

**Board of Directors and/or Executive Committee Meeting**  
**Little Dixie Community Action Agency, Inc.**  
**Tuesday, August 10, 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.** Report from the Committee for Nominations
- D.** Consideration, Discussion, and Vote to Elect LDCAA Board of Directors Officers for 2021-2022 (*Pursuant to LDCAA Amended By-Laws, Article VI, Section 2*)
- E.** Consideration, Discussion, and Vote to Elect LDCAA Executive and Personnel Committee Members for 2021-2022 (*Pursuant to LDCAA Amended By-Laws, Article VI, Section 2 and Article X, Section 1*)
- F.** Board Training: How to Interpret an Audit Report and Presentation of the 2020 LDCAA Audit (*Organizational Standards 5.7, 5.9 & 8.3*)
- G.** Consideration, Discussion, and Vote to Approve the 2020 LDCAA Audit (*O.S. 8.1, 8.2 & 8.4*)
- H.** Finance/Audit/Loan Committee Report

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- I.** Consideration, Discussion, and Vote to Approve July 2021 Regular Meeting Minutes (*O.S. 5.5*)
- J.** Consideration, Discussion, and Vote to Approve June 2021 Financial Reports; Distribution of July 2021 Financials for September 2021 Consideration and Vote (*O.S. 8.7*)
- K.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$840,585.74**
  - 1. 2021 Department of Energy Weatherization Assistance Program Grant Application to the Oklahoma Department of Commerce - **\$212,542**
  - 2. American Rescue Plan Act Child Care Stabilization Grant Application to the Oklahoma Department of Human Services - **\$372,691.74**
  - 3. Public Transit Revolving Fund Application to Oklahoma Dept. of Transportation - **\$130,352**
  - 4. Drug-Free Communities Support Program Grant Application (*Continuation, Year 8*) to the Centers for Disease Control and Prevention - **\$125,000**
- L.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$2,857,659.96**
  - 1. okADRC COVID-19 Pandemic Response Grant Community Funding Award from Sooner SUCCESS/Oklahoma Department of Human Services - **\$4,500**

2. FY 2021 Head Start/Early Head Start Supplement Grant Award (*Cost-of-Living Adjustment*) and Non-Federal Share Waiver Approval from the U.S. Department of Health and Human Services, Administration for Children and Families - **\$47,936** (*Waiver Total: \$11,984*)
  3. FY 2021 Early Head Start-Child Care Partnership Grant Award (*Continuation & COLA*) and Non-Federal Share Waiver Approval from DHHS, ACF - **\$1,998,949** (*Waiver Total: \$499,738*)
  4. 2021 HOME Investment Partnerships Program Grant Award from Oklahoma Housing Finance Agency - **\$285,997.80** (*Duplex Construction: \$259,998, Community Housing Development Organization Operating: \$25,999.80*)
  5. SFY 2022 Older Americans Act Title III KEDDO Area Agency on Aging Grant Awards from the Kiamichi Economic Development District of Oklahoma - **\$82,865.16** (*Regular Program Funding: \$57,276, American Rescue Plan Supplement: \$25,589.16*)
  6. 2021 AmeriCorps Grant Award (*Continuation, Year 3*) from AmeriCorps, Oklahoma Community Service Commission - **\$199,870**
  7. 2021 Department of Energy Weatherization Assistance Program Grant Award from the Oklahoma Department of Commerce - **\$212,542**
  8. FY 2021 Supplemental Grant Award (*Operational Capacity, Efficiency and Sustainability for Lenders*) from NeighborWorks® America - **\$25,000**
- M.** Consideration, Discussion, and Vote to Approve Resolution Approving Change of Name from Little Dixie Community Action Agency, Inc. to LIFT Community Action Agency, Inc.
- N.** Consideration, Discussion, and Vote to Approve LDCAA Employee Benefit Plan Audit (*Plan Year 2020, Period: 4/1/2020–3/31/2021*) and Submission of Form 5500
- O.** Consideration, Discussion, and Vote to Approve Head Start and Early Head Start/EHS-Child Care Program Menus for the 2021-2022 School Year
- P.** Consideration, Discussion, and Vote to Approve 2021-2022 Mental Health Contract with Zen Gee Counseling and Psychological Services, LLC
- Q.** Consideration, Discussion, and Vote to Approve Updates to the 2018-2023 HS/EHS/EHS-CC Strategic Plan
- R.** Consideration, Discussion, and Vote to Approve Updates to HS/EHS/EHS-CC Management Team Cost Allocation Plan
- S.** Consideration, Discussion and Vote to Approve 2021 HS/EHS/EHS-CC Community Assessment
- T.** Consideration, Discussion, and Vote to Approve 2021-2022 Head Start/Early Head Start Training and Technical Assistance Plan
- U.** Consideration, Discussion, and Vote to Approve HS/EHS/EHS-CC Organizational Chart
- V.** Board Training/Programmatic Report: Quarterly Housing Production as Reported to NeighborWorks® America (*O.S. 5.7, 5.9*)
- W.** Risk Assessment/Management Report
- X.** Policy Council Report (*O.S. 2.1, 5.7 & 5.9*)

**Y.** Recognition of August 2021 LDCAA Employee of the Month:  
Brooke Gambol, Community Response and Recovery Specialist – Tri-County Opioid Response Project

**Z.** Recognition of Service Awards  
*10 Years:* Susie Mashburn, Early Childhood Development and Curriculum Coach – Head Start/EHS/EHS-CC Programs  
*25 Years:* Lori Henry, Program Secretary – Head Start/EHS/EHS-CC Programs  
Elnora Mayes, Center Director – Early Head Start Program

**AA.** 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; HS/EHS/EHS-CC Data Analysis Report; Transportation Waiver Approval Notice for 2021-2022 Head Start Program Year (*O.S. 5.7 & 5.9*)

**BB.** 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*)

**CC.** Consideration, Discussion, and Vote to Adjourn

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