

**Board of Directors and/or Executive Committee Meeting**  
**Little Dixie Community Action Agency, Inc.**  
**Tuesday, January 12, 2021 · 10:00 a.m.**  
***Head Start Administration Office · 1005 S. 5<sup>th</sup> Street · Hugo, Oklahoma · 74743***

Note: Board Members will be present at the Meeting Site (1005 S. 5<sup>th</sup> St., Hugo, OK 74743). Public view/meeting access will be available on-site and via videoconferencing or teleconferencing (<https://us02web.zoom.us/j/7337464865> or 1-346-248-7799, Meeting ID: 733 746 4865).

**AGENDA**

- A.** Call to Order and Invocation
- B.** Opening of Board Meeting – Roll Call, Declaration of Quorum, and Introduction of Guests
- C.** Recognition of William Smith as Elected Representative for Kiamichi Opportunities, Inc., a Low-Income Entity on the LDCAA Board of Directors (*Entity to Expire 12/31/2023*)
- D.** Consideration, Discussion, and Vote to Accept Cathie Carothers as Appointed Representative for the City of Fort Towson, a Public Entity on the LDCAA Board of Directors (*Entity to Expire 12/31/2023*)
- E.** Appointment of Mentor for New Board Member (*Organizational Standard 5.7*)
- F.** Consideration, Discussion, and Vote to Accept Selena Franks as Appointed Representative for the Pushmataha County Chamber of Commerce, a Private Entity on the LDCAA Board of Directors (*Entity to Expire 12/31/2023*)
- G.** Consideration, Discussion, and Vote to Accept Vickie Leathers as Appointed Representative for the Salvation Army, a Private Entity on the LDCAA Board of Directors (*Entity to Expire 12/31/2023*)
- H.** Consideration, Discussion, and Vote to Accept Sandra Meeks as Appointed Representative for the Broken Bow Chamber of Commerce, a Private Entity on the LDCAA Board of Directors (*Entity to Expire 12/31/2023*)
- I.** Finance/Audit/Loan Committee Report

*Consent Docket - The following items of business indicated by brackets (J and K, L, 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*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 November 2020 Regular Meeting Minutes (O.S. 5.5)
- K.** Consideration, Discussion, and Vote to Approve October 2020 and November 2020 Financial Reports; Distribution of December 2020 Financials for February 2021 Consideration and Vote (O.S. 8.7)

- L.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$1,531,121**
1. Toy Drive Donation Request to International Paper, Valliant Containerboard Mill - **\$2,000**
  2. FY 2021 Round I Expendable Grant Application to NeighborWorks® America - **\$145,000**
  3. FY 2021 Round I Capital Grant Application to NeighborWorks® America - **\$50,000**
  4. FY 2021 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Application (*Continuation, Year 8*) to the U.S. Department of Health and Human Services, Health Resources and Services Administration - **\$1,144,121**
  5. 2021 Victims of Crime Act Grant Application (*Court Appointed Special Advocates*) to the Oklahoma District Attorneys Council - **\$90,000**
  6. 2021 Victims of Crime Act Grant Application (*Victim Advocacy Services*) to the Oklahoma District Attorneys Council - **\$100,000**

- M.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$766,401.04**
1. Section 523 Self-Help Housing Technical Assistance Grant Extension Award from the U.S. Department of Agriculture, Rural Development - **\$240,735**
  2. Special Project Award (*Choctaw County YouthBuild*) from the RAM Foundation - **\$10,000**
  3. Holiday Food Basket Donation from First United Bank - **\$500**
  4. Affordable Housing Funding Award from Simmons Bank, Western Division - **\$2,500**
  5. Toy Drive Donation from International Paper, Valliant Containerboard Mill - **\$2,000**
  6. HOME Investment Partnerships Program Grant Award (*Community Housing Development Organization Operating*) from Oklahoma Housing Finance Agency - **\$25,998**
  7. HOME Investment Partnerships Program Grant Award (*Antlers Duplex Construction*) from Oklahoma Housing Finance Agency - **\$259,998**
  8. Child and Adult Care Food Program Award (*Early Learning Centers*) from the Oklahoma Department of Education - **\$193,843.75**
  9. 2020 Grow the Good Program Donation (*CASA*) from Campbell Global LLC - **\$500**
  10. 2020 Grow the Good Program Donation (*Passport to the Future Mentoring*) from Campbell Global LLC - **\$1,000**
  11. FY 2020 Housing Counseling Grant Award (*Period: 10/1/2019–3/31/2021*) from the U.S. Department of Housing and Urban Development via NeighborWorks® America - **\$29,326.29**

**N.** Training over Board Member Duties, Roles, and Responsibilities/Community Services Block Grant Information Memorandum #82 Tripartite Boards; Distribution, Discussion/Review, Completion, and Collection of Required Documents (including Code of Conduct and Conflict of Interest Policies/Affidavit; Board Member Job Descriptions; Demographic/Informational and Disclosure Questionnaires; Amended By-Laws/Addendum and Attestation) Relative to LDCAA’s Governing Board Members, to be kept on file at the Administrative Office located at 209 N. 4<sup>th</sup> Street in Hugo, Oklahoma (*O.S. 5.4, 5.6, 5.7, & 5.8*)

**O.** Board Training: Open Meeting Act; Open Records Act; Role of the Board Minutes (*O.S. 5.7*)

**P.** Board Training/Programmatic Report: Head Start/Early Head Start/EHS-Child Care School Readiness/Child Outcomes Results for Fall 2020-2021 (*O.S. 5.7, 5.9*)

**Q.** Board Training/Programmatic Report: Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) and Distribution of 2021-2022 ERSEA Integrated Services Policies and Procedures with Prioritization Schedule/Point System for Review (*O.S. 5.7, 5.9*)

**R.** 2020 LDCAA Customer Satisfaction Report: 4<sup>th</sup> Quarter (Oct. – Dec.) Results (*O.S. 1.3, 6.4*)

- S. 2020 Salvation Army Red Kettle Campaign Report
- T. 2020 Holiday Food Basket and Toy Drive Initiative Report
- U. Head Start/Early Head Start/EHS-Child Care Policy Council Report (*O.S. 2.1, 5.7 & 5.9*)
- V. Recognition of December 2020 LDCAA Employee of the Month:  
Lisa Corey, Lead Caregiver – Early Learning Centers
- W. Recognition of 2020 LDCAA Employee of the Year:  
Tammie Fewell, Teacher – Head Start Program
- X. Recognition of January 2021 LDCAA Employee of the Month:  
Monique Knight, Teacher – Head Start Program
- Y. Recognition of Service Awards:  
  - December 2020
  - Five Years:* Tasha Clark, Lead Caregiver – Early Learning Centers
  - Twenty Years:* Carol Renee Macon, Teacher – Head Start Program
  - January 2021
  - Twenty Years:* Beverly Coleman, Group Worker – Self-Help Housing Program
  - Twenty-Five Years:* Donna Hudson, Transit Clerk – Transit Program
- Z. Other Reports/Announcements/Correspondence: HHS Communication and Guidance Report; HS/EHS/EHS-CC Program Summary Report; USDA Meals and Snack Report; HS/EHS/EHS-CC Enrollment/Attendance Report; HS/EHS/EHS-CC Data Analysis Report; Approval of Non-Federal Match Waivers for FY 2021 AmeriCorps and AmeriCorps Seniors Grants; National Stalking Awareness Month Proclamations/Information (*O.S. 5.7, 5.9*)
- 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

Posted: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_