

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

MINUTES  
BOARD OF DIRECTORS MEETING  
September 14, 2021  
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, September 14, 2021 at 10:10 a.m. The meeting was held at LIFT CAA'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 Vice-Chairman Brent Franks.

Roll Call was taken and a quorum was established (21 Board Members present, 5 absent). The following Board Members were present at the meeting site: Brad Burgett, Cathie Carothers, Danny Cornish, Kevin Cory, Clinton Crawley, Melissa Cress, Earl Dalke, Brent Franks, Patsy Guess, David Hawkins, Andrea Henkel, Mark Jennings, Jia Johnson, Kara Maness, Sandra Meeks, Derek Porter, Dwight Satterfield, Leah Savage, David Smith, William Smith, and Craig Young. The following members were absent: Selena Franks, Vickie Leathers, Wade Scott, Les Shumake, and Vicky Wade. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Johnny Moffitt, Macy Self, Sheree Ensley, Stella Dennis, Lindsey Miller, Dawn McDaniel, Jennifer Smith, Darla Galyon, Kathy James, LaRanda Vaughan, and Mattie Ferguson. LIFT CAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: Rebecca Reynolds.

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 Committee met on September 14, 2021 at 9:07 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. The Committee also voted to recommend full Board approval of the agency's Financial Reports for July 2021.

#### CONSENT DOCKET ITEMS

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

William Smith, Chairman, requested the Board's consideration, discussion, and vote to approve the August 2021 Regular Meeting Minutes and the July 2021 Financial Reports; the

August 2021 Financials were distributed for consideration and vote at the October 2021 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by David Smith and seconded by Brad Burgett to approve the August 2021 Regular Meeting Minutes and the July 2021 Financial Reports. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items D & E).

*CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS*

1. Section 523 Self-Help Housing Technical Assistance Grant Extension Request to the U.S. Department of Agriculture, Rural Development in the amount of \$330,000; if awarded the request, the current Self-Help Housing Grant will be extended by an additional 12 months, with additional funding to allow for completion of the proposed deliverables (construction of 53 homes).
2. Local Community Grant Program Application (Healthy Start Program) to Walmart (Facility 38 – Idabel, Oklahoma) in the amount of \$2,500; if awarded, these funds will be used for operating support of the Healthy Start Program.
3. Signature Cause Grant Application (Retired and Senior Volunteer Program) to International Paper Foundation in the amount of \$15,000; if awarded, these funds will be used for RSVP programmatic support as well as to provide operating support for the program’s four food bank stations.
4. SFY 2022 Community Action Agencies State Appropriated Funds Application to the Oklahoma Department of Commerce/Community Development in the amount of \$10,050; if awarded, this one-time allocation will be used to provide partial salary support for the Agency’s Loan Officer. LIFT CAA’s Loan Program provides small business loans and technical assistance to potential and current borrowers.
5. SFY 2022 CAA State Appropriated Head Start Funds Application to ODOC in the amount of \$76,473; if awarded, these funds will be used to offset Head Start/Early Head Start Teacher salaries and fringe benefits, and support a portion of the salaries/fringe benefits for Family Advocates who work with the programs.
6. American Rescue Plan Act Child Care Stabilization Grant Applications (Head Start/Early Head Start) to the Oklahoma Department of Human Services in the amount of \$500,000; if awarded, these funds would provide key operating support to maintain child care services within the agency’s Head Start and Early Head Start Programs.
7. Rx for Oklahoma Application to KI BOIS Community Action Foundation, Inc. in the amount of \$10,576.19; if awarded, these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.
8. FY 2021 Community Services Block Grant Application (Final Allocation – 1%) to the Oklahoma Department of Commerce/Community Development in the amount of \$2,228; if awarded, these funds will be used for operational support of the YouthBuild Program.
9. Engaging and Empowering Vulnerable Families and Communities to Prevent Opioid Use Disorder and Overdose Application to the Foundation for Opioid Response Efforts in the amount of \$900,000; if awarded, these funds will be used by the Rural Communities Opioid Response Program to strengthen and expand Opioid Use Disorder prevention, awareness, and intervention services targeted for children and families at high risk the tri-county area.

After discussion and Board Member input with regards to the applications presented, a motion was made by Derek Porter and seconded by Andrea Henkel to approve the submission of

resolutions and/or grant applications in the amount of \$1,846,827.19 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

*CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS*

1. Local Community Grant Program Award (Healthy Start) from Walmart (Facility 38) in the amount of \$2,000; these funds will be used for operating support of the Healthy Start Program.
2. Housing Preservation Grant Award from USDA, Rural Development in the amount of \$116,450; this funding will be used to complete significant rehabilitation and repairs on substandard homes in the service area. The repair and rehabilitation conducted will work to preserve the homes' integrity, as well as ensure housing standards are met for safety, accessibility, and energy efficiency.
3. Rx for Oklahoma Award from KI BOIS Community Action Foundation, Inc. in the amount of \$10,576.19; these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.
4. SFY 2022 CAA State Appropriated Funds Award from ODOC in the amount of \$10,050; this allocation will be used to provide partial salary support for the agency's Loan Officer.
5. 2021 Victims of Crime Act Grant Award (Court Appointed Special Advocates) from the Oklahoma District Attorneys Council in the amount of \$59,781; these funds will be used to provide salary and other operating support for CASA staff. Since the purpose of this grant is to provide direct services to victims of crime, this funding will allow the CASA Program to continue providing advocacy services for abused and neglected children within Choctaw, McCurtain, and Pushmataha Counties.
6. 2021 VOCA Grant Award (Victim Advocacy Services) from Oklahoma District Attorneys Council in the amount of \$75,000; this funding will provide operational support for the Victim Advocacy Services Program. 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 and linking to resources that will serve the victim's physical, emotional and basic needs.

A motion was made by Brad Burgett and seconded by Cathie Carothers to approve acceptance of grants, contracts, and awards in the amount of \$273,857.19 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the LIFT Community Action Agency, Inc. Amended and Restated By-Laws, which includes the Procedures for Democratic Selection of Low-Income Representatives Addendum (Organizational Standards 5.2 and 5.3). James explained that, with the change in agency name (from Little Dixie Community Action Agency, Inc. to LIFT Community Action Agency, Inc., approved by the Board at the August 10, 2021 meeting), it was necessary to make revisions to the By-Laws/Addendum. Thus, the existing Amended By-Laws and Addendum for Little Dixie Community Action Agency, Inc. (approved by the Board of Directors on June 12, 2018) were revised to reflect the change in name. Agency staff worked in coordination with the By-Laws Committee to make the needed revisions. During this process, agency staff consulted

Larry Ball, an Attorney with the Oklahoma-based Hall Estill Law Firm, whose suggestions and changes were incorporated into the finalized document. Ball also reviewed the proposed Amended and Restated By-Laws and Addendum in their entirety to ensure compliance with applicable Oklahoma laws (i.e. Open Records Act, Open Meeting Act, not-for-profit incorporation, etc.) as well as certain Federal laws (Community Services Block Grant Act). The proposed Amended and Restated By-Laws and Addendum were sent to the By-Laws Committee for review; no other changes were suggested. The finalized By-Laws and Addendum (with all proposed changes), as well as an Attestation of Compliance signed by Larry Ball, was mailed to each member of the Board of Directors not less than five days prior to the September 2021 Meeting, in accordance with *Article XVIII, Amendments* of the current LDCAA By-Laws. The Board was presented with a copy of the proposed Amended and Restated By-Laws and Addendum during the meeting, and James reviewed and discussed all changes at length with the Board. As listed in the Attestation of Compliance, the By-Laws and Addendum have been changed from the previous iteration to reflect the change in name to LIFT Community Action Agency, Inc. from Little Dixie Community Action Agency, Inc. Changes within Article IV provide further clarification regarding the selection procedure for Public and Private Sector Board representatives. Additions to Article V, Sections 4 and 5 clarify public official term limits due to a change in composition of the appointing body. An addition to Article V, Section 5 allows for the Board Chairman to approve an exemption of a Board Member meeting absence. A new Section 11 was added to Article VI to allow for electronic meetings if necessary to protect the health of the Board Members and to allow for occasional electronic attendance at meetings by individual members. Within Article VIII, additions were made to update Board roles and current practice. Article X, Section 4 was edited to track with other sections and better clarify the process for ratifying or revoking decisions of the Executive Committee. Article XI, Section 2 was also revised to read more clearly concerning the Board Chairman's responsibility to appoint the chairman of each standing or temporary Board Committee. Lastly, Article XVIII was updated to reflect that the Amended and Restated By-Laws would supersede and replace all prior versions. A motion was made by Kara Maness and seconded by Leah Savage to approve the LIFT Community Action Agency, Inc. Amended and Restated By-Laws and Procedures for Democratic Selection of Low-Income Representatives Addendum as presented. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Dawn McDaniel, Human Resources Director, requested the Board's consideration, discussion and vote to approve revisions to the agency's Personnel Policy Manual (Organizational Standards 7.1 and 7.2). McDaniel explained that revisions were needed within Policy No. 325 - Family and Medical Leave, Policy No. 360 - Retirement Plan, and Policy No. 1010 - Personnel Records. Policy No. 325 was revised to reflect the change in agency name and new third party administrator to process Family and Medical Leave requests. Policy No. 360 was revised to reflect the change in agency name as well as the practice of automatic enrollment of new employees in the retirement plan and use the online account to make changes. Policy No. 1010 was revised to reflect the change in agency name, in addition to updates to outlined procedure and file access allowances/restrictions (to match current practice), as was noted during the Oklahoma Department of Commerce Monitoring Review. 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 Brad Burgett and seconded by Craig Young to approve revisions to the Personnel Policy Manual. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Mattie Ferguson, Head Start/EHS/EHS-CC Assistant Director, facilitated discussion with the Board concerning compliance with Children’s Internet Protection Act (CIPA) Cyberbullying Awareness. CIPA was signed into law on December 21, 2000, and requires recipients of federal technology funds to comply with certain filtering and policy requirements. LIFT CAA will continue to utilize ProxEfence and DansGuardain as its filtering programs. These programs check for bad subjects, profanities, hate, and pornography then disallows if not suitable. LIFT CAA also uses Cyber Smart Lessons. LIFT CAA’s Head Start/EHS/EHS-Child Care Programs’ Internet Safety policies address the following as required by CIPA: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called “hacking,” and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minor; (e) measures designed to restrict minors’ access to materials harmful to minors; and (f) educating minors about appropriate online behavior, including interacting with others on social networking websites and in chat rooms and cyberbullying awareness and response.

Mattie Ferguson, Head Start/EHS/EHS-CC Assistant Director, requested the Board’s consideration, discussion, and vote to approve Darla Galyon (Head Start/EHS/EHS-Child Care Director) and Mattie Ferguson (Head Start/EHS/EHS-Child Care Assistant Director) as the E-Rate Purchasing Agents for the 2021-2022 School Year. A motion was made by Craig Young and seconded by Kevin Cory to approve Darla Galyon (Head Start/EHS/EHS-Child Care Director) and Mattie Ferguson (Head Start/EHS/EHS-Child Care Assistant Director) as the E-Rate Purchasing Agents for the 2021-2022 School Year. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Kathy James, Senior Program Planner, provided a Board Training/Programmatic Report over Self-Help Housing Program Evaluation (Organizational Standards 5.7 and 5.9). William Smith, Chairman, then facilitated the review and completion of the Self-Help Housing Program Evaluation (as provided in RD Instruction 1944-I, Exhibit E) by the Board of Directors.

Kathy James, Senior Program Planner, provided a Board Training over understanding the National CASA Core Model (Organizational Standards 5.7 and 5.9). James reviewed the Core Model with the Board and discussed the fundamental elements of CASA.

Kathy James, Senior Program Planner, provided a Board Training over Board Recruitment and Retention; Low-Income Participation – Board Activities and Members (with regards to Organizational Standard 1.1); and ODOC’s CAA Implementation Manual, Requirement 113 (Organizational Standard 5.7).

Johnny Moffitt, Associate Director, provided the Board with the Transportation Advisory Council Report. The Transportation Advisory Council was established during the April 2021 Board Meeting for the Transit Program with regards to funding received from KEDDO’s Area

Agency on Aging Division. These KEDDO 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. The Transportation Advisory Council regularly convenes each quarter, with a primary purpose to inform agency leadership of the transportation needs of older Americans within their communities, and will serve an essential function in helping to identify and address transportation barriers, challenges, and resources. During the first meeting, held on September 14, 2021, Advisory Council members discussed challenges faced and possible groups to target for services supported through the KEDDO funding.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). Currently, nine of 26 Board Members have provided a monetary donation to the agency during 2021. Achieving 100% of giving by the Board is the goal as it is an eligibility requirement by many private funders and foundations. Any amount is appreciated and ensures the agency's ability to apply for funds where Board giving is a threshold requirement. Board Members can designate what program or activity the donation is to be used for, and employees of the agency can also make donations on behalf of Board Members. Since the funding entity typically looks at the year prior, by achieving 100% Board giving in 2021, the agency is eligible to apply for funding in 2022.

Mattie Ferguson, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the August 17, 2021 meeting (Organizational Standards 2.1, 5.7 and 5.9).

Johnny Moffitt, Associate Director, recognized LaRanda Vaughan (Family Advocate, Head Start Program) as the September 2021 Employee of the Month.

Johnny Moffitt, Associate Director, recognized the following Service Award recipients: Ten Years – Vicki Lester (Cook, Head Start Program), Tamera Payne (Assistant Cook, Head Start Program), and Becky Russell (Teacher, Head Start 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; EHS/EHS-CC Enrollment/Attendance Report; HS/EHS/EHS-CC Data Analysis Report; HS/EHS/EHS-CC Spring 2020-2021 Outcomes Report correction; RSVP Fundraiser Notice; and the agency's 2020 Annual Impact Report (Organizational Standards 5.7 and 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Andrea Henkel to adjourn the regular meeting. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. Voting record is attached (Item V).

The Regular Meeting adjourned at 11:14 a.m.

  
David Hawkins, Secretary/Treasurer

CALL  
To  
ORDER:  
10:10am

D. SMITH   B. BURGETT   D. PORTER   A. HENKEL   B. BURGETT   C. CAROTHERS   K. MANESS   L. SAVAGE   B. BURGETT   C. YOUNG

	September 14, 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	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																		

①

*C. YOUNG*  
*K. CORY*  
*B. BURGETT*  
*A. HENKEL*

	September 14, 2021	Present	Absent	←			↙											
				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																		

ADJOURN:  
 11:14 am