

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

MINUTES  
BOARD OF DIRECTORS MEETING  
June 8, 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, June 8, 2021 at 10:15 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, 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 Clinton Crawley.

Roll Call was taken and a quorum was established (14 Board Members present, 12 absent). The following Board Members were present at the meeting site: Cathie Carothers, Danny Cornish, Kevin Cory, Clinton Crawley, Brent Franks, Selena Franks, Patsy Guess, David Hawkins, Dwight Satterfield, Leah Savage, Les Shumake, David Smith, William Smith, and Craig Young. The following members were absent: Brad Burgett, Melissa Cress, Earl Dalke, Andrea Henkel, Mark Jennings, Jia Johnson, Vickie Leathers, Kara Maness, Sandra Meeks, Derek Porter, Wade Scott, and Vicky Wade. LDCAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Sheila Pierce, Lindsey Miller, Darla Galyon, Stella Dennis, Sheree Ensley, Sara Moore, Jordan Mack, Rebecca Reynolds, Mattie Ferguson, and Macy Self.

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. Since one of the Board Members in attendance would need to leave the meeting early (which would affect the quorum), a consensus was reached to address higher-priority items requiring a vote first, and then revisit the remaining Agenda items in order.

#### CONSENT DOCKET ITEMS

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

William Smith, Chairman, requested the Board's consideration, discussion and vote to approve the May 2021 Regular Meeting Minutes and the April 2021 Financial Reports; the May 2021 Financials were distributed for consideration and vote at the July 2021 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by David Smith and seconded by Dwight Satterfield to approve the May 2021 Regular Meeting Minutes and the April 2021

Financial Reports. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items G & H).

*CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS*

1. Rx for Oklahoma Application to KI BOIS Community Action Foundation, Inc. in the amount of \$10,830.62; if awarded, these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.
2. FY 2021 Community Services Block Grant Application (2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Quarter Allocations) to the Oklahoma Department of Commerce/Community Development in the amount of \$167,219; if awarded, this allocation of funds will be used primarily for salary and operational support for LDCAA Administration and several agency programs, including Housing, Early Learning Centers, Mentoring, Court Appointed Special Advocates (CASA), Retired and Senior Volunteer Program (RSVP), and YouthBuild.
3. Wal-Mart Community Giving Grant Application to the Wal-Mart Foundation in the amount of \$5,000; if awarded, these funds would be used to cover the cost of tuition expenses for YouthBuild participants to gain GED accreditation via the online Penn Foster GED credentialing program.
4. State Farm Neighborhood Assist<sup>®</sup> Grant Application to State Farm<sup>®</sup> in the amount of \$25,000; for this application, submission of a project idea is the first round of the grant process, with the second round involving community voting for the project in an online forum. If awarded, funding would be used for operational support of the Choctaw County Drug Free Communities Support Program, to assist with meeting programmatic match requirements.
5. Local Community-Based Workforce to Increase COVID-19 Vaccine Access Grant Application to the U.S. Department of Health and Human Services, Health Resources and Services Administration in the amount of \$1,000,000; through this grant project, LDCAA would direct the Oklahoma Community Action Agency COVID-19 Vaccine Access Outreach Consortium, a network of eligible partnering Community Action Agencies across the state that will work to establish, expand, and sustain a public health workforce to prevent, prepare for, and respond to COVID-19. The partnering organizations that would comprise the Consortium include: Deep Fork Community Action Foundation, INCA Community Services, Northeast Oklahoma Community Action Agency, Opportunities, Inc., and Southwest Oklahoma Community Action Group. The target area for the project would be a 46-county region of Oklahoma. If awarded, these funds would be used to develop and implement effective health communication and community engagement strategies designed to improve COVID-19 vaccine confidence/acceptance and vaccination coverage in the targeted area.
6. SFY 2022 American Rescue Plan Supplement Grant Application (Transit Program) to the Kiamichi Economic Development District of Oklahoma in the amount of \$25,589.16; if awarded, these funds will be used to provide public transportation for eligible participants (age 60 years or older) residing in Choctaw, McCurtain and Pushmataha Counties within the KEDDO district. The funding would address community need/negative impacts due to the COVID-19 Pandemic and help meet the aim of the American Rescue Plan.
7. Second Chance Act: Adult Reentry Education, Employment, Treatment and Recovery Program Grant Application to U.S. Department of Justice, Bureau of Justice Assistance in the amount of \$900,000; if awarded, these funds will be used to implement a new pre-

release program for participants with services aimed at addressing needs surrounding substance use and/or co-occurring mental health disorders. These services would continue post-release and also include case management, education and services linkage in order to facilitate a smooth, successful reentry process for participants.

After discussion and Board Member input with regards to the applications presented, a motion was made by Kevin Cory and seconded by Craig Young to approve the submission of resolutions and/or grant applications in the amount of \$2,133,638.78 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion and vote to approve the 2020-2021 Self-Assessment Plan Discoveries. The annual Self-Assessment is geared toward reviewing and understanding program data. During the Self-Assessment, staff work to identify areas of need within the Head Start, Early Head Start, and EHS-Child Care Programs on which to focus and improve. As shown on the Self-Assessment 2020-2021 Discoveries documentation included in the Board Meeting packet, all recommendations to help address the discoveries have been completed. Mack facilitated discussion about the Self-Assessment; Board Members were asked to provide input and suggestions on the plan. While there was nothing further provided by the Board during the meeting, members are always encouraged to contact the Head Start/EHS/EHS-CC Administration Office with any additional input or suggestions. A motion was made by Kevin Cory and seconded by Craig Young to approve the 2020-2021 Self-Assessment Plan Discoveries. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Sheila Pierce, Housing Director, requested the Board's consideration, discussion and vote to approve the Housing Work Plan and Quality Control Plan. The plans describe program operations and the provision of services. Changes made to the plans reflect the addition of video conferencing for counseling services, and within the Quality Control Plan, billing information has been added that reflects the change in staff becoming HUD certified Housing Counselors by August 1, 2021. A motion was made by Dwight Satterfield and seconded by Kevin Cory to approve the Housing Work Plan and Quality Control Plan. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, requested the Board's consideration, discussion and vote to approve submission of a 2021-2022 Transportation Waiver for the Head Start Program. The Transportation Waiver is an annual request to waive the requirements for a Bus Monitor and child safety restraint systems for those Head Start children who ride on a public school bus to attend their respective center or classroom (through a collaboration agreement), in addition to those participating in field trips. Without this waiver, up 225 children would not be able to receive transportation services in order to attend the Head Start Program. Board approval for the Transportation Waiver is required before it can be submitted to the Office of Head Start for review. A motion was made by Craig Young and seconded by Kevin Cory to approve submission of a 2021-2022 Transportation Waiver for the LDCAA Head Start Program. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

After voting concluded on Item N, Board Member Craig Young had to leave the meeting (10:26 a.m.). As a result, there was no longer a quorum to conduct business with regards to the voting items, which included Items J, K, and O. The consensus was to re-visit the non-voting items that were skipped.

The Board then recognized Kara Maness as elected representative for Kiamichi Family Medical Center, a Low-Income Entity on the LDCAA Board of Directors (entity to expire 12/31/2021).

The Board recognized Danny Cornish as elected representative for Nashoba Community Center, a Low-Income Entity on the LDCAA Board of Directors (entity to expire 12/31/2023).

William Smith, Chairman, requested volunteers to serve as Mentors for the new Board Members (Organizational Standard 5.7). Board Member Sandra Meeks was appointed to serve as Board Mentor for Kara Maness. Vice-Chairman Brent Franks was appointed to serve as Board Mentor for Danny Cornish.

Brent Franks, Vice-Chairman, provided the Board with the Finance/Audit/Loan Committee Report. The Finance/Audit/Loan Committee met on June 8, 2021 at 9:12 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 April 2021. The Committee received an update on the reporting of accruals for the Balance Sheet and meeting audit requirements. The Committee was notified that the 2020 Audit draft report has been received. The Committee also received an update on properties; the leased building on Lynn Lane in Idabel, Oklahoma required some repairs, which are in the process of being completed.

Items J1. – J4. (Consider Acceptance of Grants/Contracts/Awards, Vote to Approve) were not presented as there was not a quorum present in order to conduct the vote.

Item K (Consideration, Discussion and Vote to Approve Revisions to LDCAA Personnel Policy Manual) was not presented as there was not a quorum present in order to conduct the vote.

Item O (Consideration, Discussion and Vote to Approve Signing of Proclamation Recognizing June as National Homeownership Month) was not presented as there was not a quorum present in order to conduct the vote.

Rebecca Reynolds, Executive Director, provided the Board with a training over the LDCAA Board Self-Assessment (Organizational Standard 5.7). The agency is required to conduct the Board Member Self-Assessment every two years. Board Members essentially "rate" themselves in a series of questions related to the Board and its functioning. The Self-Assessment was distributed to the Board for completion in April and May of 2021. The top three highest scored areas of performance (in order) focused on Financial Oversight, Chief Executive Oversight, and Impact. In relation to other Boards assessed, LDCAA's Board of Directors rated higher than the national average on most questions, which shows a positive correlation with existing orientation and training efforts. After reviewing the results and facilitating discussion, Reynolds explained

that the Board Training Committee will use these results to develop a two-year action plan to raise capacity in areas identified as needs by Board Members.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, provided the Board with a report over the Office of Head Start Focus Area 1 Monitoring Review (Organizational Standard 5.9). The Focus Area 1 Monitoring Review was conducted from March 29–April 1, 2021 by the Administration for Children and Families. Galyon reviewed the report in detail with the Board; there were no Opportunities for Continuous Improvement, Areas of Concern, Areas of Noncompliance, or Deficiencies noted. Galyon stated that the reviewer was complementary of the agency’s efforts and collaborative teamwork exhibited by the Management Team, Governing Board, Policy Council, and Fiscal/Accounting Department, especially given the size of LDCAA.

Sara Moore, ERSEA Specialist, provided a Board Training/Programmatic Report (Organizational Standards 5.7 and 5.9). This annual program update and training works to inform the Board of processes, strategies, and policies/procedures used to ensure that Head Start/Early Head Start/EHS-Child Care only enrolls eligible children within the programs. The Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Training focused on Head Start/EHS/EHS-Child Care Program eligibility, and explained the following: (a) processes for collecting complete, accurate information from families and third-party sources; (b) strategies for treating families with dignity and respect, as well as in dealing with possible issues of domestic violence, stigma, and privacy; and (c) policies and procedures regarding action taken against staff, families, or participants who attempt to provide or intentionally provide false information.

Kinsey Cox, Data Entry of Planning/Public Relations Specialist, provided the Board with report over National Community Action Month (Organizational Standard 5.9). Activities were conducted throughout the month of May and centered on an extensive social media campaign via Facebook and Twitter, with at least 2-3 posts per day. These promotion efforts focused on providing information about LDCAA and its programs, as well as community action and the network of agencies. For May 21, 2021, which was “National Pizza Party Day”, LDCAA distributed approximately 75 pizzas to first responders/agencies throughout tri-county area as a gesture of appreciation for their hard work and dedication to local communities.

Rebecca Reynolds, Executive Director, provided the Board with an update on National NeighborWorks Week (Organizational Standard 5.9). The week’s activities will begin on June 9, 2021 and will consist of beautification efforts such as trash and debris pickup, in partnership with the City of Hugo, at the following locations: Washington Community Center and the South Central Building. Additionally, cleanup efforts will also take place at 502 West Duke, an agency building that is currently vacant.

Mattie Ferguson, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the May 18, 2021 meeting (Organizational Standards 2.1, 5.7 and 5.9).

Rebecca Reynolds, Executive Director, recognized the following Service Award recipient: Five Years – Sara Moore (ERSEA Specialist, Head Start/EHS/EHS-Child Care Programs).

Rebecca Reynolds, Executive Director, recognized Branden Billy (Data and Public Relations Specialist, Victim and Youth Programs) as the June 2021 LDCAA Employee of the Month.

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; and HS/EHS/EHS-CC Data Analysis Report (Organizational Standards 5.7 and 5.9).

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

  
David Hawkins, Secretary/Treasurer

*D. SMITH*  
*D. SATTERFIELD*  
*K. CORY*  
*C. YOUNG*  
*K. CORY*  
*C. YOUNG*  
*D. SATTERFIELD*  
*K. CORY*  
*C. YOUNG*  
*K. CORY*

*CALL TO ORDER: 10:15 AM*

*ADJOURN: 11:11 AM*

	June 8, 2021	Present	Absent	<i>G H H</i>			<i>I</i>			<i>L</i>			<i>M</i>			<i>N</i>		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett		✓															
2	Cathie Carothers	✓		✓			✓			✓			✓				✓	
3	Danny Cornish	✓		✓			✓			✓			✓				✓	
4	Kevin Cory	✓		✓			✓			✓			✓				✓	
5	Clinton Crawley	✓		✓			✓			✓			✓				✓	
6	Melissa Cress		✓															
7	Earl Dalke		✓															
8	Brent Franks	✓		✓			✓			✓			✓				✓	
9	Selena Franks	✓		✓			✓			✓			✓				✓	
10	Patsy Guess	✓		✓			✓			✓			✓				✓	
11	David Hawkins	✓		✓			✓			✓			✓				✓	
12	Andrea Henkel		✓															
13	Mark Jennings		✓															
14	Jia Johnson		✓															
15	Vickie Leathers		✓															
16	Kara Maness		✓															
17	Sandra Meeks		✓															
18	Derek Porter		✓															
19	Dwight Satterfield	✓		✓			✓			✓			✓				✓	
20	Leah Savage	✓		✓			✓			✓			✓				✓	
21	Wade Scott		✓															
22	Les Shumake	✓		✓			✓			✓			✓				✓	
23	David Smith	✓		✓			✓			✓			✓				✓	
24	Vicky Wade		✓															
25	Craig Young	✓		✓			✓			✓			✓				✓	
26	William Smith	✓		✓			✓			✓			✓				✓	
27																		

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