

LITTLE DIXIE COMMUNITY ACTION AGENCY, INC.  
209 NORTH 4<sup>TH</sup> STREET  
HUGO, OKLAHOMA 74743

MINUTES  
BOARD OF DIRECTORS MEETING  
April 13, 2021  
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of Little Dixie Community Action Agency, Inc. met in a regular meeting session on Tuesday, April 13, 2021 at 10:05 a.m. The meeting was held at LDCAA's Head Start Administration Office, located at 1005 S. 5<sup>th</sup> Street in Hugo, Oklahoma. The notice of time, place, a link to the videoconference (to allow public view and access), and an agenda for the meeting were posted 24 hours prior within prominent view at the main office (209 N. 4<sup>th</sup> St., Hugo, Oklahoma) and the meeting site (1005 S. 5<sup>th</sup> St., Hugo, Oklahoma) as well as online at <https://littledixie.org/board/>.

The meeting was called to order by Chairman William Smith.

The Invocation was given by Board Member Brent Franks.

Roll Call was taken and a quorum was established (19 Board Members present, 4 absent). The following Board Members were present at the meeting site: Kevin Cory, Clinton Crawley, Earl Dalke, Brent Franks, Selena Franks, David Hawkins, Andrea Henkel, Mark Jennings, Jia Johnson, Sandra Meeks, Dwight Satterfield, Leah Savage, Wade Scott, David Smith, William Smith, and Craig Young. The following members were present by videoconference or teleconference, appearing remotely via the Zoom communications platform: Cathie Carothers, Melissa Cress, and Patsy Guess. The following members were absent: Brad Burgett, Vickie Leathers, Les Shumake and Vicky Wade. LDCAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Macy Self, Sheree Ensley, Amber Duncan, Stella Dennis, and Rebecca Reynolds. LDCAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: Darla Galyon, Dawn McDaniel, Jeannie McMillin, Jordan Mack, Kathy James, Lindsey Miller, Mattie Ferguson, Sheila Pierce, W.F. Grammar, Johnny Moffitt, and Susie Mashburn.

In order to be in compliance with the Open Meeting Act (Title 25, Oklahoma Statutes §§ 301-314), the vote of each member was publicly cast and recorded. The agenda contained Consent Docket items of business and the rules that pertain to voting on the items.

The Board recognized Patsy Guess as the elected representative for the Head Start/Early Head Start/Early Head Start-Child Care Policy Council, a Low-Income Entity on the LDCAA Board of Directors (entity to expire 12/31/2022).

William Smith, Chairman, requested the Board's 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).

A motion was made by Craig Young and seconded by Wade Scott to accept Mark Jennings as appointed representative for the McCurtain County Board of Commissioners, a Public Entity on the LDCAA Board of Directors. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D).

William Smith, Chairman, requested the Board's 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). A motion was made by Earl Dalke and seconded by Brent Franks to accept Jia Johnson as appointed representative for the Idabel Chamber of Commerce and Agriculture, a Private Entity on the LDCAA Board of Directors. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item E).

William Smith, Chairman, requested volunteers to serve as Mentors for new Board Members Mark Jennings and Jia Johnson. Board Member Wade Scott volunteered and was appointed to serve as Board Mentor for Mark Jennings. Board Member Brent Franks volunteered and was appointed to serve as Board Mentor for Jia Johnson (Organizational Standard 5.7).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Finance/Audit/Loan Committee met on April 13, 2021 at 9:05 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. The Committee voted to recommend full Board approval of the agency's Financial Reports for February 2021. Ensley reported that all payroll taxes, retirement contributions and financial reports have been submitted in a timely manner. Ensley also provided a report on the status of the agency's Audit fieldwork (there were no findings or management letters) and discussion of updating internal procedures and controls.

## CONSENT DOCKET ITEMS

### *CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS*

William Smith, Chairman, requested the Board's consideration, discussion and vote to approve the March 2021 Regular Meeting Minutes and the February 2021 Financial Reports; the March 2021 Financials were distributed for consideration and vote at the May 2021 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by David Smith and seconded by Craig Young to approve the March 2021 Regular Meeting Minutes and the February 2021 Financial Reports. The roll call vote was as follows: Yes 18; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items H & I).

### *CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS*

1. SFY 2022 Older Americans Act Title III KEDDO Area Agency on Aging Grant Application to the Kiamichi Economic Development District of Oklahoma in the amount of \$57,276; if awarded, these funds will be used to administer and operate a Title III program to provide public transportation for eligible participants (age 60 years or older) residing in Choctaw, McCurtain and Pushmataha Counties within the KEDDO district.
2. FY 2021 Pandemic Recovery Initiative Request to NeighborWorks® America in the amount of \$20,000; if awarded, these funds will be used in the economic recovery category

to help offset losses due to the COVID-19 Pandemic, primarily across the housing lines of business with the development of new multi-family units.

3. FY 2021 NeighborWorks Week Grant Application to NeighborWorks® America in the amount of \$500; if awarded, these funds will be used to conduct a special clean-up day event in Hugo, Oklahoma as well as a social media campaign (to increase awareness of the NeighborWorks philosophy and agency's partnership) during NeighborWorks Week in June 2021.
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 in the amount of \$170,650; if awarded, these one-time funds will be used over a 24-month period by the Head Start, Early Head Start, and EHS-Child Care Programs to prevent, prepare for, and respond to COVID-19.
5. Community Challenge Grant Application to the American Association of Retired Persons in the amount of \$15,000; if awarded, these funds will be used through the Retired and Senior Volunteer Program to provide local food banks with needed supplies to assist in the provision of services to approximately 400 individuals monthly. The food banks involved in the project (by county location) will include: First Baptist Church Food Bank (Pushmataha), Gracefully Yours (McCurtain), Hand to Hand (McCurtain), and Sharing Hope in Hugo (Choctaw). These four food banks have a combined total of 64 active RSVP volunteers (age 55 and older) who assist with operations.
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 in the amount of \$47,936; if awarded, this funding would be used to provide LDCAA's Head Start/Early Head Start staff with a 1.22% COLA increase (Budget Period: 12/1/2020–11/30/2021). The proposed COLA would serve to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and maintain overall program quality. The COLA funds would be divided between Personnel Salaries, Fringe Benefits and Indirect Costs associated with staff salaries. The 1.22% COLA will reflect an increase in the hourly rate of pay for each employee and a permanent increase of 1.22% in the Head Start/EHS/EHS-Child Care pay scale. Any balance remaining after providing the COLA increase in the hourly rate of staff pay will be used under the Supplies category to offset increased operating costs. Included with the application will be the request for a Waiver of the Non-Federal Share associated with the Federal Request in the amount of \$11,984.
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 in the amount of \$23,577; if awarded, this funding would be used to provide LDCAA's EHS-CC staff with a 1.22% COLA increase (Budget Period: 8/1/2021–7/31/2022). The proposed COLA would serve to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and maintain overall program quality. The COLA funds would be divided between Personnel Salaries, Fringe Benefits and Indirect Costs associated with staff salaries. The 1.22% COLA will reflect an increase in the hourly rate of pay for each employee and a permanent increase of 1.22% in the Head Start/EHS/EHS-CC pay scale. Any balance remaining after providing the COLA increase in the hourly rate of staff pay will be used under the Contractual category to offset increased operating costs within the partner child care centers. Included with the application will be the request for a Waiver of the Non-Federal Share associated with the Federal Request in the amount of \$5,895.

8. 2021 HOME Investment Partnerships Program Grant Application to the Oklahoma Housing Finance Agency in the amount of \$285,997.80 (Duplex Construction: \$259,998, Community Housing Development Organization Operating: \$25,999.80); if awarded, these funds would be used to construct a duplex housing unit in Hugo, Oklahoma (total cost of \$259,998), as well as provide CHDO operating support in the amount of \$25,999.80 for staff salaries, travel and administrative costs associated with the construction of the duplex.

It was noted that the Agenda mistakenly listed Item J8 as a triplex construction project, but the HOME Grant activity will instead involve the building of a duplex housing unit. After discussion and Board Member input with regards to the applications presented, a motion was made by Andrea Henkel and seconded by Leah Savage to approve the submission of resolutions and/or grant applications in the amount of \$620,936.80 presented as listed on the Consent Docket, with the minutes to reflect the HOME activity as a duplex construction project under Item J8. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

#### *CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS*

1. FY 2021 Training Grant Award from NeighborWorks<sup>®</sup> America in the amount of \$12,500; these funds will be used for training to support staff development needs and organizational capacity building.
2. FY 2021 Head Start/Early Head Start Program Grant Award (Initial + Balance of Funds) from ACF, Office of Head Start in the amount of \$3,988,459; this grant action awards the funding for operations and training/technical assistance for the current grant year (ending 11/30/2021) to support the Head Start/EHS Programs in serving 387 Head Start children and 48 infants and toddlers, all through center-based program options. The initial Notice of Award listed an incorrect service area, so this item includes acceptance of both the Initial and Balance of Funds Awards since the total funding amount and budget are listed on the award notice.
3. Technical and Management Assistance Contract Award – Region 2 (Option Year 3) from the U.S. Department of Agriculture, Rural Development in the amount of \$1,474,103.11; this funding will be used to provide training and technical assistance to organizations, including Indian Tribes, eligible to receive assistance under the Section 523 Mutual Self-Help Technical Assistance Grant Program. The states to be serviced under Region 2 include Arkansas, Kansas, Louisiana, Missouri, Nebraska, North Dakota, New Mexico, Oklahoma, South Dakota, Texas, and Wyoming. With this funding, LDCAA will furnish all labor, management, supervision, quality control, facilities, equipment, materials, and services needed to perform the requirements of the contract during Option Year 3 (April 1, 2021 – March 31, 2022).
4. FY 2021 Retired and Senior Volunteer Program Grant Award (Continuation Year 3) from the Corporation for National and Community Service in the amount of \$61,799; these funds will be used to continue operations of the RSVP program during Year 3 of the three-year grant project.
5. FY 2021 Community Services Block Grant Award (1st Allocation) from the Oklahoma Department of Commerce in the amount of \$57,306; these funds represent the core funding source to support Community Action Agencies and other CSBG-funded organizations whose primary mission is to address and alleviate poverty within their communities. This

first allocation of funds will provide salary and operational support for various agency programs.

A motion was made by David Hawkins and seconded by Wade Scott to approve acceptance of grants, contracts, and awards in the amount of \$5,594,167.11 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Dawn McDaniel, Human Resources Director, requested the Board's consideration, discussion and vote to approve revisions to the LDCAA Personnel Policy Manual (Organizational Standards 7.1 and 7.2). McDaniel explained that revisions to the manual were necessary for compliance with various funders to institute changes in practice or clarify current procedures. Specifically, revisions were needed within Policy No. 40 - Telework, Policy No. 314 - Paid Personal Time Off (Administrative Leave), and Policy No. 350 - Insurance Programs. Policy No. 40 was revised to add item 15. This change was in response to the U.S. Department of Labor's recommendations for appropriately notifying remote workers who may be teleworking. Policy No. 314 was revised to clarify item 2a. The previous wording could have been misleading and the intent of the paragraph is to allow for the inclusion of part-time employees in the event of an extraordinary circumstance. For Policy No. 350, item 1 was revised to clarify the decline of group life insurance benefits at various ages. LDCAA's group life insurance benefits reduce by 35% of the original amount at age 70 and reduce by 50% of the original amount at age 75. Once approved, agency staff will be notified of the Personnel Policy Manual revisions via email announcement. Agency staff will receive a copy of the revised policies by email, and the revised Personnel Policy Manual will be available through the online Employee Portal. Each employee will sign an acknowledgement of receipt of the revised Personnel Policy Manual. A motion was made by Kevin Cory and seconded by Clinton Crawley to approve the revisions to the LDCAA Personnel Policy Manual. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Dawn McDaniel, Human Resources Director, requested the Board's consideration, discussion and vote to approve the LDCAA Equity, Diversity, and Inclusion Policy. McDaniel explained that LDCAA is committed to fostering, cultivating and preserving a culture of diversity, equity, and inclusion. This policy outlines the steps LDCAA will take to ensure the culture of the agency and workplace is one where all employees and volunteers feel valued and respected, regardless of age, color, race, gender, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation or identity, social-economic status and veteran status. The proposed policy was developed by the agency's Human Resources attorney and then reviewed by the Equity, Diversity, and Inclusion Advisory Committee. The policy outlines LDCAA's expectations around equity, inclusion, and non-discrimination of various groups. Once approved, agency staff will be notified of the new policy via email announcement. Agency staff will receive a copy of the new policy by email and sign an acknowledgement of receipt. The policy will also be available through the online Employee Portal. A motion was made by Leah Savage and seconded by David Smith to approve the LDCAA Equity, Diversity, and Inclusion Policy. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Dawn McDaniel, Human Resources Director, requested the Board's consideration, discussion and vote to approve the LDCAA Electronic Correspondence Policy. McDaniel explained the Electronic Correspondence Policy is necessary in order to facilitate efficient employment-related communication between LDCAA, agency employees, and certain third parties. The Electronic Correspondence Policy was developed by the agency's HR attorney and would allow LDCAA the ability to communicate in the future with all employees through employee cellular telephone numbers or electronic mail addresses (similar to public school parent notification systems). Therefore, if the agency ever chose to have some kind of company-wide mass communication system for notices, alerts, information sharing, etc., this policy would cover those activities. Once approved, agency staff will be notified of the new policy via email announcement. Agency staff will receive a copy of the new policy by email and sign an acknowledgement of receipt. The policy will also be available through the online Employee Portal. A motion was made by Andrea Henkel and seconded by Clinton Crawley to approve the LDCAA Electronic Correspondence Policy. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Macy Self, Associate Director, provided Board Training with an Analysis Report over the CSBG Annual Report (formerly known as the Information Systems Survey), in accordance with CSBG Organizational Standards – Category 9, Standards, 9.1, 9.2, 9.3, and 9.4. Self explained that LDCAA is required by Oklahoma Department of Commerce to submit this report annually, which supports an enhanced focus on improved data collection, analysis and continuous learning. The Annual Report captures CSBG Expenditures, Resources Administered/Generated, Program Participant Characteristics and Services and National Performance Indicators achieved. This information will be used at all levels (National, State and Local) to improve performance, track results from year to year, and assure accountability for critical outcomes. LDCAA must address performance based on the three goals of ROMA Next Generation (NG), which are: Goal 1) Individuals and families with low incomes are stable and achieve economic security; Goal 2) Communities where people with low incomes live are healthy and offer economic opportunity; and Goal 3) People with low incomes are engaged and active in building opportunities in communities. Services and strategies to help meet the Theory of Change and these Community Action Goals include: Employment; Education and Cognitive Development; Income, Infrastructure and Asset Building; Housing; Health/Social Behavioral Development; and Civic Engagement and Community Involvement. ROMA NG allows for progress on data modernization, infrastructure, and capacity for analysis. LDCAA has implemented strategies internally to improve processes with collecting, measuring and analyzing data collected from clients. While ROMA NG has decreased the number of outcomes clients can achieve, it has enabled the agency to focus more on case management, which is critical to ensuring that clients are working towards achieving self-sufficiency. In 2020, a total of 4,028 clients were served, which included 2,057 households. Self provided further breakdown of the report with regards to demographics of clients served and a thorough data analysis of services provided and numbers of those assisted, including performance/outcome indicators, targets, and actual results. This training demonstrated ROMA Application—performance based management concepts embodied in ROMA as the framework for all aspects of agency operations, including program planning, resource allocation, service provision, program evaluation, and theory of change, in addition to analyzing data and assessing results among programs, clients, and communities served.

Macy Self, Associate Director, provided the Board with a review, facilitated discussion and gathered Board Member input regarding the CSBG Annual Report Analysis and Outcomes, in accordance with Organizational Standard 9.3.

Macy Self, Associate Director, requested the Board's consideration, discussion and vote to approve the CSBG Annual Report and Analysis of outcomes, in accordance with Organizational Standard 9.3. A motion was made by Brent Franks and seconded by Craig Young to approve the CSBG Annual Report and Analysis. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion and vote to approve submission of an FY 2020 Budget Revision Amendment – Non-Federal Share Waiver for the Head Start/Early Head Start Programs. In total, LDCAA is requesting a Waiver for \$178,710 in required Non-Federal Share associated with \$3,782,316 in Federal funding for Head Start/Early Head Start Program Operations/Training and Technical Assistance provided by the Administration for Children and Families, Office of Head Start. Of the total Non-Federal Share required (\$945,580), LDCAA was able to provide \$691,030.57 in funding, in addition to \$75,840 to be provided for unobligated funds being carried over into Year 3/FY 2021. The timeframe for the Non-Federal Share Waiver would be the Year 2/FY 2020 Budget Period of 12/1/2019–11/30/2020. A motion was made by Kevin Cory and seconded by Sandra Meeks to approve submission of the FY 2020 Budget Revision Amendment – Non-Federal Share Waiver for the Head Start/Early Head Start Programs. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item R).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion and vote to approve submission of an FY 2020 Carryover Application and Non-Federal Share Waiver Request for the Head Start/Early Head Start Programs. In total, LDCAA is requesting to carry over \$303,356.28 in unobligated FY 2020 Program Operations/Training and Technical Assistance funds, along with \$275,019.96 in unobligated funding awarded in FY 2020 to prevent, prepare for, and respond to COVID-19. If the Carryover Request for the Head Start/Early Head Start Programs is approved, the funding (\$578,376.24 total) would be used during the FY 2021/Year 3 Budget Period of 12/1/2020–11/30/2021. The application would also include a request for a full Waiver of the required \$144,595 in Non-Federal Share associated with the Federal funds being carried over into FY 2021/Year 3. A motion was made by Andrea Henkel and seconded by Brent Franks to approve the submission of the FY 2020 Carryover Application and Non-Federal Share Waiver Request for the Head Start/Early Head Start Programs. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item S).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion and vote to approve the submission of a Disability Waiver Request for the Early Head Start-Child Care Program. The request is seeking approval from the Office of Head Start to waive the 10% requirement for enrollment of children with disabilities in the EHS-Child Care Program. The Waiver would only pertain to the EHS-CC Program, as the Head Start and Early Head Start Programs have met this requirement. The program is currently serving three children with special needs who have an Individual Family Service Plan (IFSP), but this is only 3% of the current enrollment of 100 children. Program enrollment has suffered

tremendously throughout the COVID-19 Pandemic, which has in turn affected how many children in the community are able to go through the program's screening processes. Additionally, the program has eight other children with concerns, and referrals have been sent to SoonerStart (the Individuals with Disabilities Education Act Part C Agency). Unfortunately, SoonerStart staff have been teleworking since March of 2020. As a result, SoonerStart has not been able to provide direct services to the three children with IFSPs, and the agency staff have not evaluated any of the program's referrals. Until evaluation of the referrals can take place, the program is at a standstill and cannot meet the 10% enrollment requirement. Therefore, it is necessary to submit the Waiver in order to ensure compliance if the goal is not reached by the end of the program year. A motion was made by David Smith and seconded by Craig Young to approve the submission of a Disability Waiver Request for the Early Head Start-Child Care Program. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item T).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion and vote to approve the HS/EHS/EHS-CC Cost Allocation Plan. The Cost Allocation Plan represents only those expenses that require cost allocation and are distributed between the Head Start/EHS/EHS-Child Care Programs. The Plan was developed to ensure that each program is only paying its fair share of the costs used in common, and that no program is subsidizing another. The Cost Allocation Plan proposed is based on current operations of the three programs. A motion was made by Kevin Cory and seconded by Clinton Crawley to approve the Head Start/Early Head Start/Early Head Start-Child Care Cost Allocation Plan. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item U).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion and vote to approve the updated HS/EHS/EHS-CC Pay Scale based on the 1.22% Cost-of-Living Adjustment Allowance proposed through applications submitted to the Administration for Children and Families, Office of Head Start. Once approved by the Board and Policy Council, the updated pay scale will go into effect after the Notice of Grant Award for the COLA Grants are received. A motion was made by David Smith and seconded by Andrea Henkel to approve the updated Head Start/Early Head Start/Early Head Start-Child Care Pay Scale based on 1.22% COLA Allowance. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item V).

Mattie Ferguson, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion and vote to approve or disapprove the 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. The Federal Communication Commission's E-Rate program makes telecommunications and information services more affordable for schools and libraries. With funding from the Universal Service Fund, E-Rate provides discounts (from 20-90% based on poverty level and rurality) for telecommunications, Internet access, and internal connections to eligible schools and libraries. A motion was made by David Hawkins and seconded by Wade Scott to approve the 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). The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item W).

Rebecca Reynolds, Executive Director, requested the Board's consideration, discussion and vote to approve a 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. In accordance with LDCAA's CSBG-CARES Emergency Assistance Policy, Procedure, and Guidelines as well as Oklahoma Department of Commerce requirements, the agency must conduct a public disclosure process and legal review for any/potential conflict of interest if a staff member applies for CSBG-CARES Funds/Assistance. In the case of Allison McDaniel's application for emergency rental assistance, public disclosure has been made with no objections received, and an Affidavit has been signed by Ms. McDaniel attesting that she was not involved in the application and process, activities or decisions regarding the assistance to be provided. Further, the opinion of LDCAA's Attorney, Amber Duncan, is that the exception sought in this matter would not violate Oklahoma or local law. A motion was made by Kevin Cory and seconded by Leah Savage to approve a Waiver/Exemption of Conflict of Interest for CSBG-CARES 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. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item X).

Sheila Pierce, Housing Director, requested the Board's consideration, discussion and vote to approve the signing of a Proclamation recognizing April as Fair Housing Month. National Fair Housing Month celebrates the passage of the Fair Housing Act in April 1968, a national law that prohibits discrimination in the sale, rental and financing of housing based on race, color, national origin, religion, and gender. The Act was later amended to include protections for people with disabilities and families with children. National Fair Housing Month works to increase efforts to end housing discrimination and raises awareness of fair housing rights. A motion was made by Craig Young and seconded by Wade Scott to approve the signing of a Proclamation recognizing April as Fair Housing Month. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Y).

Jeannie McMillin, Transit Director, provided the Board with information about the Older Americans Act of 1965, as amended, and funding LDCAA receives via KEDDO's Area Agency on Aging Division. McMillin explained that these funds help to fill a gap in transportation services for older Americans (60 years of age or older) who do not qualify for Medicaid, Tribal, or other free transportation services. As a condition of accepting the KEDDO funds, the agency would be required to appoint and regularly convene a Transportation Advisory Council. The role of the Advisory Council will be to inform agency leadership of the transportation needs of older Americans within their communities. This Advisory Council, which will be comprised of LDCAA

Board Members and representative of the service area demographics, will serve an essential function in helping to identify and address transportation barriers, challenges, and resources. The Council will meet quarterly in March, June, September and December. William Smith, Chairman, appointed the following Board Members to the Transportation Advisory Council: Cathie Carothers (Choctaw County), Clinton Crawley (Choctaw County), Brent Franks (Pushmataha County), David Hawkins (McCurtain County), Andrea Henkel (McCurtain County), and David Smith (Pushmataha County). Smith also named David Hawkins as Chair of the Council, with Clinton Crawley to serve as Vice-Chair.

Rebecca Reynolds, Executive Director, provided an update on the Board Self-Assessment (Organizational Standard 5.7). Reynolds explained that the survey would be closing on April 13, 2021 and notified the members who had not yet completed their survey. The findings of the Self-Assessment will be reported to the Board by June 2021; based on the responses, the Board Training Committee will develop a plan to raise capacity in areas identified as needs by Board Members.

Susie Mashburn, Early Childhood Development and Curriculum Coach, provided a Board Training/Programmatic Report over the Fall/Winter 2020-2021 Child Outcomes/Assessment results for the Head Start, Early Head Start and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9) Along with providing the Outcomes and Assessment results, Mashburn also provided an overview of the social-emotional considerations and transition planning at the end of the school year.

Kinsey Cox, Data Entry of Planning/Public Relations Specialist, presented the 2021 LDCAA Customer Satisfaction Report for the 1<sup>st</sup> Quarter (January – March) in accordance with CSBG Organizational Standards 1.3 and 6.4. The Customer Satisfaction Surveys are completed by clients either online or in paper format after having inquired about or received a service through an agency-operated program. During the 1<sup>st</sup> Quarter, a total of 108 surveys were collected representing the following counties: Bryan, Carter, Choctaw and Pushmataha. Of surveys collected, 100% of respondents selected “Very Satisfied” with regards to agency services received.

Mattie Ferguson, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the March 23, 2021 meeting (Organizational Standards 2.1, 5.7, and 5.9).

Rebecca Reynolds, Executive Director, recognized Kinsey Cox (Data Entry of Planning/Public Relations Specialist, Administration) as the April 2021 Employee of the Month.

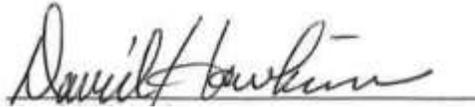
Rebecca Reynolds, Executive Director, recognized Janice Holleman (Driver, Transit Program) for 20 Years of Service.

Other Reports/Announcements/Correspondence were presented as follows: 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; and OHS Approval Notice of Staff Qualifications Waiver. Rebecca Reynolds, Executive Director, also discussed upcoming National Community Action

Month activities, which are intended to raise awareness in our communities about the services available and their impact on those we serve. The Board received an Engagement Guide and National Community Action Month calendar, which provides ideas on how to participate; the handouts were uploaded to the agency's website and included in the Board Meeting Packet shown to those attending remotely during the meeting. Reynolds also stated that on May 21, 2021 (which is National Pizza Party Day), the agency will provide pizza to first responders at one location in each of the three counties to show appreciation for all they do to keep our communities and residents safe.

There being no other business to come before the Board, a motion was made by Kevin Cory and seconded by Brent Franks to adjourn the regular meeting. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. Voting record is attached (Item II).

The Regular Meeting adjourned at 11:38 a.m.

A handwritten signature in cursive script, appearing to read "David Hawkins", written over a horizontal line.

David Hawkins, Secretary/Treasurer

CALL TO ORDER:  
10:05am

C. YOUNG  
W. SCOTT  
E. DALKE  
B. FRANKS  
D. SMITH  
C. YOUNG  
A. HENKEL  
L. SAVAGE  
D. HAWKINS  
W. SCOTT

April 13, 2021		Present	Absent	D			E			H I			J			K		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett		✓															
2	Cathie Carothers *	✓		✓			✓			✓			✓			✓		
3	Kevin Cory	✓		✓			✓			✓			✓			✓		
4	Clinton Crawley	✓		✓			✓			✓			✓			✓		
5	Melissa Cress *	✓		✓			✓			✓			✓			✓		
6	Earl Dalke	✓		✓			✓			✓			✓			✓		
7	Brent Franks	✓		✓			✓			✓			✓			✓		
8	Selena Franks	✓		✓			✓			✓			✓			✓		
9	Patsy Guess *	✓		✓			✓			✓			✓			✓		
10	David Hawkins	✓		✓			✓			✓			✓			✓		
11	Andrea Henkel	✓		✓			✓			✓			✓			✓		
12	Mark Jennings	✓		✓			✓			✓			✓			✓		
13	Jia Johnson	✓		✓			✓			✓			✓			✓		
14	Vickie Leathers	✓	✓															
15	Sandra Meeks	✓		✓			✓			✓			✓			✓		
16	Dwight Satterfield	✓		✓			✓			✓			✓			✓		
17	Leah Savage	✓		✓						-		✓	✓			✓		
18	Wade Scott	✓		✓			✓			✓			✓			✓		
19	Les Shumake		✓															
20	David Smith	✓		✓			✓			✓			✓			✓		
21	Vicky Wade		✓															
22	Craig Young	✓		✓			✓			✓			✓			✓		
23	William Smith	✓		✓			✓			✓								
24																		
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26																		
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\* ATTENDED REMOTELY

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April 13, 2021		Present	Absent	L			M			N			Q			R		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett		✓															
2	Cathie Carothers *	✓		✓			✓			✓			✓			✓		
3	Kevin Cory	✓		✓			✓			✓			✓			✓		
4	Clinton Crawley	✓		✓			✓			✓			✓			✓		
5	Melissa Cress *	✓		✓			✓			✓			✓			✓		
6	Earl Dalke	✓		✓			✓			✓			✓			✓		
7	Brent Franks	✓		✓			✓			✓			✓			✓		
8	Selena Franks	✓		✓			✓			✓			✓			✓		
9	Patsy Guess *	✓		✓			✓			✓			✓			✓		
10	David Hawkins	✓		✓			✓			✓			✓			✓		
11	Andrea Henkel	✓		✓			✓			✓			✓			✓		
12	Mark Jennings	✓		✓			✓			✓			✓			✓		
13	Jia Johnson	✓		✓			✓			✓			✓			✓		
14	Vickie Leathers		✓															
15	Sandra Meeks	✓		✓			✓			✓			✓			✓		
16	Dwight Satterfield	✓		✓			✓			✓			✓			✓		
17	Leah Savage	✓		✓			✓			✓			✓			✓		
18	Wade Scott	✓		✓			✓			✓			✓			✓		
19	Les Shumake		✓															
20	David Smith	✓		✓			✓			✓			✓			✓		
21	Vicky Wade		✓															
22	Craig Young	✓		✓			✓			✓			✓			✓		
23	William Smith	✓																
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27																		

*K. CORY*    *C. CRAWLEY*    *L. SAVAGE*    *P. SMITH*    *A. HENKEL*    *C. CRAWLEY*    *B. FRANKS*    *C. YOUNG*    *K. CORY*    *S. MEEKS*

\* ATTENDED REMOTELY

(2)

April 13, 2021		Present	Absent	S			T			U			V			W		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett		✓															
2	Cathie Carothers *	✓		✓			✓			✓			✓			✓		
3	Kevin Cory	✓		✓			✓			✓			✓			✓		
4	Clinton Crawley	✓		✓			✓			✓			✓			✓		
5	Melissa Cress *	✓		✓			✓			✓			✓			✓		
6	Earl Dalke	✓		✓			✓			✓			✓			✓		
7	Brent Franks	✓		✓			✓			✓			✓			✓		
8	Selena Franks	✓		✓			✓			✓			✓			✓		
9	Patsy Guess *	✓		✓			✓			✓			✓			✓		
10	David Hawkins	✓		✓			✓			✓			✓			✓		
11	Andrea Henkel	✓		✓			✓			✓			✓			✓		
12	Mark Jennings	✓		✓			✓			✓			✓			✓		
13	Jia Johnson	✓		✓			✓			✓			✓			✓		
14	Vickie Leathers		✓															
15	Sandra Meeks	✓		✓			✓			✓			✓			✓		
16	Dwight Satterfield	✓		✓			✓			✓			✓			✓		
17	Leah Savage	✓		✓			✓			✓			✓			✓		
18	Wade Scott	✓		✓			✓			✓			✓			✓		
19	Les Shumake		✓															
20	David Smith	✓		✓			✓			✓			✓			✓		
21	Vicky Wade		✓															
22	Craig Young	✓		✓			✓			✓			✓			✓		
23	William Smith	✓																
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25																		
26																		
27																		

A. HENKEL

B. FRANKS

D. SMITH

C. YOUNG

K. CORY

C. CRAWLEY

D. SMITH

A. HENKEL

D. HAWKINS

N. SCOTT

\* ATTENDED REMOTELY

(3)

April 13, 2021		Present	Absent	<del>X</del>			<del>L</del>			H								
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett		✓															
2	Cathie Carothers *	✓		✓			✓			✓								
3	Kevin Cory	✓		✓			✓			✓								
4	Clinton Crawley	✓		✓			✓			✓								
5	Melissa Cress *	✓		✓			✓			✓								
6	Earl Dalke	✓		✓			✓			✓								
7	Brent Franks	✓		✓			✓			✓								
8	Selena Franks	✓		✓			✓			✓								
9	Patsy Guess *	✓		✓			✓			✓								
10	David Hawkins	✓		✓			✓			✓								
11	Andrea Henkel	✓		✓			✓			✓								
12	Mark Jennings	✓		✓			✓			✓								
13	Jia Johnson	✓		✓			✓			✓								
14	Vickie Leathers		✓															
15	Sandra Meeks	✓		✓			✓			✓								
16	Dwight Satterfield	✓		✓			✓			✓								
17	Leah Savage	✓		✓			✓			✓								
18	Wade Scott	✓		✓			✓			✓								
19	Les Shumake		✓															
20	David Smith	✓		✓			✓			✓								
21	Vicky Wade		✓															
22	Craig Young	✓		✓			✓			✓								
23	William Smith	✓																
24																		
25																		
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~~K. CORY~~  
~~L. SAVAGE~~  
~~C. YOUNG~~  
~~W. SCOTT~~  
~~K. CORY~~  
~~B. FRANKS~~

ADJOURN:  
 11:38am

\* ATTENDED REMOTELY

(4)