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

MINUTES
BOARD OF DIRECTORS MEETING
March 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, March 10, 2026 at 10:10 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 Colby Bryant.

Roll Call was taken, and a quorum was established (16 Board Members present, 7 absent). The following Board Members were present at the meeting site: Tami Barnes, Colby Bryant, Brad Burgett, Kevin Cory, Brent Franks, David Hawkins, Andrea Henkel, Sharon Johnson, Vickie Leathers, Sandra Meeks, David Smith, William Smith, Consuelo Splawn, Jim Bob Sullivan, Vicky Wade, and Debra Williams. The following members were absent: Brad Gernand, Kristi Graham, Lori Greer, Jordan Hill, Jia Johnson, Carolyn Pool, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Macy Self, Beau Johns, Kurt Reisdorf, David Jobe, Jeannie McMillin, Darla Galyon, Sheree Ensley, Kathy James, Amber Garman, Rebecca Porter, and Nora Testerman.

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 March 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 (post-year-end close) and January 2026. The Committee was presented with the February 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 is currently under contract for sale.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

William Smith, Chairman, requested the Board's vote to approve the February 2026 Regular Meeting Minutes and the December 2025 (Post-Year-End Close) and January 2026 Financial Reports; the February 2026 Financials were distributed for consideration and vote at the April 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 February 2026 Regular Meeting Minutes and December 2025 (Post-Year-End Close) and January 2026 Financial Reports. The roll call vote was as follows: Yes 14; No 0; Abstain 1. 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. 2026 Community Grants Program Application to Carolyn Watson Rural Oklahoma Community Foundation in the amount of $30,000; if awarded, funding will be used to support the RENEW Center and the provision of direct mental health services, the expansion of infrastructure and access to these services and supports, and community safety initiatives.
2. FY 2027 Kiamichi Economic Development District of Oklahoma Area Agency on Aging Older Americans Act Title III-B Transportation Services Application to KEDDO in the amount of $53,385.86; if awarded, these funds will be used to administer and operate a Title III-B program to provide public transportation for eligible participants (age 60 years or older) residing in Choctaw, McCurtain, and Pushmataha Counties within the KEDDO district, during the project year of July 1, 2026 – June 30, 2027.
3. Oklahoma Early Childhood Program Grant Application (Year 21) to Community Action Project of Tulsa County in the amount of $181,239.68 (with $90,812.94 Match) and signing of Provider Agreement; if awarded, a total of $272,052.62 in funding (grant award plus match) would be used to support personnel costs within Early Head Start and the Early Learning Centers, as well as other associated operating costs. The Oklahoma Early Childhood Program grant is a supplemental funding source used to enhance the quality of LIFT CAA's Early Head Start and Early Head Start-Child Care Programs. This grant provides the agency's birth to age three programs the ability to raise the quality of existing classrooms in various aspects. The funding provides the resources needed to supplement staff salaries, heighten training opportunities that would otherwise be unobtainable, and raise classroom monitoring standards.
4. FY 2027 Section 5311 – Formula Grants for Rural Areas Program Application to Oklahoma Department of Transportation in the amount of $581,635 and signing of the Authorizing Resolution; if awarded, these funds will be applied to the expenses of operating the Transit Program in Choctaw, McCurtain, and Pushmataha Counties, with a program year of October 1, 2026 – September 30, 2027.

After discussion and Board Member input with regards to the application presented, a motion was made by Tami Barnes and seconded by Jim Bob Sullivan to approve the submission of resolutions and/or grant applications in the amount of $846,260.54 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. Rx for Oklahoma Award (Extension/4th Allocation) from KI BOIS Community Action Foundation, Inc. in the amount of $2,774.33; these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies. The total amount awarded is $19,372.26.
2. FY 2026 Improvement Grant Award from Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of $2,300; these funds will be used to purchase playground and classroom equipment as well as other supplies for the Early Learning Center in Idabel, Oklahoma. The Improvement Grants are intended to improve the health, safety, or quality of the child care facility.
3. FY 2026 Community Services Block Grant Award (1st Allocation) from Oklahoma Department of Commerce/Community Development in the amount of $79,390; this funding will be used for operational support of agency programs.

A motion was made by Andrea Henkel and seconded by Tami Barnes to approve acceptance of grants, contracts, and awards in the amount of $84,464.33 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).

Kathy James, Senior Program Planner, requested the Board's consideration and possible action on the FY 2026 Early Head Start-Child Care Partnership Grant Application (Continuation) and Non-Federal Share Waiver Request to the Office of Head Start. James explained that, if awarded, funding would provide support for program operations in the amount of $2,224,968 as well as $42,863 for the provision of training/technical assistance for the EHS-CC Program for a period of one year, serving 104 infants and toddlers in partnership with six area child care centers. The child care centers include the Early Learning Centers located in Antlers, Broken Bow, Hugo, and Idabel, Cabbage Patch Daycare and The Learning Tree. The total amount requested would be $2,267,831, for the funding period of 8/1/2026 – 7/31/2027. Included with the application will be a request for a Waiver of the Non-Federal Share associated with the Federal Request in the amount of $566,957.75. The Board of Directors discussed the request, reviewed the budget, and provided input regarding the application. A motion was made by Brent Franks and seconded by Andrea Henkel to approve submission of the FY 2026 Early Head Start-Child Care Partnership Grant Application (Continuation) and Non-Federal Share Waiver Request to the Office of Head Start. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Rebecca Porter, Executive Director, provided the Board with a review of the updated Agreement to Conditions of NeighborWorks Network Charter and NeighborWorks® America Investment and Grant Agreement. Porter explained that, to better align with current practices, NeighborWorks® America has updated the Charter and Investment and Grant Agreement for all NeighborWorks Network organizations. Porter reviewed both documents with the Board, provided a summary explanation of the changes, and facilitated discussion.

Rebecca Porter, Executive Director, requested the Board's consideration and possible action on a Board Resolution certifying review and approval to enter into an Agreement to Conditions of NeighborWorks Network Charter and NeighborWorks® America Investment and

Grant Agreement, as well as authorization for signing of the Agreements by LIFT CAA's Executive Director. Porter explained that approval of the Resolution, and with it, the Agreement to Conditions of NeighborWorks Network Charter and NeighborWorks® America Investment and Grant Agreement, are necessary to remain a NeighborWorks Network Organization. The Board Resolution provides a certification that both the updated Charter and Agreement have been reviewed and approved by LIFT CAA's Board of Directors, and authorizes Rebecca Porter, as the agency's Executive Director, to sign both the updated Charter and Agreement. A motion was made by Debra Williams and seconded by Colby Bryant to approve a Board Resolution certifying review and approval to enter into Agreement to Conditions of NeighborWorks Network Charter and NeighborWorks® America Investment and Grant Agreement, and authorization for signing of the Agreements by the LIFT CAA Executive Director. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, provided Board Training with an Analysis Report over the CSBG Annual Report (formerly known as the Information Systems Survey), in accordance with CSBG Organizational Standards – Category 9, Standards, 9.1, 9.2, 9.3, and 9.4. Cox explained that LIFT CAA is required by the Oklahoma Department of Commerce to submit this report annually, which supports an enhanced focus on improved data collection, analysis and continuous learning. The Annual Report captures CSBG Expenditures, Resources Administered/Generated, Program Participant Characteristics and Services and National Performance Indicators achieved. This information will be used at all levels (National, State and Local) to improve performance, track results from year to year, and assure accountability for critical outcomes. LIFT CAA must address performance based on the three goals of Results Oriented Management and Accountability (ROMA) Next Generation (NG), which are: Goal 1) Individuals and families with low incomes are stable and achieve economic security; Goal 2) Communities where people with low incomes live are healthy and offer economic opportunity; and Goal 3) People with low incomes are engaged and active in building opportunities in communities. Services and strategies to help meet the Theory of Change and these Community Action Goals include: Employment; Education and Cognitive Development; Income and Asset Building; Housing; Health and Social/Behavioral Development; and Civic Engagement and Community Involvement. ROMA NG allows for progress on data modernization, infrastructure, and capacity for analysis. LIFT CAA has implemented strategies internally to improve processes with collecting, measuring and analyzing data collected from clients. While ROMA NG has decreased the number of outcomes clients can achieve, it has enabled the agency to focus more on case management, which is critical to ensuring that clients are working towards achieving self-sufficiency. In 2025, a total of 2,034 clients were served, which included 1,690 households. Cox provided further breakdown of the report with regards to demographics of clients served and a thorough data analysis of services provided and numbers of those assisted, including performance/outcome indicators, targets, and actual results. This training demonstrated ROMA Application—performance-based management concepts embodied in ROMA as the framework for all aspects of agency operations, including program planning, resource allocation, service provision, program evaluation, and theory of change, in addition to analyzing data and assessing results among programs, clients, and communities served.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, provided the Board with a review, facilitated discussion and gathered Board Member input regarding the CSBG Annual Report Analysis and Outcomes, in accordance with Organizational Standard 9.3.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, provided a Board Training over the Board Training Plan, ROMA Plan, Community Needs Assessment, Community Action Plan, Strategic Plan, Performance Management Outcomes, and FY 2026 Planning Logic Models (Organizational Standard 5.7). The Governing Board Orientation and Training Plan was discussed, inclusive of the types and frequency of trainings provided throughout the year, as well as New Board Member Orientation and the prescribed list of trainings (2026 Board Training Plan) set forth by the Oklahoma Department of Commerce/CSBG Application. Next, Cox reviewed the 2026 ROMA Plan—a tool used for evaluating the needs assessment, Strategic Plan, and in making programmatic decisions. The ROMA Plan identifies actions within each part of the ROMA cycle that the agency needs to complete in order to ensure the provision of services aligns with community needs. The ROMA Plan adds another layer of accountability by identifying not only dates, but also the staff and/or Board members responsible. Cox then discussed the Community Needs Assessment, Community Action Plan (with list of current community partners), and Strategic Plan, which provides the Oklahoma Department of Commerce with descriptions of what the agency is doing in order to address poverty (both short- and long-term). The Community Action Plan is a direct reflection of the Community Needs Assessment and Strategic Plan. It is a guide to use throughout the year to help the agency stay on track with addressing the prioritized needs. The Community Action Plan relates how LIFT CAA's programs and services align with community needs, how the needs are determined and prioritized, how staff ensure agency services are reaching the target population, how programs and services are evaluated, and how staff determine if the services are leading to the outcome of helping people achieve self-sufficiency. The Strategic Plan establishes the agency's long-term goals and strategies for addressing poverty and the prioritized needs (per the Community Needs Assessment) and guides programmatic and organizational decision-making. Cox then reviewed the Performance Management Outcomes and FY 2026 Planning Logic Models. Programs across the agency report their projected program-specific goals and outcomes to the Planning Department each year as part of the CSBG Application. This data serves as a tool for measuring program success, program analysis and future planning. In a similar manner, the Logic Models reflect the needs from the 2026–2028 LIFT CAA Strategic Plan, which aligns with the Community Needs Assessment (2025–2027). The Strategic Plan includes one Family Level Goal (centered on Housing), two Community Level Goals (focused on Transportation and Youth Services), and one Agency Level Goal (dealing with agency growth/capacity). Each goal has accompanying objectives, strategies, measures and benchmarks for achievement. The 2026 Logic Models focus on the top three prioritized needs as identified through the 2025–2027 Community Needs Assessment (Housing, Transportation, and Youth Services), along with the agency-identified need (capacity building). The Logic Models show specific activities and expected outcomes for each of these needs. Each of the documents presented demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, providing services that lead to long-term positive change, impacting poverty and moving families to self-sufficiency. ROMA is a continuous process of assessing needs, using that data for planning to address the needs, providing services and implementing strategies, documenting and reporting progress, and continuously analyzing the results to determine if interventions or services are working. The Community Needs Assessment, Community Action Plan, Strategic Plan, Performance Management Outcomes, Logic Models, and ROMA Plan all help ensure fidelity to this process. After providing a thorough review and analysis of the documents presented, Cox facilitated discussion and fielded questions from the Board.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). Henkel reviewed the Board Giving Policy and Procedure with the Board. 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 the funding entity typically looks at the year prior, by achieving 100% Board giving in 2026, the agency is eligible to apply for funding in 2027.

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 serves an essential function in helping to identify and address transportation barriers, challenges, and resources. During the 19$^{th}$ meeting, held on March 10, 2026 (prior to the Board Meeting), Advisory Council members were briefed on the service results so far, as well as the new KEDDO funding application. 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.

The Board received a Program Spotlight presentation on the CORE Dad Programs serving Choctaw, McCurtain, and Pushmataha Counties (Organizational Standard 5.9). The presentation was jointly provided by Beau Johns, CORE Dad Program Director for Choctaw County; Kurt Reisdorf, CORE Dad Program Director for McCurtain County; and David Jobe, CORE Dad Program Director for Pushmataha County. The Directors each outlined various facets of the CORE Dad programming, which focuses on supporting fathers and father figures through workshops, one-on-one mentoring, and individualized support services. The programs work to enable fathers and father figures to pursue their own unique view of fatherhood, while empowering them to be more present in the lives of their children. The programs utilize the 24:7 Dad® curriculum and emphasize responsible fatherhood, healthy relationships, and co-parenting skills. The Directors discussed participant engagement, program outcomes, and alumni involvement, noting the positive impact of peer support, accountability, and skill development on fathers and families across the three-county service area.

Darla Galyon, Head Start Programs Director, provided the Board with the Policy Council Report for the February 17, 2026 meeting (Organizational Standards 2.1 and 5.9).

Rebecca Porter, Executive Director, recognized Shakitria Hunter (Caregiver, Early Head Start Program) as the March 2026 Employee of the Month.

Rebecca Porter, Executive Director, recognized the following Service Award recipients: Five Years – Sharina Curry (Caregiver, Early Head Start Program) and Twenty-Five Years – Nora Testerman (Program Assistant, 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; Child Abuse Awareness Month T-Shirt Orders; Hugo Lake State Park Hat Fundraiser; and Hooked on Hugo Crappie Fishing Tournament on March 28, 2026 (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 15; No 0; Abstain 0. The motion carried. Voting record is attached (Item V).

The Regular Meeting adjourned at 11:03 a.m.

Sandra Meeks

Sandra Meeks, Secretary/Treasurer