

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

MINUTES
BOARD OF DIRECTORS MEETING
March 9, 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, March 9, 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 the 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 Clinton Crawley.

Roll Call was taken and a quorum was established (16 Board Members present, 6 absent). The following Board Members were present at the meeting site: Brad Burgett, Cathie Carothers, Kevin Cory, Clinton Crawley, Brent Franks, David Hawkins, Andrea Henkel, Sandra Meeks, Dwight Satterfield, Leah Savage, David Smith, William Smith, Vicky Wade, and Craig Young. The following members were present by videoconference or teleconference, appearing remotely via the Zoom communications platform: Melissa Cress and Les Shumake. The following members were absent: Earl Dalke, Selena Franks, Patsy Guess, Sharon Jernigan, Vickie Leathers, and Wade Scott. LDCAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Macy Self, Rebecca Reynolds, Sheree Ensley, Stella Dennis, and Amber Duncan. LDCAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: Johnny Moffitt, Mattie Ferguson, Teresa Phelps, Darla Galyon, Kathy James, Sheila Pierce, Jordan Mack, W.F. Grammar, Dawn McDaniel, and Lindsey Miller.

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.

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Finance/Audit/Loan Committee met on March 9, 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 January 2021. Ensley reported that the onsite portion of the agency's Audit is scheduled to begin the week of March 29, 2021. The Committee received an update on the Weatherization Program's monitoring and follow-up activities, including the proposed policies and procedures to be considered for approval during the March Board of Directors Meeting. The Committee also received an update on properties with regards

to the lease of the Lynn Lane building in Idabel (from April 2021 to March 2022) and the location of the new triplex in Hugo.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

William Smith, Chairman, requested the Board's consideration, discussion, and vote to approve the February 2021 Regular Meeting Minutes and the January 2021 Financial Reports; the February 2021 Financials were distributed for consideration and vote at the April 2021 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Brad Burgett and seconded by David Smith to approve the February 2021 Regular Meeting Minutes and the January 2021 Financial Reports. The roll call vote was as follows: Yes 14; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. McCurtain County Emergency Food and Shelter Program – Phase 38 Funding Application to EFSP/United Way in the amount of \$500; if awarded, these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in McCurtain County.
2. Pushmataha County EFSP – Phase 38 Funding Application to EFSP/United Way in the amount of \$3,885; if awarded, these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Pushmataha County.
3. FY 2020 Improvement Grants Application to the Choctaw Nation of Oklahoma in the amount of \$5,400; these funds would be used to purchase playground and classroom equipment as well as other supplies for the Early Learning Centers.
4. FY 2021 Community Services Block Grant Application (First Quarter Allocation) to the Oklahoma Department of Commerce/Community Development in the amount of \$57,306; if awarded, this allocation of funds for the first quarter will be used for operational support of agency programs.
5. FY 2021 Grants to Prevent and Respond to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Against Children and Youth Program Application to the U.S. Department of Justice, Office on Violence Against Women in the amount of \$500,000; if awarded, these funds will be used to establish the Safe Place Healing Hearts Too Program, employing three staff members. During the three-year program, funding will be used to build the capacity of the target communities (Choctaw, McCurtain, Pushmataha Counties) to ensure the safety of and enhance services for children (ages 0-10 years) exposed to domestic/dating violence, sexual assault, and stalking. This will be accomplished by: improving access to advocacy, direct and supportive services, and other resources for victims and their non-abusing parents/caregivers; working directly with professionals through the provision of training/education and resources; collaborating with victim service agencies, law enforcement, and faith/community-based organizations to further build and/or enhance the coordinated community response; and promoting community awareness and prevention of these crimes through outreach and education.
6. FY 2021 Early Head Start-Child Care Partnership Grant Application (Continuation) to the Administration for Children and Families, Office of Head Start in the amount of \$1,975,372; if awarded, funding would provide support for program operations and

training/technical assistance for the EHS-CC Program for a period of one year, serving 132 infants and toddlers in partnership with eight area child care centers.

7. Oklahoma Early Childhood Program Grant Application to CAP Tulsa in the amount of \$181,239.68 (with \$90,812.94 Match) and Signing of the Provider Agreement for Year 16 (7/1/2021–6/30/2022); if awarded, a total of \$272,052.62 in funding (grant award plus match) would be used to support personnel costs within Early Head Start and the Early Learning Centers, as well as other associated operating costs.
8. 2021 Oklahoma Asset Development Project Application to the Oklahoma Association of Community Action Agencies in the amount of \$3,306.15; if awarded, these funds will be used to provide free tax preparation assistance for residents of Choctaw, McCurtain, and Pushmataha Counties.

After discussion and Board Member input with regards to the applications presented, a motion was made by Les Shumake and seconded by Andrea Henkel to approve the submission of resolutions and/or grant applications in the amount of \$2,727,008.83 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. Public Transit Revolving Fund Award from the Oklahoma Department of Transportation in the amount of \$130,352; this operational subsidy will be used to offset the costs of vehicle insurance and fuel for LDCAA Transit.
2. FY 2020 Improvement Grant Awards from the Choctaw Nation of Oklahoma in the amount of \$5,400; these funds will be used to purchase playground and classroom equipment as well as other supplies for the Early Learning Centers in Broken Bow (\$1,790), Hugo (\$1,805), and Idabel (\$1,805).
3. FY 2021 Round 1 Expendable Grant Award from NeighborWorks® America in the amount of \$152,500; 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.
4. FY 2021 Round 1 Capital Grant Award from NeighborWorks® America in the amount of \$75,000; these 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.
5. FY 2021 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Award (Continuation, Year 8) from the Health Resources and Services Administration in the amount of \$1,144,121; these funds will be utilized during the third year (4/1/2021–3/31/2022) of the program's second 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; strengthen the health workforce (specifically those individuals responsible for providing direct services); build healthy communities and ensure ongoing, coordinated, comprehensive services are provided in the most efficient manner through effective service delivery; and promote and improve 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.

6. 2021 Oklahoma Asset Development Project Contract Award from OKACAA in the amount of \$3,306.15; these funds will be used to provide free tax preparation assistance for residents of Choctaw, McCurtain, and Pushmataha Counties. The contract period will be February 1, 2021 through August 31, 2021.

A motion was made by Brad Burgett and seconded by Craig Young to approve acceptance of grants, contracts, and awards in the amount of \$1,510,679.15 as presented and listed on the Consent Docket. The roll call vote was: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Sheila Pierce, Housing Director, requested the Board's consideration, discussion and vote to approve the Weatherization Program Policies and Procedures. The Weatherization Program Policies and Procedures were developed to ensure compliance and adherence to programmatic requirements set forth by the Oklahoma Department of Commerce. Pierce reviewed the proposed Program Policies and Procedures in detail with the Board, which explains processing and action steps, forms used, etc. Pierce also noted that Board Member, staff, and vendor lists will be updated on a regular basis and maintained on the agency's website for ease of reference. These internal controls will be utilized by agency staff to ensure that Weatherization Program applications that have a potential conflict of interest will be scrutinized for compliance. A motion was made by Andrea Henkel and seconded by Brent Franks to approve the Weatherization Program Policies and Procedures. The roll call vote was: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Rebecca Reynolds, Executive Director, requested the Board's consideration, discussion and vote to approve the LDCAA COVID-19 Vaccination Policy. The purpose of the policy is to help reduce potential barriers to the obtaining the COVID-19 vaccine for those employees who wish to become vaccinated. The policy allows for paid time off to obtain the vaccinations(s) and following the second dose. If approved, the proposed policy would be effective until August 1, 2021. A motion was made by David Smith and seconded by Brad Burgett to approve the LDCAA COVID-19 Vaccination Policy. The roll call vote was: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion and vote to approve submittal of a Head Start Teacher Qualifications Waiver for Melissa Halcomb to the Office of Head Start. As detailed in the request, Halcomb has a Certificate of Mastery and is working to obtain an Associate's Degree in Child Development in the Fall of 2022. During the timeframe for the requested waiver, she will work with the Professional Development Specialist to ensure completion of this goal. A motion was made by Leah Savage and seconded by David Smith to approve submittal of a Head Start Teacher Qualifications Waiver for Melissa Halcomb to the Office of Head Start. The roll call vote was: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Rebecca Reynolds, Executive Director, provided an update on the 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 (via

email) for completion on March 2, 2021; there will be a 30-day window to complete the assessment. 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.

Rhonda Teague, Planning Director, provided a Board Training/Programmatic Report over the FY 2021 Board Training Plan, Planning Logic Models, ROMA Plan, and Community Action Plan/Partnership List (Organizational Standards 5.7 and 5.9). The Governing Board Orientation and Training Plan was discussed, inclusive of the types and frequency of trainings provided throughout the year, as well as New Board Member Orientation and the prescribed list of trainings (FY 2021 Board Training Plan) set forth by the Oklahoma Department of Commerce/CSBG Application. Next, Teague reviewed the 2021 Planning Logic Models. The Logic Models reflect the needs from the 2020–2023 LDCAA Strategic Plan, which aligns with the Community Needs Assessment. The Plan includes one Family Level Goal (centered on Housing), two Community Level Goals (focused on Substance Abuse and Economic Development), and one Agency Level Goal (dealing with Rebranding). Each goal has accompanying objectives, strategies, measures and benchmarks for achievement. Therefore, the Logic Models focus on the top three prioritized community needs (Housing, Substance Abuse Services, and Economic Development), along with the agency-identified need (rebranding) and expanded emergency services to address the COVID-19 Pandemic. The Logic Models show specific activities and expected outcomes for each of these needs. Teague then reviewed the 2021 ROMA (Results Oriented Management and Accountability) Plan—a tool used for evaluating the needs assessment, Strategic Plan, and in making programmatic decisions. The ROMA Plan identifies actions within each part of the ROMA cycle that the agency needs to complete in order to ensure the provision of services aligns with community needs. The ROMA Plan adds another layer of accountability by identifying not only dates, but also the staff and/or Board members responsible. Teague then discussed the Community Action Plan (with list of current community partners), which provides the Oklahoma Department of Commerce with descriptions of what the agency is doing in order to address poverty. The Community Action Plan is a direct reflection of the Community Needs Assessment and Strategic Plan. It is a guide to use throughout the year to help the agency stay on track with addressing the prioritized needs. The Community Action Plan relates how LDCAA’s programs and services align with community needs, how the needs are determined and prioritized, how staff ensure agency services are reaching the target population, how programs and services are evaluated, and how staff determine if the services are leading to the outcome of helping people achieve self-sufficiency. Each of the documents presented demonstrates how LDCAA’s activities are representative of the full ROMA cycle, providing services that lead to long-term positive change, impacting poverty and moving families to self-sufficiency. ROMA is a continuous process of assessing needs, using that data for planning to address the needs, providing services and implementing strategies, documenting and reporting progress, and continuously analyzing the results to determine if interventions or services are working. The Community Action Plan, Logic Models, and ROMA Plan all help ensure fidelity to this process. After providing a thorough review and analysis of these documents, Teague facilitated discussion and fielded questions from the Board.

Mattie Ferguson, HS/EHS/EHS-CC Assistant Director, provided the Board with the Head Start/Early Head Start/EHS-Child Care Policy Council Report for the February 16, 2021 meeting (Organizational Standards 2.1, 5.7, and 5.9).

Rebecca Reynolds, Executive Director, recognized Teresa Phelps (Teacher Assistant, Head Start Program) as the March 2021 Employee of the Month.

Rebecca Reynolds, Executive Director, recognized Nora Testerman (Dispatcher, 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; Office of Head Start Focus Area 1 Monitoring Review; and Mentoring Opportunities for Youth Initiative Grant Inclusion (Organizational Standards 5.7 and 5.9). Rebecca Reynolds, Executive Director, also discussed "LIFT Community Action Agency" as a proposed name with regards to the agency rebranding process.

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Craig Young to adjourn the regular meeting. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. Voting record is attached (Item R).

The Regular Meeting adjourned at 11:18 a.m.


David Hawkins, Secretary/Treasurer

B. BURGETT D. SMITH L. SHUMAKE A. HENKEL B. BURGETT C. YOUNG A. HENKEL B. FRANKS D. SMITH B. BURGETT

CALL
TO
ORDER:
10:10am

	March 9, 2021	Present	Absent	D E			F			G			H			I		
				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	Les Shumake	✓		✓			✓			✓			✓			✓		
19	David Smith	✓		✓			✓			✓			✓			✓		
20	Vicky Wade	✓		✓			✓			✓			✓			✓		
21	Craig Young	✓		✓			✓			✓			✓			✓		
22	William Smith	✓																
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L. SAVAGE
D. SMITH
B. BURGETT
C. YOUNG

March 9, 2021		Present	Absent	H			B											
				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	Les Shumake	✓		✓			✓											
19	David Smith	✓		✓			✓											
20	Vicky Wade	✓		✓			✓											
21	Craig Young	✓		✓			✓											
22	William Smith	✓																
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ADJOURN:
 11:18am