

Little Dixie Community Action Agency, Inc.
Board of Directors and/or Executive Committee Meeting
10:00 a.m. Tuesday, September 11, 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.** Finance/Audit/Loan Committee Report

Consent Docket - The following items of business indicated by brackets (D & E, F and G) 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which any one of the Board desires to have discussion about at the meeting, in which cases, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket.

- D.** Consideration, Discussion, and Vote to Approve August 2018 Regular Meeting Minutes (*Organizational Standards – Category 5, Standard 5.5*)
- E.** Consideration, Discussion, and Vote to Approve July 2018 Financial Reports; Distribution of August 2018 Financials for October 2018 Consideration and Vote (*Organizational Standards – Category 8, Standard 8.7*)
- F.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$1,106,100**
 - 1. YouthBuild Grant Application to the U.S. Department of Labor, Employment and Training Administration - **\$1,100,000**
 - 2. Safe Disposal Support Program Application to The AmerisourceBergen Foundation - **\$4,000**
 - 3. FY 2019 State Appropriated Funds/Head Start Coordination Program Application to the Oklahoma Association of Community Action Agencies - **\$2,100**
- G.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$732,903**
 - 1. Learning Communities – Building Assets: Strengthening Community in Low Wealth Rural Areas Grant Award from NeighborWorks® America - **\$10,000**
 - 2. Supplemental Funding Award (*Strategic and Business Planning*) from NeighborWorks® America - **\$25,000**
 - 3. FY 2018 Community Initiatives Peer Learning Site Visit Award from NeighborWorks® America - **\$2,000**
 - 4. Delinquency Prevention Formula Grant Award (*Continuation - Year 2*) from the Oklahoma Office of Juvenile Affairs – State Advisory Group - **\$45,000**
 - 5. 2018 Victims of Crime Act Grant Award (*Court Appointed Special Advocates*) from the Oklahoma District Attorney’s Council - **\$103,821**
 - 6. 2018 VOCA Grant Award (*Victim Advocacy Services*) from the Oklahoma District Attorney’s Council - **\$101,161**
 - 7. FY 2018 Supplement Award (*Program Improvement*) from the U.S. Department of Health and Human Services, Administration for Children and Families - **\$198,110**
 - 8. Head Start/EHS Non-Federal Share Waiver Approval (*FY 2018 Supplement: Period 12/1/2017–11/30/2018*) from DHHS, Administration for Children and Families - **\$49,527**

9. FY 2018 Supplement Award (*Cost-of-Living Adjustment - Head Start/Early Head Start*) from DHHS, Administration for Children and Families - **\$92,706**
 10. Healthy Start Initiative – Eliminating Racial/Ethnic Disparities Grant Award (*Increase*) from DHHS, Health Resources and Services Administration - **\$31,725**
 11. FY 2019 Community Action Agencies State Appropriated Head Start Funds Award from the Oklahoma Department of Commerce/Community Development - **\$71,753**
 12. FY 2019 State Appropriated Funds/Head Start Coordination Program Contract Award from the Oklahoma Association of Community Action Agencies - **\$2,100**
- H. Consideration, Discussion, and Vote to Remove Sara Moore as an Authorized Check Signer for Little Dixie Community Action Agency, Inc.
 - I. Consideration, Discussion, and Vote to Approve Myrl Redman as an Authorized Check Signer for Little Dixie Community Action Agency, Inc.
 - J. Consideration, Discussion, and Vote to Approve LDCAA Drug and Alcohol Abuse Policy/Testing Program (*Organizational Standards – Category 7, Standards 7.1 and 7.2*)
 - K. Consideration, Discussion, and Vote to Approve LDCAA Whistleblower Policy (*Organizational Standards – Category 7, Standards 7.1, 7.2 and 7.7*)
 - L. Consideration, Discussion, and Vote to Approve Updates to Retirement Plan Policy, Personnel Policy No. 360 (*Organizational Standards – Category 7, Standards 7.1 and 7.2*)
 - M. Asset Management Committee Report
 - N. Consideration, Discussion, and Vote to Establish Minimum Bid for the Sale of Moyers Apartments (*Address: HC 66, Box 901 Moyers, OK 74557*)
 - O. Distribution, Completion, and Collection of 2018 Community Needs Assessment Survey (*Organizational Standards – Category 2, Standard 2.2; Category 3, Standards 3.1, 3.2, 3.3*)
 - P. Consideration, Discussion, and Vote to Approve the Head Start/Early Head Start/Early Head Start-Child Care 2017-2018 Self-Assessment Plan, Report and Program Improvement Plan
 - Q. Consideration, Discussion, and Vote to Approve HS/EHS/EHS-CC 2018-2023 Strategic Plan
 - R. Consideration, Discussion, and Vote to Approve HS/EHS/EHS-CC Organizational Chart
 - S. Consideration, Discussion, and Vote to Approve HS/EHS/EHS-CC Cost Allocation Plan
 - T. Consideration, Discussion, and Vote to Approve 2017-2018 Program Information Reports: Head Start, Early Head Start, and Early Head Start-Child Care Programs
 - U. Board Training/Programmatic Report: Retired and Senior Volunteer Program (*Organizational Standards – Category 5, Standard 5.9*)
 - V. Board Training/Programmatic Report: Rural Integration Models for Parents and Children to Thrive (IMPACT) Results and Findings Overview (*Org. Standards – Category 5, Std. 5.9*)

- W.** Head Start/Early Head Start/EHS-Child Care Policy Council Report (*Organizational Standards – Category 2, Standard 2.1; Category 5, Standard 5.9*)
- X.** Recognition of September Employee of the Month: Sandy Carper, Teacher – Head Start
- Y.** Recognition of Service Award Recipients:
Ten Years: Ed Jackson, Driver – Transit
Ashley Read, Caregiver 2 – Early Learning Centers
Theresa Phelps, Teacher Assistant – Head Start
Twenty Years: Karla Luginbill, Program Director – Retired and Senior Volunteer Program
- 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; LDCAA Transit 2017-2018 Revenue Miles Audit Report; FY 2017 Audit Compliance Notice from NeighborWorks[®] America; Notice of CNA Community Meetings; Cutest Kids in Camo Fundraiser; Deer Festival Fundraiser; RSVP Recognition Events
- 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