighborWorks® America. McDaniel reviewed the Operating Plan and Annual Operating Budget documents in detail with the Board. A motion was made by Brad Burgett and seconded by Sandra Meeks to approve the FY 2026 Operating Plan and Annual Operating Budget Documents (by Lines of Business) for submission to NeighborWorks® America. The roll call vote was: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Brittany Bailey, ERSEA Specialist, requested the Board consideration and possible action to approve the 2026-2027 Eligibility, Recruitment, Selection, Enrollment, and Attendance Integrated Services Policies and Procedures with Prioritization Schedule/Point System. During the ERSEA Training provided at the Board Meeting in January 2026, copies of the Integrated Services Policies and Procedures with the Prioritization Schedule/Point System were distributed to Board Members, who were asked to review and then submit any needed changes. With no further changes proposed by the Board, a motion was made by Jim Bob Sullivan and seconded by Jordan Hill to approve the 2026-2027 Eligibility, Recruitment, Selection, Enrollment, and Attendance Integrated Services Policies and Procedures with Prioritization Schedule/Point System. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Rebecca Porter, Executive Director, provided the Board with the Executive Director's Report.

Brandon McDaniel, Housing Director, provided a Board Training/Programmatic Report over Quarterly 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 the Quarterly Housing Production for the period of October 1, 2025 through December 30, 2025. With a total reported quarterly investment of $2,796,776.20, the production reports provided insight into activities such as numbers of homeowners created, preserved homeownership, and homes repaired.

Kelly Thomas, Program Director, provided a Program Spotlight presentation over Work Ready Oklahoma – Idabel (Organizational Standard 5.9). Work Ready Oklahoma – Idabel provides integrated, research-informed workforce services designed to help individuals secure stable, high-quality employment. The program offers free job-readiness workshops, résumé development, interviewing practice, soft-skills training, and ongoing one-on-one coaching to support participants as they begin new jobs and work toward long-term career success. WRO – Idabel staff connect job seekers with employer partners who actively hire program graduates and offers access to both local and remote job opportunities paying livable wages. WRO – Idabel also collaborates with colleges, career tech centers, and nonprofits to expand training opportunities, helping participants build in-demand skills and advance along career pathways. This inclusive program aims to strengthen families and the local workforce by helping individuals gain independence and maintain sustainable employment. WRO – Idabel continues to grow as a vital workforce resource for the area. The program serves an average of 23–40 participants at a time, with 27 currently in a workshop and progressing toward employment goals. The center operates with a six-member team—including a Program Director, Project Manager, two Support personnel, and two Job Coaches—who provide hands-on guidance and assistance to clients. The program hosts a monthly job fair, typically in Idabel, where participants can meet employers, apply for jobs, and practice professional networking. Workshops are live-streamed and taught by master trainers, offering consistent curriculum delivery and skills training across locations. Funds are available to help participants overcome major employment barriers such as transportation and childcare, and the program assists with document retrieval and short-term certification costs when needed. Participants also receive help navigating online systems—including OK Job Match and workforce portals—to ensure they are fully prepared to enter or re-enter the workforce. The program reports strong engagement, with approximately 87% attendance, and continues to produce success stories as participants gain confidence, build skills, and secure employment that supports long-term family stability. Board Member Colby Bryant joined the meeting at 10:53 a.m., during the Program Spotlight presentation.

W.F. Grammar, Risk Manager, provided the Board with the Risk Assessment and Management Report (Organizational Standard 5.9). The report focused on Workers' Compensation, safety, and risk management activities/programming within the agency during the last six months.

Jordan Mack, Head Start Programs Assistant Director, provided the Board with the Policy Council Report for the January 20, 2026 meeting (Organizational Standards 2.1 and 5.9).

Rebecca Porter, Executive Director, recognized Eino Lahti (Driver, Transit Program) as the February 2026 Employee of the Month.

Rebecca Porter, Executive Director, recognized the following Service Award recipients: Five Years – Alan Henslee (Fatherhood Coordinator/Community Education Coordinator, Healthy Start), David Jobe (Program Director, CORE Dad Pushmataha County), Kayla Lemons (Cook, Head Start Program), Angela Moore (Family Advocate, Head Start Program), Jessica Watts (Behavioral Health Case Manager, RENEW Center & Family/Youth/Community Advocate, Better Choices : Better Futures Program); Ten Years – Johonna House (Assistant Nutrition Specialist, Early Head Start-Child Care 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); and Teen Dating Violence Awareness and 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 Lori Greer to adjourn the regular meeting. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. Voting record is attached (Item U).

The Regular Meeting adjourned at 11:19 a.m.

Sandra Meeks, Secretary/Treasurer