

Little Dixie Community Action Agency, Inc.
Board of Directors and/or Executive Committee Meeting
10:00 a.m. Tuesday, August 14, 2018
HomeOwnership Center - 500 East Rosewood - Hugo, Oklahoma

AGENDA

- A.** Call to Order and Invocation
- B.** Opening of Board Meeting – Roll Call, Introduction of Guests
- C.** Consideration, Discussion, and Vote to Accept Randy Springfield as the Appointed Representative for the Choctaw County Commissioners, a Public Entity on the Little Dixie Community Action Agency, Inc. Board of Directors (*Entity to Expire 12/31/2018*)
- D.** Assign Mentor for New Board Member
- E.** Report from the Committee for Nominations
- F.** Consideration, Discussion, and Vote to Elect LDCAA Board of Directors Officers for 2018-2019 (*Pursuant to LDCAA Amended By-Laws, Article VI, Section 2*)
- G.** Consideration, Discussion, and Vote to Elect LDCAA Executive and Personnel Committee Members for 2018-2019 (*Pursuant to LDCAA Amended By-Laws, Article VI, Section 2 and Article X, Section 1*)
- H.** Finance/Audit/Loan Committee Report
- I.** Presentation, Discussion, and Vote to Approve the 2017 LDCAA Audit (*Organizational Standards – Category 8, Standards 8.1, 8.2, 8.3, 8.4*)

Consent Docket - The following items of business indicated by brackets (J & K, L and M) may be voted upon by a single vote of the Board without discussion, unless and except for any item which any one of the Board desires to have discussion about at the meeting, in which cases, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket.

- J.** Consideration, Discussion, and Vote to Approve July 2018 Regular Meeting Minutes (*Organizational Standards – Category 5, Standard 5.5*)
- K.** Consideration, Discussion, and Vote to Approve June 2018 Financial Reports; Distribution of July 2018 Financials for September 2018 Consideration and Vote (*Organizational Standards – Category 8, Standard 8.7*)
- L.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$4,279,334**
 - 1. FY 18 HUD Housing Counseling Grant Application to NeighborWorks® America - **\$25,000**
 - 2. Cooperative Agreement to Support Navigators in Federally-facilitated Exchanges Application to the U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services - **\$131,422**
 - 3. FY 2019 Community Action Agencies State Appropriated Funds Application to the Oklahoma Department of Commerce/Community Development - **\$11,631**

4. National Homeownership Programs and Lending Supplemental Grant – Sustainable Business Initiative Readiness Application to NeighborWorks® America - **\$6,000**
 5. Strategy & Impact Demonstration Group Application to NeighborWorks® America - **\$15,000**
 6. FY 2018 Community Initiatives Peer Learning Site Visit Application to NeighborWorks® America - **\$2,000**
 7. Rural Communities Opioid Response Program - Planning Grant Application to DHHS, Health Resources and Services Administration - **\$170,870**
 8. FY 2019 Base Grant Application to the Oklahoma Court Appointed Special Advocates Association - **\$31,214**
 9. FY 2019 Small Marketing/Awareness Grant Application to OCASAA - **\$5,000**
 10. FY 2019 Invitational Grant – Priority Area Marketing Application to OCASAA - **\$28,100**
 11. FY 2019 Head Start/Early Head Start Program Grant Application to DHHS, Administration for Children and Families - **\$3,717,564**
 12. PY' 18 Department of Energy Weatherization Assistance Program Application to the Oklahoma Department of Commerce/Community Development - **\$62,280**
 13. McCurtain County Emergency Food and Shelter Program – Phase 35 Funding Application to the McCurtain County EFSP Local Board - **\$1,500**
 14. FY 2019 Community Action Agencies State Appropriated Head Start Funds Application to the Oklahoma Department of Commerce/Community Development - **\$71,753**
- M. Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – \$2,390,639**
1. FY 2019 Community Action Agencies State Appropriated Funds Award from the Oklahoma Department of Commerce/Community Development - **\$11,631**
 2. Safe and Sound - Strengthening Rural Homeownership through Housing Rehabilitation or Replacement Award (*Final Allocation*) from Wells Fargo via NeighborWorks® America - **\$18,200** (*Total Awarded: \$45,500*)
 3. Microloan Program - Technical Assistance Grant Award from the U.S. Small Business Administration - **\$25,030**
 4. Early Head Start-Child Care Partnership Continuation Grant Award (*Period 8/1/2018 – 7/31/2019*) from DHHS, Administration for Children and Families - **\$1,805,710**
 5. FY 2018 Supplement Award (*Cost-of-Living Adjustment – EHS-Child Care*) from DHHS, Administration for Children and Families - **\$45,834**
 6. EHS-Child Care Partnership Non-Federal Share Waiver Approval (*Period 8/1/2018 – 7/31/2019*) from DHHS, Administration for Children and Families - **\$404,683**
 7. Retired and Senior Volunteer Program Non-Federal Share Waiver Approval (*Year 3: Period 4/1/2018–3/31/2019*) from the Corporation for National and Community Service - **\$15,771**
 8. PY' 18 Department of Energy Weatherization Assistance Program Award from Oklahoma Department of Commerce/Community Development - **\$62,280** (*Total Awarded: \$98,191*)
 9. McCurtain County Emergency Food and Shelter Program – Phase 35 Funding Award from the McCurtain County EFSP Local Board - **\$1,500**
- N. Consideration, Discussion, and Vote to Approve LDCAA Staff Training and Development Policy, Replacing CACFP Training and Development Policy, Personnel Policy No. 622 (*Organizational Standards – Category 7, Standards 7.1 and 7.2*)**
- O. Consideration, Discussion, and Vote to Approve LDCAA Personnel Policy Manual (*Organizational Standards – Category 7, Standards 7.1 and 7.2*)**
- P. New LDCAA Website Overview**

- Q.** Consideration, Discussion, and Vote to Approve Updates to LDCAA Financial Services Manual (*Organizational Standards – Category 8, Standard 8.10*)
- R.** Consideration, Discussion, and Vote to Approve the 2018-2019 Head Start/Early Head Start/EHS-Child Care Training and Technical Assistance Plan
- S.** Consideration, Discussion, and Vote to Approve the 2018 Head Start/Early Head Start/EHS-Child Care Community Assessment
- T.** Consideration, Discussion, and Vote to Approve Head Start and Early Head Start/EHS-Child Care Program Menus for the 2018-2019 School Year
- U.** Board Training/Programmatic Report: Quarterly and Year-to-Date Housing Production as Reported to NeighborWorks® America (*Organizational Standards – Category 5, Standard 5.9*)
- V.** Head Start/Early Head Start/EHS-Child Care Policy Council Report (*Organizational Standards – Category 2, Standard 2.1; Category 5, Standard 5.9*)
- W.** Update on State Farm Neighborhood Assist® Grant Application Process
- X.** Recognition of August Employee of the Month:
Pam Price, Grant Specialist – Technical and Management Assistance Program
- Y.** Recognition of Service Award Recipients:
Five Years: James Eggenberg, Construction Supervisor – Self-Help Housing
Monique Knight, Teacher – Head Start
Ten Years: Jennifer Brake, Teacher – Head Start
Twenty Years: Johnny Pennell, Park Manager – Raymond Gary State Park
Twenty-Five Years: Radonda Moffatt, Teacher – Head Start
- Z.** Other Reports/Announcements/Correspondence: HHS Communication and Guidance Report; HS/EHS/EHS-CC Program Summary Report; USDA Meals and Snack Report; EHS/EHS-CC Enrollment/Attendance Report; 2018-2019 Head Start Transportation Waiver Approval; 2017 ODOC Monitoring Clearance Letter; Community Housing Development Organization Recertification; 2018 ODOC Monitoring Report; Partner Appreciation for Safe Place Healing Hearts Program Efforts; 2017 LDCAA Annual Report
- AA.** Consideration, Discussion, and Vote on New Business (*Not known about or which could not have been reasonably foreseen prior to time of posting the Agenda. Okla. Stat. Title 25 § 311*)
- BB.** Consideration, Discussion, and Vote to Adjourn