

**Board of Directors and/or Executive Committee Meeting**  
**LIFT Community Action Agency, Inc.**  
**Tuesday, November 9, 2021 · 10:00 a.m.**  
*Head Start Administration Office · 1005 S. 5<sup>th</sup> Street · Hugo, Oklahoma · 74743*

**AGENDA**

- A. Call to Order and Invocation
- B. Opening of Board Meeting – Roll Call, Declaration of Quorum, and Introduction of Guests
- C. Finance/Audit/Loan Committee Report

*Consent Docket - The following items of business indicated by brackets (D and E, F, G) may be voted upon by a single vote of the Board without discussion, unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- D. Consideration, Discussion, and Vote to Approve October 2021 Regular Meeting Minutes (*Organizational Standard 5.5*)
- E. Consideration, Discussion, and Vote to Approve September 2021 Financial Reports; Distribution of October 2021 Financials for December 2021 Consideration and Vote (*O.S. 8.7*)
- F. Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$289,644**
  - 1. 2021 Community Services Block Grant Application (*CAPTAIN Software Renewal*) to the Oklahoma Department of Commerce - **\$5,644**
  - 2. PY 2021 Department of Energy Weatherization Assistance Program Grant Application (*Award Increase*) to ODOC - **\$12,000**
  - 3. FY 2022 Expendable and Capital Grant Applications to NeighborWorks® America - **\$215,000**
  - 4. Child Care Stabilization Grant Program Applications (*Early Learning Centers*) to the Choctaw Nation of Oklahoma, Child Care Assistance Program - **\$27,000**
  - 5. American Rescue Plan Act Child Care Stabilization Grant Applications (*Cycle 2, Early Learning Centers*) to the Oklahoma Department of Human Services - **\$30,000**
- G. Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$1,584,345.17**
  - 1. PY 2020 Department of Human Services Low Income Home Energy Assistance Program Grant Award from ODOC - **\$125,088**
  - 2. 2021 CSBG Award (*CAPTAIN Software Renewal*) from ODOC - **\$5,644**
  - 3. Child and Adult Care Food Program Award (*Head Start/Early Head Start*) from the Oklahoma Department of Education - **\$574,946.17**
  - 4. Section 5311 – Formula Grants for Rural Areas and Rural Transportation Assistance Program Awards from the Oklahoma Department of Transportation - **\$557,189**
  - 5. 2022 Public Transit Revolving Fund Award from ODOT - **\$130,352**
  - 6. Section 5339(b) – Bus and Bus Facilities Program Award from ODOT - **\$161,898**
  - 7. FY 2021 CSBG Award (*Final Allocation – 1%*) from ODOC - **\$2,228** (*Total Awarded: \$226,753*)
  - 8. Child Care Stabilization Grant Program Awards (*Early Learning Centers*) from the Choctaw Nation of Oklahoma, Child Care Assistance Program - **\$27,000**

- H. Consideration, Discussion, and Vote to Approve Board Resolution Authorizing Executive Director to Conduct Business on Behalf of LIFT CAA
- I. Consideration, Discussion, and Vote to Approve Minutes from October 12, 2021 Executive Session, Regarding Performance Evaluation, Contract Renewal, Employment, and Compensation of Rebecca Reynolds as LIFT CAA Executive Director (*Okla. Stat. Title 25 § 307(B)(1)*)
- J. Consideration, Discussion, and Vote to Elect One Board Member to the Asset Management Committee (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article XI*)
- K. Board Training/Programmatic Report: Victim Services Programs and Evaluation (*O.S. 5.7, 5.9*)
- L. Consideration, Discussion, and Vote to Approve Victim Services Programs Evaluation
- M. Update on Community Needs Assessment, Prioritization of Results (*O.S. 1.2, 2.2, 3.1, 3.2 & 3.3*)
- N. Update on ROMA Process, 2021 Logic Models with Results, 2021 Community Action Plan with Addendum, and 2020-2023 Strategic Plan: Agency Program and Performance Evaluation, Success of Specific Strategies, Progress on Meeting Goals (*O.S. 4.2, 4.3, 4.4 & 6.5*)
- O. Board Training/Programmatic Report: Quarterly (July-September) and Year-to-Date Housing Production as Reported to NeighborWorks® America (*O.S. 5.7, 5.9*)
- P. Board Training/Programmatic Report: Early Head Start/EHS-Child Care Outcomes/Assessment Results for Summer 2021 (*O.S. 5.7, 5.9*)
- Q. 2021 Board Giving Report (*O.S. 5.7*)
- R. Policy Council Report (*O.S. 2.1, 5.7 & 5.9*)
- S. Recognition of November 2021 Employee of the Month:  
Ashley Read, Lead Caregiver – Early Learning Centers
- T. Recognition of Service Awards:  
*Five Years:* Ashley Staggs, Care Coordinator Manager – Healthy Start Program  
*Fifteen Years:* Kimberlee Weatherford, Center Director – Early Head Start Program
- U. Other Reports/Announcements/Correspondence: HHS Communication and Guidance Report; HS/EHS/EHS-CC Program Summary Report; HS/EHS Meals/Snack Report; HS/EHS/EHS-CC Enrollment/Attendance Report; HS/EHS/EHS-CC Data Analysis Report; Notice of Approval to Incur Costs—Drug-Free Communities Support Program (*O.S. 5.7 & 5.9*)
- V. Consideration, Discussion, and Vote on New Business (*Not known about or which could not have been reasonably foreseen prior to time of posting the Agenda. Okla. Stat. Title 25 § 311*)
- W. Consideration, Discussion, and Vote to Adjourn

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