

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, December 14, 2021 · 10:00 a.m.
HomeOwnership Center · 500 East Rosewood · 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.** Moment of Silence to Honor Former Board Member Walt Frey
- D.** Recognition of Clinton Crawley as the Elected Representative for Washington Community Center, a Low-Income Entity on the LIFT Community Action Agency, Inc. Board of Directors (*Entity to Expire 12/31/2024*)
- E.** Recognition of Kara Maness as the Elected Representative for Kiamichi Family Medical Center, a Low-Income Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2024*)
- F.** Recognition of Dwight Satterfield as the Elected Representative for the Antlers Community Food Bank, a Low-Income Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2024*)
- G.** Consideration, Discussion, and Vote to Accept Andrea Henkel as the Appointed Representative for the Broken Bow Ministers Fellowship, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2024*)
- H.** Consideration, Discussion, and Vote to Accept Mark Jennings as the Appointed Representative for the McCurtain County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2024*)
- I.** Consideration, Discussion, and Vote to Accept Leah Savage as the Appointed Representative for the City of Hugo, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2024*)
- J.** Consideration, Discussion, and Vote to Accept Wade Scott as the Appointed Representative for Hugo Rotary Club, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2024*)
- K.** Consideration, Discussion, and Vote to Accept Les Shumake as the Appointed Representative for the Choctaw County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2024*)
- L.** Consideration, Discussion, and Vote to Accept Consuelo Splawn as Appointed Representative for the Choctaw Nation of Oklahoma, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2023*)
- M.** Appointment of Mentor for New Board Member (*Organizational Standard 5.7*)

N. Finance/Audit/Loan Committee Report

Consent Docket - The following items of business indicated by brackets (O and P, Q, R) 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.

- O. Consideration, Discussion, and Vote to Approve November 2021 Regular Meeting Minutes (O.S. 5.5)
- P. Consideration, Discussion, and Vote to Approve October 2021 Financial Reports; Distribution of November 2021 Financials for January 2022 Consideration and Vote (O.S. 8.7)
- Q. Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$1,144,121**
 - 1. FY 2022 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Application (*Continuation, Year 9*) to the U.S. Department of Health and Human Services, Health Resources and Services Administration - **\$1,144,121**
- R. Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$4,663,932.74**
 - 1. Section 523 Self-Help Housing Technical Assistance Grant Extension Award from the U.S. Department of Agriculture, Rural Development - **\$330,000**
 - 2. Child and Adult Care Food Program Award (*Early Learning Centers*) from the Oklahoma Department of Education - **\$157,000**
 - 3. CACFP Award from the Oklahoma Department of Education - **\$1,248,004.74** (*Program Operations – \$168,004.74; Daycare Home Meal Reimbursement – Up to \$1,080,000*)
 - 4. Court Appointed Special Advocates Program Matching Donation from the Antlers Masonic Lodge #39 Charity Foundation - **\$1,000**
 - 5. Mentoring Program Matching Donation from the Antlers Masonic Lodge #39 Charity Foundation - **\$1,000**
 - 6. PY 2021 Department of Energy Weatherization Assistance Program Grant Award from the Oklahoma Department of Commerce - **\$12,000** (*Total Awarded: \$224,542*)
 - 7. FY 2022 Head Start/Early Head Start Program Grant Award (*Period 12/1/2021–11/30/2022*) from DHHS, Administration for Children and Families - **\$2,018,198**
 - 8. FY 2021 Second Chance Act: Adult Reentry Education, Employment, Treatment and Recovery Program Grant Award from the U.S. Dept. of Justice, Bureau of Justice Assistance - **\$896,730**
 - 9. AmeriCorps National Civilian Community Corps Project Sponsor Award from AmeriCorps (*Estimated Value: \$130,000*)
- S. Consideration, Discussion, and Vote to Approve 2022 Agency-Wide Budget (O.S. 8.9)
- T. Consideration, Discussion, and Vote to Approve Revised LIFT CAA Board of Directors Regular Meeting Dates for 2022 (O.S. 5.5)
- U. Consideration, Discussion, and Vote to Approve Head Start Masking Policy
- V. Consideration, Discussion, and Vote to Approve Head Start Mandatory COVID-19 Vaccine Policy
- W. Consideration, Discussion, and Vote to Approve Mandatory COVID-19 Vaccine Policy (*Technical and Management Assistance*)

- X.** Consideration, Discussion, and Vote to Approve Housing Work Plan and Quality Control Plan
- Y.** Consideration, Discussion, and Vote to Approve Waiver/Exemption of Conflict of Interest for Community Services Block Grant-Coronavirus Aid, Relief, and Economic Security Act Funds/Assistance for Lauren Barger (a staff member of LIFT Community Action Agency, formerly known as Little Dixie Community Action Agency), that a full and proper posting of the disclosure has been made to the public, that no objections have been received from the public, a legal opinion determining there is no violation of Oklahoma or local law, any conflict or potential conflict should be waived, and the expenditure of CSBG-CARES Act Funds/Assistance is fair to LIFT CAA
- Z.** Consideration, Discussion, and Vote to Approve LIFT CAA to Act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and Contract with Oklahoma Commission on Children and Youth (\$24,093.42 *Maximum Contract Total, Period: 1/1/2022–12/31/2022*)
- AA.** Consideration, Discussion, and Vote to Approve LIFT CAA to Act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and Contract with Oklahoma Commission on Children and Youth (\$24,093.42 *Maximum Contract Total, Period: 1/1/2022–12/31/2022*)
- BB.** Report on Agency-Wide Comprehensive Risk Assessment (*O.S. 4.6*)
- CC.** Board Training (*O.S. 5.7*): Agency Program and Performance Evaluation, Success of Specific Strategies, Progress on Meeting Goals
- DD.** Board Training (*O.S. 5.7*):
 - Open Meeting Act
 - Open Records Act
 - Role/Recording of the Board Minutes
- EE.** Board Training/Programmatic Report: Head Start/Early Head Start/EHS-Child Care School Readiness/Child Outcomes Results for Fall 2021-2022 (*O.S. 5.7, 5.9*)
- FF.** Transportation Advisory Council Report
- GG.** Update on Agency Rebranding Process
- HH.** Policy Council Report (*O.S. 2.1, 5.7 & 5.9*)
- II.** Recognition of December 2021 Employee of the Month:
Michelle Hunt, Center Director – Early Head Start Program
- JJ.** Recognition of 2021 Employee of the Year:
Michelle Hunt, Center Director – Early Head Start Program
- KK.** Recognition of Service Awards:
 - Ten Years:* Sheila Peddy, CACFP Monitor – Child and Adult Care Food Program
 - Fifteen Years:* Tina Kitson, Teacher – Head Start Program
 - Charles Rust, Self-Help Specialist – Technical & Management Assistance

LL. Other Reports/Announcements/Correspondence: HHS Communication and Guidance Report; HS/EHS/EHS-Child Care Program Summary Report; HS/EHS Meals/Snack Report; HS/EHS/EHS-CC Enrollment/Attendance Report; HS/EHS/EHS-CC Data Analysis Report; Retirement Party Invitation (*O.S. 5.7 & 5.9*)

MM. 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*)

NN. Consideration, Discussion, and Vote to Adjourn

Posted: _____ *Date:* _____ *Time:* _____