

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

MINUTES
BOARD OF DIRECTORS MEETING

June 9, 2026

Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, June 9, 2026 at 10:07 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th 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. 4th St., Hugo, Oklahoma) and the meeting site (1005 S. 5th St., Hugo, Oklahoma) as well as online at <https://liftca.org/board/>.

The meeting was called to order by Chairman William Smith.

The Invocation was given by Board Member Colby Bryant.

Roll Call was taken, and a quorum was established (13 Board Members present, 11 absent). The following Board Members were present at the meeting site: Colby Bryant, Brad Burgett, Kevin Cory, Brent Franks, Brad Gernand, Andrea Henkel, Jia Johnson, Sharon Johnson, Michelle Palmer, David Smith, William Smith, Consuelo Splawn, and Leah Thomas. The following members were absent: Tami Barnes, Kristi Graham, Lori Greer, David Hawkins, Jordan Hill, Vickie Leathers, Sandra Meeks, Jim Bob Sullivan, Vicky Wade, Debra Williams, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Macy Self, Renee Wright, Darla Galyon, Rhonda Teague, Jordan Mack, Sheree Ensley, Brandon McDaniel, Amber Duncan, and Mattie McKee. LIFT CAA employees and/or visitors present, appearing remotely via the Microsoft Teams communications platform included: Kathy James.

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 June 9, 2026 prior to the Board Meeting. 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 2026. The Committee was presented with the May 2026 Financial Reports for consideration at the next meeting. There were no property updates.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

William Smith, Chairman, requested the Board's vote to approve the May 2026 Regular Meeting Minutes and April 2026 Financial Reports; the May 2026 Financials were distributed for consideration and vote at the July 2026 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Brad Burgett and seconded by Jia Johnson to approve the May 2026 Regular Meeting Minutes and April 2026 Financial Reports. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

William Smith, Chairman, requested the Board's vote to approve agency submission of Resolutions and Grant Applications, as follows:

1. Rural Regional Reorientation Application to Oklahoma State Department of Health in the amount of \$405,500; if awarded, funding will be used to purchase, outfit, and deploy a mobile mental health counseling unit dedicated to serving rural first responders and their families across the service region. LIFT's RENEW Center/staff would oversee the project and manage all operational aspects of the mobile mental health unit.
2. PY 2026 Department of Human Services Low Income Home Energy Assistance Program Grant Application to Oklahoma Department of Commerce in the amount of \$106,913.86; if awarded, these funds will be used to support Weatherization Program activities within Region 5 (Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties).
3. FY 2027 Base Grant Application to Oklahoma Court Appointed Special Advocates (CASA) Association in the amount of \$25,904.28; if awarded, the proposed one-year Base Grant (up to \$25,904.28) would be used to support staff salaries and operating expenses associated with the LIFT CASA Program.

After discussion and Board Member input with regards to the application presented, a motion was made by Andrea Henkel and seconded by Leah Thomas to approve the submission of resolutions and/or grant applications in the amount of \$538,318.14 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

William Smith, Chairman, requested the Board's vote to approve agency acceptance of Grants, Contracts, and Awards, as follows:

1. FY 2026 Head Start/Early Head Start Supplement Grant Award (Cost-of-Living Adjustment) from Office of Head Start in the amount of \$28,926; this funding will be used to provide LIFT CAA's Head Start/Early Head Start staff with a 0.635% COLA increase (Budget Period: 12/1/2025–11/30/2026). The COLA will serve to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and maintain overall program quality. The COLA funds will be divided between Personnel Salaries, Fringe Benefits, and Indirect Costs associated with staff salaries, with any remainder applied to other allowable program operating costs. The 0.635% COLA will reflect an increase in the hourly rate of pay for each employee and a permanent increase of 0.635% in the Head Start/Early Head Start/EHS-Child Care pay scale.
2. 2026 Grant Award from Potts Family Foundation in the amount of \$15,000; these funds will be used to launch a pilot initiative that integrates early relational health, literacy, numeracy, and resilience-building supports directly into Family Resource Center

operations during the six-month grant period (June–December 2026).

3. FY 2026 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Award (Year 13, Balance of Funding) from Health Resources and Services Administration in the amount of \$732,380; this balance of funding award will be utilized during the third year of the five-year grant cycle to: 1) 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, 2) build healthy communities and ensure ongoing, coordinated, comprehensive services are provided in the most efficient manner through effective service delivery, 3) strengthen the health workforce, specifically those individuals responsible for providing direct services, and 4) promote and improve health equity by connecting with appropriate organizations. The total amount awarded for FY 2026 is \$1,100,000.
4. Pathway Forward Weatherization Assistance Program Bipartisan Infrastructure Law Award (Round 3) from Oklahoma Department of Commerce in the amount of \$37,433; these funds will be used to support Weatherization Program activities within Region 5 (Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha Counties). The total amount awarded is \$1,727,506.84.
5. FY 2026 NeighborWorks Week Grant Award from NeighborWorks® America in the amount of \$1,000; these funds will be used to engage in a social media campaign and email marketing to increase awareness of the NeighborWorks philosophy and partnership with the agency during NeighborWorks Week 2026.
6. FY 2026 Community Services Block Grant Award (2nd Allocation) from Oklahoma Department of Commerce/Community Development in the amount of \$96,054; this second allocation of funding will be used for operational support of agency programs. The total amount awarded for FY 2026 is \$175,444.

A motion was made by Brad Gernand and seconded by David Smith to approve acceptance of grants, contracts, and awards in the amount of \$910,793 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, requested the Board's consideration and possible action on submission of a 2026-2027 Transportation Waiver Request 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. Board approval for the Transportation Waiver Request is required before it can be submitted to the Office of Head Start for review. Without this waiver, up to 145 children would not be able to receive transportation services in order to attend the Head Start Program and/or participate in field trips. Area public schools transport Head Start children on rural bus routes, with an average of two to three children per route. Without a Waiver, the impact of the transportation regulations would force the public schools to discontinue rural bus route services for LIFT's Head Start children. A motion was made by Brad Burgett and seconded by Andrea Henkel to approve submission of a 2026-2027 Transportation Waiver Request for the LIFT Head Start Program. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, requested the Board's consideration and possible action on the submission of an FY 2025 Budget Revision Amendment – Non-Federal Share Waiver for the Head Start/Early Head Start Programs. In total, LIFT CAA is requesting a Waiver for \$398,205.36 in required Non-Federal Share associated with \$4,614,531 in Federal funding for Program Operations/Training and Technical Assistance provided by the Administration for Children and Families, Office of Head Start. Due to programmatic shifts, including changes in center operations stemming from the enrollment reduction and associated community partnerships, the programs have been unable to fully meet the originally projected non-federal share, accounting for \$755,427.64 toward the total requirement. If approved, this amendment would allow for the match reduction while maintaining compliance with grant requirements. The timeframe for the Non-Federal Share Waiver would be the Year 2/FY 2025 Budget Period of 12/1/2024–11/30/2025. After discussion, a motion was made by Kevin Cory and seconded by Brad Burgett to approve submission of the FY 2025 Budget Revision Amendment – Non-Federal Share Waiver for the Head Start/Early Head Start Programs. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Jordan Mack, Head Start/Early Head Start Assistant Director, requested the Board's consideration and possible action on the 2025-2026 Head Start Programs Self-Assessment Plan. 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 2025-2026 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 Michelle Palmer and seconded by Brad Gernand to approve the 2025-2026 Head Start Programs Self-Assessment Plan. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Brandon McDaniel, Housing Director, requested the Board's consideration and possible action on the signing of a Proclamation recognizing National Homeownership Month. This national month-long designation is intended to help promote the benefits of homeownership and a continuing commitment to creating opportunities for future homeowners. A motion was made by Kevin Cory and seconded by Brad Gernand to approve the signing of a Proclamation recognizing National Homeownership Month. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Kathy James, Senior Program Planner, requested the Board's consideration and possible action on the FY 2027 CASA Program Goals and Objectives. James explained that the LIFT CASA Program's Goals and Objectives are developed annually to align with the Oklahoma CASA Association's one-year Base Grant funding period. Discussion concerning the Goals and Objectives was facilitated, and no changes were proposed by the Board. A motion was made by Andrea Henkel and seconded by Jia Johnson to approve the FY 2027 CASA Program Goals and

Objectives. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

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

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, provided a Board Training on Results-Oriented Management and Accountability (Organizational Standard 5.7). Cox presented the training titled "ROMA for Boards Training Series – Introduction to Implementing the ROMA Cycle" from the Community Action Partnership. The training explained the ROMA framework and process, including how agencies use the ROMA Cycle to assess community needs, plan services, implement programs, track results, and evaluate outcomes to ensure continuous quality improvement. This training was part of the ROMA Principles and Practices for Community Action Agency Boards series, created by the Community Action Partnership's Organizational Standards Center of Excellence and funded by Office of Community Services, available through the online toolkit at: https://communityactionpartnership.com/publication_toolkit/roma-for-boards-training-series/.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, provided the Board with a programmatic report regarding the Office of Head Start Classroom Assessment Scoring System (CLASS®) Review (Organizational Standard 5.9). The CLASS® tool looks at three domains (Emotional Support, Classroom Organization, Instructional Support) and ten dimensions of teacher-child interactions and measures those observed interactions on a seven-point scale. Results reflected strong performance in the areas of Emotional Support (6.06) and Classroom Organization (5.92), demonstrating positive teacher-child interactions, effective classroom management, and supportive learning environments. The program exceeded all Federal competitive thresholds and achieved the OHS quality threshold for Emotional Support. The report affirmed many program strengths while also identifying opportunities for improvement in Instructional Support, which staff will address through ongoing professional development and quality enhancement efforts.

Sheree Ensley, Fiscal Officer, provided the Board with the Transportation Advisory Council Report (Organizational Standard 5.9). The Transportation Advisory Council was established during the April 2021 Board Meeting for the Transit Program with regards to funding received from the Kiamichi Economic Development District of Oklahoma'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 20th meeting, held on June 9, 2026 (prior to the Board Meeting), Advisory Council members were provided with a program update and briefed on service results. Advisory Council members were also asked to report on any new or additional identified gaps in transportation needs in their communities; no such new or additional gaps were reported.

Mattie McKee, Early Head Start-Child Care Assistant Director, provided the Board with the Policy Council Report for the May 19, 2026 meeting (Organizational Standards 2.1 and 5.9).

Macy Self, Associate Director, recognized Renee Wright (Job Coach, Work Ready Idabel) as the June 2026 Employee of the Month.

Macy Self, Associate Director, recognized the following Service Award recipients: Five Years – Brenda Green (Teacher, Head Start Program); Ten Years – Sara Moore (Professional Development Specialist, Head Start Programs).

William Smith, Chairman, presented the Other Reports/Announcements/Correspondence as follows: Head Start Programs Monthly Reports (Program Summary, Communication and Guidance, Enrollment/Attendance, Meals/Snack, Data Analysis); NeighborWorks Week Presentation; YouthBuild Program Graduation Invitation; WORKlahoma Job Fair (Organizational Standard 5.9).

There was no New Business brought before the Board.

William Smith, Chairman, requested the Board's vote to adjourn. A motion was made by Brad Burgett and seconded by Colby Bryant to adjourn the regular meeting. The roll call vote was as follows: Yes 13; No 0; Abstain 0. The motion carried. Voting record is attached (Item V).

The Regular Meeting adjourned at 10:40 a.m.


Sandra Meeks, Secretary/Treasurer