

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

MINUTES
BOARD OF DIRECTORS MEETING
May 12, 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, May 12, 2026 at 10:01 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 Brent Franks.

Roll Call was taken, and a quorum was established (20 Board Members present, 4 absent). The following Board Members were present at the meeting site: Tami Barnes, Colby Bryant, Brad Burgett, Brent Franks, Brad Gernand, Kristi Graham, Lori Greer, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Sharon Johnson, Sandra Meeks, David Smith, William Smith, Jim Bob Sullivan, Leah Thomas, Vicky Wade, Debra Williams, and Craig Young. The following members were absent: Kevin Cory, Vickie Leathers, Michelle Palmer, and Consuelo Splawn. LIFT CAA employees and visitors present at the meeting site were: Rhonda Teague, Kinsey Cox, Rebecca Porter, Macy Self, Sheree Ensley, Jordan Mack, Darla Galyon, Amber Duncan, Brandon McDaniel, Mattie McKee, Barbara Sheets, Dawn McKee, Johnny Driggers, Terry Wren, and Amanda Perry. 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.

The Board recognized Michelle Palmer as elected representative for the Head Start/Early Head Start/EHS-Child Care Policy Council, a Low-Income Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2028).

Board Member Brad Burgett was appointed to serve as Board Mentor for new Board Member Michelle Palmer (Organizational Standard 5.7).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on May 12, 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 March 2026. The Committee was presented with the April 2026 Financial Reports for consideration at the next meeting. The Committee also received an update on properties.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

William Smith, Chairman, requested the Board's vote to approve the April 2026 Regular Meeting Minutes and March 2026 Financial Reports; the April 2026 Financials were distributed for consideration and vote at the June 2026 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Brad Burgett and seconded by David Smith to approve the April 2026 Regular Meeting Minutes and March 2026 Financial Reports. The roll call vote was as follows: Yes 17; No 0; Abstain 2. The motion carried. The Voting Record is attached (Items F & G).

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 Mobility Access Program Application to South Western Oklahoma Development Authority via Oklahoma Rural Health Transformation Program in the amount of \$316,089; if awarded, these funds would be used to procure three new buses/vans for LIFT Transit to be used for transporting residents in Choctaw, McCurtain, and Pushmataha Counties.
2. Second Chance Act: Community-Based Reentry Grant Application to U.S. Department of Justice, Bureau of Justice Assistance in the amount of \$1,000,000; if awarded, these funds would be used to provide mentoring and transitional services for adults returning to communities after a period of incarceration and who are assessed as moderate- to high-risk for recidivism, in partnership with the Sheriff's Offices in each county (Choctaw, McCurtain, and Pushmataha).
3. FY 2026 Community Services Block Grant Application (2nd Allocation) to Oklahoma Department of Commerce/Community Development in the amount of \$96,054; if awarded, this second allocation of funding will be used for operational support of agency programs.
4. Blue Impact Grant Program Application to Blue Cross and Blue Shield of Oklahoma in the amount of \$40,000; if awarded, these funds will be used for operational support of the LIFT Transit Program to help sustain medically necessary transportation services for area residents.
5. FY 2027 Family Violence Prevention and Services Act Grant Application to Oklahoma Office of Attorney General in the amount of \$10,247.38 (Match: \$2,049.48); if awarded, funding will be used to support LIFT CAA's Victim Services programs, staff, and their work to: prevent incidents of family violence, domestic violence, and dating violence; provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence, and their dependents; and provide specialized services for children exposed to family violence, domestic violence, or dating violence, including victims who are members of underserved populations. LIFT CAA will be required to meet the match requirements (not less than \$1 for every \$5 of Federal funds provided under the program funding), for a total of \$2,049.48.
6. FY 2027 State Domestic Violence/Sexual Assault Funding Application to Oklahoma Office of Attorney General in the amount of \$229,240; if awarded, the one-year grant

would be used to provide supportive services to adult victims of domestic violence and/or sexual assault, as well as children exposed to family violence, domestic violence or dating violence. Supportive services could include crisis intervention, safety planning, individual counseling, peer counseling, educational services, legal advocacy, personal advocacy, housing advocacy, medical advocacy, information/referral, and transportation.

After discussion and Board Member input with regards to the application presented, a motion was made by Jim Bob Sullivan and seconded by Lori Greer to approve the submission of resolutions and/or grant applications in the amount of \$1,691,630.38 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

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. Child Care Stabilization Grant Program Awards (Year 5/Quarter 3, Early Learning Centers) from Choctaw Nation of Oklahoma in the amount of \$25,000; this funding will provide key operating support to maintain childcare services within the ELCs.
2. Strategies to Reduce Food Insecurity Project Contract Award (Year 2) from Oklahoma State Department of Health in the amount of \$20,000; this project operated as part of the LIFT CAA Family Resource Center will work to alleviate immediate food insecurity and promote long-term nutritional well-being for families with children under age 12. This will be accomplished through a coordinated suite of services—including a Weekend Backpack Food Program, quarterly Family Cooking and Nutrition Classes, and onsite food distribution at the Family Resource Center—which will expand food access, build nutrition knowledge and skills, and strengthen family resilience to help meet the overall goal of reducing food insecurity among young children.
3. FY 2026 Flexible Impact Grant Award from NeighborWorks® America in the amount of \$274,000; funding under the Expendable category will be used to support Housing Department staff and other operational expenses associated with the agency's housing and lending lines of business. In addition, funding under the Capital category will be used to make improvements to LIFT CAA's multi-family properties and/or increase homeownership opportunities via the residential lending line of business.
4. 2026 Community Grants Program Award from Carolyn Watson Rural Oklahoma Community Foundation/H. Blanton Brown and Dr. Faith L. Phillips Family Fund in the amount of \$30,000; funding will be used to support the RENEW Center and the provision of direct mental health services, the expansion of infrastructure and access to these services and supports, and community safety initiatives.

A motion was made by Andrea Henkel and seconded by Tami Barnes to approve acceptance of grants, contracts, and awards in the amount of \$349,000 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Mattie McKee, Early Head Start-Child Care Assistant Director, requested the Board's consideration and possible action on the 2026-27 EHS-CC Training and Technical Assistance Plan. The provision of technical assistance and training serves to improve program quality. Program staff receive a combination of Pre-service and In-service training as well as various other

training opportunities. Trainings provided are based on staff needs, self-assessment, new best practices, training needs assessment, individual professional development plans, and Head Start Performance Standards. In addition to program staff, the Training and Technical Assistance Plan also includes development opportunities for the Policy Council and Board of Directors. The proposed plan covers the period of August 1, 2026 through July 31, 2027 and outlines how the \$42,863 allocated for training and technical assistance will be expended during the program year. The plan is flexible and can be changed if or when needed. A motion was made by Debra Williams and seconded by Lori Greer to approve the 2026-27 EHS-CC Training and Technical Assistance Plan. The roll call vote was: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Rebecca Porter, Executive Director, requested the Board's consideration and possible action on signing of a Proclamation recognizing Community Action Month. National Community Action Month was created by the Community Action Partnership to reinforce Community Action Agencies' role in helping low-income families achieve economic stability. Porter explained that each year during the month of May, Community Action Agencies across the Nation engage in events, marketing, and other activities to raise awareness about the services and impact of community action. The proclamation signing by the Board Chairman is one such event. A motion was made by Colby Bryant and seconded by Jordan Hill to approve the signing of a Proclamation recognizing Community Action Month. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Brandon McDaniel, Housing Director, requested the Board's consideration and possible action on a Resolution to establish a formal process for low-income beneficiaries to advise LIFT CAA as a Community Housing Development Organization (CHDO) in all decisions regarding the design, siting, development, and management of HOME-assisted affordable housing projects. Since 1992, LIFT CAA has been certified as a CHDO. As a CHDO, the agency is required to seek advisory input from low-income beneficiaries prior to any housing activity supported by HOME funds. This Resolution is reviewed and re-adopted annually by the Board to ensure policies and the Resolution align with the U.S. Department of Housing and Urban Development's guidelines. As described in Attachment A of the Resolution, public input sessions will be held in-person and/or virtually. The meeting dates have not yet been scheduled, but the Board will be updated on activities once dates are set. Additionally, in 2025, 103 surveys were collected from residents in Choctaw, McCurtain, and Pushmataha Counties. The results (which includes six prioritized needs) will be analyzed and used to identify potential improvements for the next housing development. A motion was made by Brad Burgett and seconded by Colby Bryant to re-adopt the Resolution to establish a formal process for low-income beneficiaries to advise LIFT CAA as a Community Housing Development Organization in all decisions regarding the design, siting, development, and management of HOME-assisted affordable housing projects. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Brandon McDaniel, Housing Director, requested the Board's consideration and possible action on signing of a Proclamation recognizing NeighborWorks Week. Held during the first full week in June since 1983, NeighborWorks Week is an annual week of service showcasing how the NeighborWorks network strengthens communities and celebrates the collective impact achieved. A motion was made by Colby Bryant and seconded by Brad Gernand to approve the signing of a

Proclamation recognizing NeighborWorks Week. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Brandon McDaniel, Housing Director, provided a Board Training/Programmatic Report over Quarterly Housing Production as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). McDaniel provided a review of the submitted report and facilitated discussion regarding the Quarterly Housing Production for the period of January 1, 2026 through March 31, 2026. With a total reported quarterly investment of \$2,381,989.16, the production reports provided insight into activities such as numbers of homeowners created, preserved homeownership, and homes repaired.

Rebecca Porter, Executive Director, provided a Board Training over the following: LIFT CAA History, Mission, Vision, and Values; History and Future of Community Action/Anti-Poverty Work; Statutory and Regulatory Requirements; and CAA Contractor Implementation Manual – Requirement 113 (Organizational Standard 5.7).

Jordan Mack, Head Start/Early Head Start Assistant Director, provided the Board with an overview of the 2025-2026 Self-Assessment Process for LIFT Head Start Programs (Organizational Standards 5.7 and 5.9).

Mattie McKee, Early Head Start-Child Care Assistant Director, provided the Board with the Policy Council Report for the April 21, 2026 meeting (Organizational Standards 2.1 and 5.9).

Rebecca Porter, Executive Director, recognized Jordan Mack (Assistant Director, Head Start/Early Head Start Programs) as the May 2026 Employee of the Month.

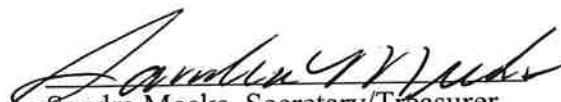
Rebecca Porter, Executive Director, recognized the following Service Award recipients: Five Years – Chelsie Roden (Caregiver, Early Head Start Program), Rebecca Vasquez-Powers (Case Manager, YouthBuild Program); Ten Years – Barbara Sheets (Family Advocate, Head Start Program); Fifteen Years – Johnny Driggers (Energy Auditor, Weatherization Program); Twenty Years – Kathy James (Senior Program Planner, Administration).

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 and Data Analysis (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 Jim Bob Sullivan to adjourn the regular meeting. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. Voting record is attached (Item V).

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


Sandra Meeks, Secretary/Treasurer