

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

**AGENDA**

- A.** Call to Order and Invocation
- B.** Opening of Board Meeting – Roll Call, Declaration of Quorum and Introduction of Guests
- C.** Client Testimonial: YouthBuild Program (*Organizational Standard 5.9*)
- D.** Finance/Audit/Loan Committee Report

*Consent Docket - The following items of business indicated by brackets (E and F, G, H) 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- E.** Consideration, Discussion and Vote to Approve June 2021 Regular Meeting Minutes (*O.S. 5.5*)
- F.** Consideration, Discussion and Vote to Approve May 2021 Financial Reports; Distribution of June 2021 Financials for August 2021 Consideration and Vote (*O.S. 8.7*)
- G.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$4,134,895**
  - 1. FY 2021 Supplemental Grant Application (*Operational Capacity, Efficiency and Sustainability for Lenders*) to NeighborWorks® America - **\$25,000**
  - 2. okADRC COVID-19 Pandemic Response Grant Community Funding Application to Sooner SUCCESS/Oklahoma Department of Human Services - **\$4,500**
  - 3. Housing Preservation Grant Application to U.S. Department of Agriculture, Rural Development/Rural Housing Services - **\$50,000**
  - 4. FY 2022 Base Grant Application to Oklahoma Court Appointed Special Advocates (CASA) Association - **\$19,000**
  - 5. FY 2022 Head Start/Early Head Start Continuation Grant Application (*Period 12/1/2021–11/30/2022*) to Administration for Children and Families, Office of Head Start - **\$4,036,395**
- H.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$1,098,705.30**
  - 1. Rx for Oklahoma Award from KI BOIS Community Action Foundation, Inc. - **\$10,830.62**
  - 2. Board Member Discretionary Grant Fund Award (*Early Childhood Education*) from the Potts Family Foundation, Inc. - **\$1,000**
  - 3. FY 2021 Community Services Block Grant Award (*2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Quarter Allocations*) from Oklahoma Department of Commerce/Community Development - **\$167,219** (*Total Awarded: \$224,525*)
  - 4. American Rescue Plan One-Time Supplement Grant Award (*Head Start/Early Head Start/EHS-Child Care Programs*) and Non-Federal Share Waiver Approval from ACF, Office of Head Start - **\$678,416**
  - 5. 2021 Grant Award from the Potts Family Foundation, Inc. - **\$10,000**
  - 6. FY 2021 Supplemental Grant Award (*Asset and Property Management*) from NeighborWorks® America - **\$50,000**

7. Oklahoma Early Childhood Program Grant Award (*Year 16: 7/1/2021–6/30/2022*) from Community Action Project of Tulsa County, Inc. - ***\$181,239.68*** (*Match: \$90,812.94*)
  - I. Consideration, Discussion and Vote to Approve Revisions to LDCAA Personnel Policy Manual (*O.S. 7.1 & 7.2*)
  - J. Consideration, Discussion and Vote to Approve Signing of Proclamation Recognizing June as National Homeownership Month
  - K. Consideration, Discussion and Vote to Approve Filing of LDCAA 2020 Form 990 and Oklahoma Tax Return (*O.S. 8.6*)
  - L. Consideration, Discussion and Vote to Approve Revisions to LDCAA Financial Services Manual (*O.S. 8.10*)
  - M. Consideration, Discussion and Vote to Approve LDCAA Cost Allocation Procedures (*O.S. 8.12*)
  - N. Consideration, Discussion and Vote to Approve 2020-2021 Head Start/Early Head Start/EHS-Child Care Self-Assessment, Report and Program Improvement Plan
  - O. Consideration, Discussion and Vote to Approve FY 2022 CASA Program Goals and Objectives
  - P. Consideration, Discussion and Vote to Approve Revisions to LDCAA Victim Services Programs Policies and Procedures Manual (*O.S. 5.7*)
  - Q. Board Training: LDCAA Finances (*O.S. 5.7*)
    - CSBG Organizational Standards – Fiscal Management
    - Financial Oversight – Overall Agency Fiscal Status, Procedures, Practices, Transactions
    - Interpreting Financial Statements
  - R. Board Training: CSBG Organizational Standards (*O.S. 5.7*)
  - S. Board Training: Results Oriented Management and Accountability (*O.S. 5.7*)
  - T. Board Training/Programmatic Report: HS/EHS/EHS-CC Child Outcomes/Assessment Results for Spring 2020-2021 (*O.S. 5.7 & 5.9*)
  - U. Board Giving Committee Report (*O.S. 5.7*)
  - V. 2021 LDCAA Customer Satisfaction Report: 2<sup>nd</sup> Quarter (*April – June*) Results (*O.S. 1.3 & 6.4*)
  - W. Policy Council Report (*O.S. 2.1, 5.7 & 5.9*)
  - X. Recognition of July 2021 LDCAA Employee of the Month:  
Dionne Frankum, Director – Tri-County Opioid Response Project
  - Y. Recognition of Service Award:  
*Five Years: Peggy Parker, Teacher Assistant – Head Start 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; ODOC Monitoring Update (*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:* \_\_\_\_\_