

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

MINUTES
BOARD OF DIRECTORS MEETING
January 12, 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, January 12, 2021 at 10:10 a.m. The meeting was held at LDCAA's Head Start Administration Office, located at 1005 S. 5th 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. 4th St., Hugo, Oklahoma) and meeting site (1005 S. 5th 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 Kevin Cory, and honored Board Member and Secretary/Treasurer Trilla Frazier, who passed from this life on January 10, 2021.

Roll Call was taken and a quorum was established (12 Board Members present, 9 absent). The following Board Members were present at the meeting site: Cathie Carothers, Kevin Cory, Clinton Crawley, Brent Franks, David Hawkins, Andrea Henkel, Vickie Leathers, Dwight Satterfield, Wade Scott, David Smith, William Smith, and Vicky Wade. The following members were absent: Brad Burgett, Melissa Cress, Earl Dalke, Selena Franks, Patsy Guess, Sharon Jernigan, Sandra Meeks, Leah Savage, and Craig Young. LDCAA employees present at the meeting site were: Kinsey Cox, Rhonda Teague, Macy Self, and Rebecca Reynolds. LDCAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: Darla Galyon, Johnny Moffitt, Jordan Mack, Lisa Corey, Amber Duncan, Sheila Pierce, Susie Mashburn, Sara Moore, Kathy James, Lindsey Miller, Dionne Frankum, W.F. Grammar, Dawn McDaniel, Tammie Fewell, Brian Levinson, Sheree Ensley, Kodjo Tchegnon, and Monique Knight.

The Board recognized William Smith as the elected representative for Kiamichi Opportunities, Inc., a Low-Income Entity on the LDCAA Board of Directors (entity to expire 12/31/2023).

William Smith, Chairman, requested the Board's 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). A motion was made by Kevin Cory and seconded by David Hawkins to accept Cathie Carothers as appointed representative for the City of Fort Towson, a Public Entity on the LDCAA Board of Directors. The roll call vote was as follows: Yes 10; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D).

William Smith, Chairman, requested a volunteer to serve as Mentor for new Board Member Cathie Carothers. Board Member Kevin Cory volunteered and was appointed to serve as Board Mentor for Cathie Carothers (Organizational Standard 5.7).

William Smith, Chairman, requested the Board's 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). A motion was made by Kevin Cory and seconded by Wade Scott to accept Selena Franks as appointed representative for the Pushmataha County Chamber of Commerce, a Private Entity on the LDCAA Board of Directors. The roll call vote was as follows: Yes 11; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

William Smith, Chairman, requested the Board's 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). A motion was made by Kevin Cory and seconded by Andrea Henkel to accept Vickie Leathers as appointed representative for the Salvation Army, a Private Entity on the LDCAA Board of Directors. The roll call vote was as follows: Yes 10; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

William Smith, Chairman, requested the Board's 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). A motion was made by Kevin Cory and seconded by Wade Scott to accept Sandra Meeks as appointed representative for the Broken Bow Chamber of Commerce, a Private Entity on the LDCAA Board of Directors. The roll call vote was as follows: Yes 11; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

William Smith, Chairman, provided the Board with the Finance/Audit/Loan Committee Report. The Finance/Audit/Loan Committee met on January 11, 2021 at 9:10 a.m. The Committee received a status report on all active loans. The Committee voted to recommend full Board approval of the agency's Financial Reports for October 2020 and November 2020. The full amount of the Paycheck Protection Program Loan (plus interest) from the Small Business Administration has been forgiven. The Committee also discussed that, due to the unexpected passing of Secretary/Treasurer Trilla Frazier, the Governing Board would have to elect a member to fill the remaining one-year term of office for the Secretary/Treasurer position. The Secretary/Treasurer also serves as Chairperson of the Finance/Audit/Loan Committee.

CONSENT DOCKET ITEMS

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.

William Smith, Chairman, requested the Board's consideration, discussion, and vote to approve the November 2020 Regular Meeting Minutes and the October 2020 and November 2020 Financial Reports; the December 2020 Financials were distributed for consideration and vote at the February 2021 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by

Andrea Henkel and seconded by Brent Franks to approve the November 2020 Regular Meeting Minutes and the October 2020 and November 2020 Financial Reports. The roll call vote was as follows: Yes 11; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items J & K).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Toy Drive Donation Request to International Paper, Valliant Containerboard Mill in the amount of \$2,000; if awarded, these funds will be used to purchase toys and other gifts which will be distributed to families in need within Choctaw, McCurtain, and Pushmataha Counties during the holiday season.
2. FY 2021 Round I Expendable Grant Application to NeighborWorks® America in the amount of \$145,000; funds awarded under the Expendable category will be used for salary and other operational support of housing staff, including the Housing Director, Housing Counselors and Housing Outreach personnel.
3. FY 2021 Round I Capital Grant Application to NeighborWorks® America in the amount of \$50,000; if awarded, funds will be used to make improvements at LDCAA's multi-family properties and/or increase homeownership opportunities via the residential lending line of business.
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 in the amount of \$1,144,121; if awarded, these funds will be utilized during the third year (4/1/2021–3/31/2022) of the five-year grant period. Funding will be used to improve access to quality health care and services for women, infants, children, and families through outreach, care coordination, health education and linkage to health insurance; strengthening the health workforce, specifically those individuals responsible for providing direct services; building healthy communities and ensuring ongoing, coordinated, comprehensive services are provided in the most efficient manner through effective service delivery; and promoting and improving health equity by connecting with appropriate organizations. Funding will also be used to provide direct clinical services (well-woman and maternity care) for high-risk Healthy Start Program participants.
5. 2021 Victims of Crime Act Grant Application (Court Appointed Special Advocates) to the Oklahoma District Attorneys Council in the amount of \$90,000; if awarded, the one-year VOCA grant would be used to provide salary and other operating support for Little Dixie CASA staff. Since the purpose of this grant program is to provide direct services to victims of crime, this funding will allow Little Dixie CASA to continue providing advocacy services for abused and neglected children within Choctaw, McCurtain, and Pushmataha Counties.
6. 2021 Victims of Crime Act Grant Application (Victim Advocacy Services) to the Oklahoma District Attorneys Council in the amount of \$100,000; if awarded, funding would provide operational support for the Victim Advocacy Services Program for a period of one year. The program provides enhanced, needed direct services to victims and their families; a Victim Services Coordinator assists victims of crime in Choctaw, McCurtain and Pushmataha Counties through direct service provision/linking to resources that will serve the victim's physical, emotional and basic needs.

After discussion and Board Member input with regards to the applications presented, a motion was made by David Smith and seconded by Wade Scott to approve the submission of resolutions and/or grant applications in the amount of \$1,531,121 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 11; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. Section 523 Self-Help Housing Technical Assistance Grant Extension Award from the U.S. Department of Agriculture, Rural Development in the amount of \$240,735; these funds will be used to provide technical assistance to participants of the Self-Help Housing Program (as outlined in RD Instruction 1944-I), within Atoka, Bryan, Carter, Choctaw, Love, Marshall, McCurtain, and Pushmataha Counties during the period of November 1, 2020 – October 31, 2021.
2. Special Project Award (Choctaw County YouthBuild) from the RAM Foundation in the amount of \$10,000; these funds will be used to support operational expenses of the Choctaw County YouthBuild Program.
3. Holiday Food Basket Donation from First United Bank in the amount of \$500; these local funds allowed LDCAA to provide food baskets to needy families in the tri-county service area during the Thanksgiving and Christmas holiday seasons.
4. Affordable Housing Funding Award from Simmons Bank, Western Division in the amount of \$2,500; these funds will be used to help families residing or building in Bryan, Carter, and Marshall Counties to achieve homeownership through LDCAA's Self-Help Housing Program.
5. Toy Drive Donation from International Paper, Valliant Containerboard Mill in the amount of \$2,000; these funds were used to purchase toys and other gifts that were distributed to families in need within Choctaw, McCurtain, and Pushmataha Counties during the holiday season.
6. HOME Investment Partnerships Program Grant Award (Community Housing Development Organization Operating) from Oklahoma Housing Finance Agency in the amount of \$25,998; these funds will provide CHDO operating support for staff salaries, fringe, and other costs linked to the HOME construction project.
7. HOME Investment Partnerships Program Grant Award (Antlers Duplex Construction) from Oklahoma Housing Finance Agency in the amount of \$259,998; this funding will be used to construct a new duplex housing unit in Antlers, Oklahoma.
8. Child and Adult Care Food Program Award (Early Learning Centers) from the Oklahoma Department of Education in the amount of \$193,843.75; these funds, up to \$193,843.75, will be used to provide children with adequate nutritional meals appropriate to their age group. Meals include breakfast, snack and lunch. Funding will also support food-related supplies and salaries for the cooks. The contract agreement period will be October 1, 2020 through September 30, 2021.
9. 2020 Grow the Good Program Donation (CASA) from Campbell Global LLC in the amount of \$500; these funds will be used for operational expenses of the agency's CASA Program.
10. 2020 Grow the Good Program Donation (Passport to the Future Mentoring) from Campbell Global LLC in the amount of \$1,000; these funds will be used for operational expenses of the agency's Passport to the Future Mentoring Program.

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 in the amount of \$29,326.29; these funds will support the provision of housing counseling services.

A motion was made by Andrea Henkel and seconded by Dwight Satterfield to approve acceptance of grants, contracts, and awards in the amount of \$766,401.04 as presented and listed on the Consent Docket. The roll call vote was: Yes 11; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Kathy James, Senior Program Planner, provided training over Board Member Duties, Roles, and Responsibilities as well as Community Services Block Grant Information Memorandum #82 Tripartite Boards. The Board Training first included a review and discussion of the Powers, Responsibilities, and Role of the Board, as well as the Role of the Tripartite Board. James then reviewed CSBG Information Memorandum #82 Tripartite Boards. Using excerpts from LDCAA's Amended By-Laws and "Board Roles and Responsibilities: Nonprofit Community Action Agencies" (training material created by Community Action Program Legal Services, Inc. [CAPLAW] and the Community Action Partnership), the role of the Tripartite Board and key roles/responsibilities were also reviewed and discussed further. In addition, documents required for each LDCAA Governing Board Member were distributed: Code of Conduct, Conflict of Interest Policies/Affidavit, Board Member Job Descriptions, Demographic/Informational and Disclosure Questionnaires, and LDCAA's Amended By-Laws/Addendum and Attestation. A review and discussion of the documents was conducted; Board Members completed the documents, which were then collected. These required documents, which will be reviewed during the next Oklahoma Department of Commerce Monitoring Review, will be kept securely on file at LDCAA's Administrative Office, located at 209 N. 4th Street in Hugo, Oklahoma. This item corresponds with Organizational Standards 5.4, 5.6, 5.7, and 5.8.

Kathy James, Senior Program Planner, provided Board Training over the following: the Open Meeting Act, Open Records Act, and Role of the Board Minutes (Organizational Standard 5.7). The training was facilitated using material provided by the Oklahoma Office of the Attorney General and excerpts from "Tools for Top-Notch CAAs: A Practical Approach to Governance and Financial Excellence" by CAPLAW.

Susie Mashburn, Early Childhood Development and Curriculum Coach, provided a Board Training/Programmatic Report over the Head Start, Early Head Start, and Early Head Start-Child Care Programs' School Readiness/Child Outcomes Results for Fall 2020-2021 (Organizational Standards 5.7 and 5.9).

Sara Moore, ERSEA Specialist, provided a Board Training/Programmatic Report over Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) for the Head Start, Early Head Start, and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9). Moore distributed the 2021-2022 ERSEA Integrated Services Policies and Procedures with Prioritization Schedule/Point System for Board review. She explained the entire ERSEA process and Point System in detail. She further explained the reasoning behind or basis for each part of the ERSEA Policies and Procedures. Moore finished by reviewing the changes being proposed (to be approved

at next month's meeting), which was mainly comprised of changes to the Point System due to the impact of the COVID-19 Pandemic on families (e.g. job loss, drawing unemployment, long-term illness). Board Members were asked to submit any proposed changes to the policies/procedures by February 1, 2021.

Kinsey Cox, Data Entry of Planning/Public Relations Specialist, presented the 2020 LDCAA Customer Satisfaction Report for the 4th Quarter (October – December) in accordance with CSBG Organizational Standards 1.3 and 6.4. The Customer Satisfaction Surveys are designed to allow customers an outlet for providing feedback. 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. LDCAA analyzes these survey responses as an additional tool to determine overall effectiveness of programs. During the 4th Quarter, a total of 48 surveys were collected. Of those, 81% were from Choctaw County, 8% from Bryan County, 8% from Pushmataha County, and 3% from all other service counties. The programs represented during the 4th Quarter included Emergency Services Utilities, Self-Help Housing, Weatherization, and Housing Counseling. Of those responding, 100% selected 'Very Satisfied' with regards to satisfaction level for agency services received.

Kinsey Cox, Data Entry of Planning/Public Relations Specialist, provided the Board with a report on the 2020 Salvation Army Red Kettle Campaign. LDCAA was able to organize Salvation Army Red Kettle Campaign activities for the Service Units in Hugo (Choctaw County) and Idabel (McCurtain County) to assist individuals in need. Over the donation period, a total of \$3,624.05 was raised to assist area residents with utilities and other emergency needs.

Kinsey Cox, Data Entry of Planning/Public Relations Specialist, provided the Board with a report on the 2020 Holiday Food Basket and Toy Drive Initiative. Local funds provided by FirstBank (Hugo Branch) and First United Bank allowed LDCAA to provide food baskets to 31 needy families during the Thanksgiving and Christmas holiday seasons. Funding from International Paper, Valliant Containerboard Mill and the Antlers Masonic Lodge #39 supported the provision of Christmas gifts, food and clothing for 50 children and their families, as well as learning activities for 12 at-risk youth. Additionally, 30 children who were victims of crime were assisted with various needs, including suitcases, car seats, transportation, and food.

Jordan Mack, HS/EHS/EHS-CC Assistant Director, provided the Board with the Head Start/Early Head Start/EHS-Child Care Policy Council Report for the November 17, 2020 and December 15, 2020 meetings (Organizational Standards 2.1, 5.7, and 5.9).

Rebecca Reynolds, Executive Director, recognized Lisa Corey (Lead Caregiver, Early Learning Centers) as the December 2020 Employee of the Month.

Rebecca Reynolds, Executive Director, recognized Tammie Fewell (Teacher, Head Start Program) as the 2020 LDCAA Employee of the Year.

Rebecca Reynolds, Executive Director, recognized Monique Knight (Teacher, Head Start Program) as the January 2021 Employee of the Month.


Rebecca Reynolds, Executive Director, recognized the following Service Award recipients for December 2020: Five Years – Tasha Clark (Lead Caregiver, Early Learning Centers) and Twenty Years – Carol Renee Macon (Teacher, Head Start Program). Reynolds also recognized the following Service Award recipients for January 2021: Twenty Years – Beverly Coleman (Program Director, Self-Help Housing Program) and Twenty-Five Years – Donna Hudson (Transit Clerk, Transit Program).

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; Approval of Non-Federal Match Waivers for FY 2021 AmeriCorps and AmeriCorps Seniors Grants; and National Stalking Awareness Month Proclamations/Information (Organizational Standards 5.7 and 5.9).

William Smith, Chairman, invited the presentation of New Business not known about or which could not have been reasonably foreseen prior to time of posting the Agenda, in accordance with *Title 25, Oklahoma Statute § 311*. Due to the unexpected passing of Secretary/Treasurer Trilla Frazier on January 10, 2021, the Board of Directors would need to elect a member to fulfill the remaining one-year term of office for the Secretary/Treasurer position. Article IX, Section 3 of LDCAA's Amended By-Laws states "A vacancy in any office shall be filled promptly by majority vote of the Board either at a regular meeting or at a special meeting called for that purpose." Therefore, it was important for this item to be presented during the regular meeting under New Business rather than wait for the next Board Meeting. Further, as is required by the position's duties, the Secretary/Treasurer (upon election) would also be elected concurrently to the Finance/Audit/Loan Committee and serve as Chairperson. Smith stated that the Committee for Nominations had proposed David Hawkins as candidate to serve the remainder of the term as Secretary/Treasurer. No other nominations for the office were received from the floor. Smith then requested the Board's consideration, discussion, and vote to elect a Secretary/Treasurer for the Little Dixie Community Action Agency, Inc. Board of Directors, to serve as successor for Trilla Frazier for the remainder of the one-year term of office (pursuant to LDCAA Amended By-Laws, Article IX, Section 3). After discussion, which included whether to keep the offices of Secretary and Treasurer combined, a motion was made by Kevin Cory and seconded by David Smith to continue to combine the offices of the Secretary and Treasurer, and in so doing, elect David Hawkins as Secretary/Treasurer for the Little Dixie Community Action Agency, Inc. Board of Directors, to serve as successor for Trilla Frazier for the remainder of the one-year term of office. The roll call vote was as follows: Yes 10; No 0; Abstain 1. The motion carried. The Voting Record is attached (Item AA).

There being no other business to come before the Board, a motion was made by Andrea Henkel and seconded by Wade Scott to adjourn the regular meeting. The roll call vote was as follows: Yes 11; No 0; Abstain 0. The motion carried. Voting record is attached (Item BB).

The Regular Meeting adjourned at 11:46 a.m.


David Hawkins, Secretary/Treasurer

	January 12, 2021	Present	Absent	D			F			G			H			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	Sharon Jernigan		✓															
13	Vickie Leathers	✓		✓														
14	Sandra Meeks		✓															
15	Dwight Satterfield	✓		✓														
16	Leah Savage		✓															
17	Wade Scott	✓		✓														
18	David Smith	✓		✓														
19	Vicky Wade	✓		✓														
20	Craig Young		✓															
21	William Smith	✓																
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K. FRANKS
 A. HENKEL
 W. SCOTT
 K. CORY
 A. HENKEL
 K. CORY
 W. SCOTT
 K. CORY
 D. FRANKS
 K. CORY

CALL TO ORDER:
10:10 AM

ADJOURN:
11:46 am

	January 12, 2021	Present	Absent	D. SMITH			W. SCOTT			A. HENKEL			B. SATTERFIELD			K. CORY			P. SMITH			K. HENKEL			W. SCOTT		
				Y	N	A	Y	N	A	Y	N	A	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	Sharon Jernigan		✓																								
13	Vickie Leathers	✓		✓																							
14	Sandra Meeks		✓																								
15	Dwight Satterfield	✓		✓																							
16	Leah Savage		✓																								
17	Wade Scott	✓		✓																							
18	David Smith	✓		✓																							
19	Vicky Wade	✓		✓																							
20	Craig Young		✓																								
21	William Smith	✓																									
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