

Board of Directors and/or Executive Committee Meeting
Little Dixie Community Action Agency, Inc.
Tuesday, April 13, 2021 · 10:00 a.m.
Head Start Administration Office · 1005 S. 5th Street · Hugo, Oklahoma · 74743

This meeting will include videoconferencing or teleconferencing but there will be parties present at the LDCAA Head Start Administration Office, located at 1005 S. 5th St., Hugo, OK 74743.

The following Board Members will appear remotely via Zoom videoconference or teleconference:

Brad Burgett	Jia Johnson
Cathie Carothers	Vickie Leathers
Kevin Cory	Sandra Meeks
Clinton Crawley	Dwight Satterfield
Melissa Cress	Leah Savage
Earl Dalke	Wade Scott
Brent Franks, Vice-Chairman	Les Shumake
Selena Franks	David Smith
Patsy Guess	William Smith, Chairman
David Hawkins, Secretary/Treasurer	Vicky Wade
Andrea Henkel	Craig Young
Mark Jennings	

Public view/meeting access: <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 Patsy Guess as Elected Representative for the Head Start/Early Head Start/EHS-Child Care Policy Council, a Low-Income Entity on the LDCAA Board of Directors (*Entity to Expire 12/31/2022*)
- D.** Consideration, Discussion and Vote to Accept Mark Jennings as Appointed Representative for the McCurtain County Board of Commissioners, a Public Entity on the LDCAA Board of Directors (*Entity to Expire 12/31/2021*)
- E.** Consideration, Discussion and Vote to Accept Jia Johnson as Appointed Representative for the Idabel Chamber of Commerce and Agriculture, a Private Entity on the LDCAA Board of Directors (*Entity to Expire 12/31/2022*)
- F.** Appointment of Mentors for New Board Members (*Organizational Standard 5.7*)
- G.** Finance/Audit/Loan Committee Report

Consent Docket - The following items of business indicated by brackets (H and I, J, K) 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discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.

- H.** Consideration, Discussion and Vote to Approve March 2021 Regular Meeting Minutes (*O.S. 5.5*)
- I.** Consideration, Discussion and Vote to Approve February 2021 Financial Reports; Distribution of March 2021 Financials for May 2021 Consideration and Vote (*O.S. 8.7*)
- J.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$620,936.80**
 - 1. SFY 2022 Older Americans Act Title III KEDDO Area Agency on Aging Grant Application to the Kiamichi Economic Development District of Oklahoma - **\$57,276**
 - 2. FY 2021 Pandemic Recovery Initiative Request to NeighborWorks® America - **\$20,000**
 - 3. FY 2021 NeighborWorks Week Grant Application to NeighborWorks® America - **\$500**
 - 4. Coronavirus Response and Relief Supplemental Appropriations Act Grant Application and Non-Federal Share Waiver Request to the Administration for Children and Families, Office of Head Start - **\$170,650**
 - 5. Community Challenge Grant Application to the American Association of Retired Persons - **\$15,000**
 - 6. FY 2021 Head Start/Early Head Start Supplement Grant Application (*Cost-of-Living Adjustment*) and Non-Federal Share Waiver Request to ACF, Office of Head Start - **\$47,936**
 - 7. FY 2021 Early Head Start-Child Care Partnership Supplement Grant Application (*COLA*) and Non-Federal Share Waiver Request to ACF, Office of Head Start - **\$23,577**
 - 8. 2021 HOME Investment Partnerships Program Grant Application to the Oklahoma Housing Finance Agency - **\$285,997.80** (*Triplex Construction: \$259,998, Community Housing Development Organization Operating: \$25,999.80*)
- K.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$5,594,167.11**
 - 1. FY 2021 Training Grant Award from NeighborWorks® America - **\$12,500**
 - 2. FY 2021 Head Start/Early Head Start Program Grant Award (*Initial + Balance of Funds*) from ACF, Office of Head Start - **\$ 3,988,459**
 - 3. Technical and Management Assistance Contract Award – Region 2 (*Option Year 3*) from the U.S. Department of Agriculture Rural Development - **\$1,474,103.11**
 - 4. FY 2021 Retired and Senior Volunteer Program Grant Award (*Continuation, Year 3*) from the Corporation for National and Community Service - **\$61,799**
 - 5. FY 2021 Community Services Block Grant Award (*1st Allocation*) from the Oklahoma Department of Commerce/Community Development Services - **\$57,306**
- L.** Consideration, Discussion and Vote to Approve Revisions to LDCAA Personnel Policy Manual (*O.S. 7.1 & 7.2*)
- M.** Consideration, Discussion and Vote to Approve LDCAA Equity, Diversity, and Inclusion Policy
- N.** Consideration, Discussion and Vote to Approve LDCAA Electronic Correspondence Policy
- O.** Board Training: Analysis Report over CSBG Annual Report and ROMA Application; Analyzing Data and Assessing Results Among Programs, Clients, and Communities Served (*O.S. 9.1–9.4*)
- P.** Review, Facilitated Discussion, and Board Member Input Regarding CSBG Annual Report Analysis and Outcomes (*O.S. 9.3*)

- Q.** Consideration, Discussion and Vote to Approve CSBG Annual Report and Analysis (*O.S. 9.3*)
- R.** Consideration, Discussion and Vote to Approve Submission of FY 2020 Budget Revision Amendment – Non-Federal Share Waiver for the Head Start/Early Head Start Programs
- S.** Consideration, Discussion and Vote to Approve Submission of FY 2020 Carryover Application and Non-Federal Share Waiver Request for the Head Start/Early Head Start Programs
- T.** Consideration, Discussion and Vote to Approve Submission of Disability Waiver Request for the Early Head Start-Child Care Program
- U.** Consideration, Discussion and Vote to Approve HS/EHS/EHS-CC Cost Allocation Plan
- V.** Consideration, Discussion and Vote to Approve Updated HS/EHS/EHS-CC Pay Scale Based on 1.22% COLA Allowance
- W.** Consideration, Discussion and Vote to Approve or Disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2021-22 (*This Resolution authorizes filing of the Form 471 applications for funding year 2021-22 and the payment of the applicant's share upon approval of funding and receipt of services.*)
- X.** Consideration, Discussion, and Vote to Approve Waiver/Exemption of Conflict of Interest for CSBG-Coronavirus Aid, Relief, and Economic Security Act Funds/Assistance for Allison McDaniel (a staff member of Little Dixie Community Action Agency), 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 CSBG-CARES Funds/Assistance is fair to LDCAA
- Y.** Consideration, Discussion and Vote to Approve Signing of Proclamation Recognizing April as Fair Housing Month
- Z.** Appointment of Transportation Advisory Council Members
- AA.** Update on Board Self-Assessment (*O.S. 5.7*)
- BB.** Board Training/Programmatic Report: HS/EHS/EHS-CC Child Outcomes/Assessment Results for Fall/Winter 2020-2021 (*O.S. 5.7 & 5.9*)
- CC.** 2021 LDCAA Customer Satisfaction Report: 1st Quarter (Jan.–March) Results (*O.S. 1.3 & 6.4*)
- DD.** Head Start/Early Head Start/EHS-Child Care Policy Council Report (*O.S. 2.1, 5.7 & 5.9*)
- EE.** Recognition of April 2021 LDCAA Employee of the Month:
Kinsey Cox, Data Entry of Planning/Public Relations Specialist – Administration
- FF.** Recognition of Service Award:
Twenty Years: Janice Holleman, Driver – Transit Program

GG. 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; Victim Programming Appreciation Note; Sexual Assault Awareness Month; Child Abuse Awareness Month; OHS Approval Notice of Staff Qualifications Waiver (*O.S. 5.7 & 5.9*)

HH. 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*)

II. Consideration, Discussion and Vote to Adjourn

Posted: _____ *Date:* _____ *Time:* _____