

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

MINUTES  
BOARD OF DIRECTORS MEETING  
September 8, 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, September 8, 2026 at 10:08 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://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 (16 Board Members present, 8 absent). The following Board Members were present at the meeting site: Tami Barnes, Colby Bryant, Brent Franks, Brad Gernand, Debbie Golden, Lori Greer, David Hawkins, Andrea Henkel, Jia Johnson, Sharon Johnson, Vickie Leathers, David Smith, William Smith, Leah Thomas, Debra Williams, and Craig Young. The following members were absent: Brad Burgett, Kevin Cory, Kristi Graham, Sandra Meeks, Michelle Palmer, Consuelo Splawn, Jim Bob Sullivan, and Vicky Wade. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Macy Self, Rebecca Porter, Darla Galyon, W.F. Grammar, Jeannie McMillin, Lauren Robertson, Sheree Ensley, Amber Duncan, Mattie McKee, Jordan Mack, DeeDee Atwood, and 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 September 8, 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 July 2026. The Committee was presented with the August 2026 Financial Reports and received an update on the 2025 Form 990, which will be presented to the Board for filing approval. 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 August 2026 Regular Meeting Minutes and the July 2026 Financial Reports; the August 2026 Financials were distributed for consideration and vote at the October 2026 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by David Smith and seconded by Tami Barnes to approve the August 2026 Regular Meeting Minutes and the July 2026 Financial Reports. The roll call vote was as follows: Yes 15; 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. Choosing Childbirth Act Application (Year 3) to Oklahoma State Department of Health in the amount of \$800,000; if awarded, these funds will support continued operations of the tri-county Choosing Childbirth Program during the third year of the grant. This funding will support pregnant women and those who may become pregnant through the provision of direct and indirect services, with 120 women to be served during Year 3. Direct services include delivery of evidence-based curriculum, parenting education, case management, employment, transportation, housing, nutrition, and education assistance.
2. Local Program Partner Stabilization Grant Application (Dolly Parton Imagination Library Initiative) to Oklahoma Partnership for School Readiness in the amount of \$14,742; if awarded, these funds will be used to help meet the local program partner funding requirements for the Dolly Parton Imagination Library initiative for all of Choctaw and Pushmataha Counties and for the City of Idabel in McCurtain County.
3. Community Engagement Funds Grant Program Application to Target in the amount of \$5,000; if awarded, these funds will be used by the LIFT Family Resource Center to provide family supports/resources and engagement activities.

After discussion and Board Member input with regards to the application presented, a motion was made by Lori Greer and seconded by Jia Johnson to approve the submission of resolutions and/or grant applications in the amount of \$819,742 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 14; No 0; Abstain 1. 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 2027 State Domestic Violence/Sexual Assault Funding Award from Oklahoma Office of Attorney General in the amount of \$227,245; the one-year grant will 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 include crisis intervention, safety planning, individual counseling, peer counseling, educational services, legal advocacy, personal advocacy, housing advocacy, medical advocacy, information/referral, and transportation.

A motion was made by Andrea Henkel and seconded by Debra Williams to approve acceptance of grants, contracts, and awards in the amount of \$227,245 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Sheree Ensley, Fiscal Officer, requested the Board's consideration and possible action on submission of Employee Benefit Plan Form 5500 (Plan Year 2025, Period: 4/1/2025–3/31/2026). Ensley explained that the Form 5500 is a required annual filing by the Internal Revenue Service and the Department of Labor to determine whether employee benefit plans are operated and managed according to government standards. A motion was made by Debra Williams and seconded by Brad Gernand to approve submission of the Employee Benefit Plan Form 5500 for Plan Year 2025. The roll call vote was: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Jordan Mack, Head Start Programs Assistant Director, requested the Board's consideration and possible action on update to 2026-2027 Eligibility, Recruitment, Selection, Enrollment, and Attendance Integrated Services Policies and Procedures. The update incorporates a recommendation from the Head Start Training and Technical Assistance provider following the Office of Head Start Focus Area 2 Comprehensive Services Monitoring Review, to identify those centers under the Medically Underserved Area designation which are permitted to enroll a higher percentage of children from above-income families. LIFT Head Start Centers under the Medically Underserved Area designation are located in the communities of: Boswell, Fort Towson, and Soper (Choctaw County); Garvin (McCurtain County); and Rattan (Pushmataha County). A motion was made by Lori Greer and seconded by Brad Gernand to approve the update as presented to the 2026-2027 Eligibility, Recruitment, Selection, Enrollment, and Attendance Integrated Services Policies and Procedures. The roll call vote was: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Darla Galyon, Head Start Programs Director, requested the Board's consideration and possible action on 2026-2027 Mental Health Contract with Healing Hearts Counseling and Consulting, LLC. Galyon explained that Healing Hearts Counseling and Consulting, LLC was selected through a bid process in alignment with the agency's financial and procurement policies. It was noted that the contract originally reflected a total amount of \$15,000 based on a monthly rate of \$1,250; however, since the contract term covers only 10 months, the total contract amount was corrected to \$12,500 as agreed upon by Healing Hearts Counseling and Consulting, LLC and LIFT Head Start leadership. A motion was made by David Smith and seconded by David Hawkins to approve the 2026-2027 Mental Health Contract with Healing Hearts Counseling and Consulting, LLC. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Jordan Mack, Head Start Programs Assistant Director, requested the Board's consideration and possible action on updates to the 2023-2028 Head Start Programs Strategic Plan. The Strategic Plan was developed to help guide the three programs during their five-year grant cycles. Each year, the plan is reviewed and updates are made as needed and to track progress made. The Strategic Plan has an outcomes-based focus to facilitate continuous improvement and monitoring of progress within the programs. Mack explained that the Plan was updated in August 2026 to track progress towards meeting the Objectives and Outcomes. Mack then described the Goals set for the programs and reasoning behind each, along with the associated Objectives, anticipated Outcomes, and progress made with both for Year 4. A motion was made by Craig Young and seconded by Lori Greer to approve the updates to the 2023-2028 Head Start Programs Strategic Plan. The roll

call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Mattie McKee, Head Start Programs Assistant Director, requested the Board's consideration and possible action on the 2026-2027 Head Start/Early Head Start Training and Technical Assistance Plan. The provision of technical assistance and training for the Head Start/Early Head Start Programs serves to improve program quality. Head Start/Early Head Start 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 outlines how the \$59,260 (Head Start: \$39,956 EHS: \$19,304) allocated for training and technical assistance will be expended during the 2026-2027 program year. A motion was made by Tami Barnes and seconded by Debra Williams to approve the 2026-2027 Head Start/Early Head Start Training and Technical Assistance Plan. The roll call vote was: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Mattie McKee, Head Start Programs Assistant Director, provided a Board Training/Programmatic Report over program compliance with Children's Internet Protection Act (CIPA) Cyberbullying Awareness (Organizational Standards 5.7 and 5.9). 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 utilizes filtering programs to 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/Early Head Start/EHS-Child Care Programs' Internet Safety policies address the following as required by CIPA: (a) access by minors to inappropriate matter on the Internet; (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.

Darla Galyon, Head Start Programs Director, provided a Board Training/Programmatic Report over the Head Start, Early Head Start, and Early Head Start-Child Care Program Information Reports for 2025-2026 (Organizational Standards 5.7 and 5.9). A Program Information Report is required to be conducted annually for all Head Start and Early Head Start programs. The reports cover a range of topics from teacher qualifications to family needs to enrollment. These reports are used on a National level to survey programs and evaluate operations. Galyon provided a summary overview of each report and their use as a continuous quality improvement/assessment tool, then facilitated discussion with the Board concerning the reports.

Sheree Ensley, Fiscal Officer, provided a Board Training over LIFT CAA Finances (Organizational Standard 5.7). The training covered the following topics: Community Services Block Grant Organizational Standards – Fiscal Management; Financial Oversight – Overall

Agency Fiscal Status, Procedures, Practices, Transactions; and Interpreting Financial Statements. Ensley used the August 2026 Financial Reports included in the Board Meeting Packet, along with the Category 8 Standards (Financial Operations and Oversight) from the Center of Excellence Developed CSBG Organizational Standards, for demonstration purposes during the presentation. This allowed Board Members to review real-time data, see how these standards apply in practice, and better understand how to interpret key fiscal indicators and financial statements in the context of the agency's operations.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). Currently, five of the 24 seated Board Members have provided a monetary donation to the agency during 2026. 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 funding entities typically look at the year prior, by achieving 100% Board giving in 2026, LIFT CAA is eligible to apply for funding in 2027.

Jeannie McMillin, Transit Director, 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 21<sup>st</sup> meeting, held on September 8, 2026 prior to the Board Meeting, Advisory Council members were briefed on the service results so far. The Transit Program successfully expended all funding from the previous KEDDO contract period, and the new period is underway, with services being provided across all three counties. Advisory Council members were also asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported.

W.F. Grammar, Risk Manager, provided the Board with the Risk Assessment and Management Report (Organizational Standard 5.9). The report focused on Workers' Compensation, safety, and risk management activities/programming within the agency during the last six months.

Mattie McKee, Head Start Programs Assistant Director, provided the Board with the Policy Council Report for the August 18, 2026 meeting (Organizational Standards 2.1 and 5.9).

Rebecca Porter, Executive Director, recognized Lauren Robertson (Caregiver, Early Head Start Program) as the September 2026 Employee of the Month.

Rebecca Porter, Executive Director, recognized the following Service Award recipients: Five Years – Vickie Rodgers (Teacher Assistant, Head Start Program); Ten Years – DeeDee Atwood (Director, Victim and Youth Services 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, Federal Reporting of Standard Forms 425 and 428; National Recovery Month; and Infant Mortality Awareness Month (Organizational Standard 5.9).

William Smith, Chairman, invited the consideration and possible action on New Business not known about or which could not have been reasonably foreseen prior to time of posting the Agenda, in accordance with *Title 25, Oklahoma Statute § 311*. Rebecca Porter, Executive Director, proposed New Business as follows:

Consideration and Possible Action on Filing of LIFT CAA 2025 Form 990 and Oklahoma Tax Return (Organizational Standard 8.6).

Porter explained that approval to file the LIFT CAA 2025 Form 990 and the Oklahoma Tax Return was being introduced as New Business due to the need for timely action. After the posting of the Board Meeting Agenda, LIFT CAA received the draft 2025 Form 990 and Oklahoma Tax Return from its tax preparer. Because these documents were not available and their receipt could not have been reasonably foreseen prior to the Agenda posting deadline, consideration of their review and filing qualifies as New Business pursuant to the Oklahoma Open Meeting Act, Oklahoma Statute Title 25 § 311. Board action is requested to approve the filing of LIFT CAA's 2025 IRS Form 990 and Oklahoma Tax Return as presented; this approval will authorize the Executive Director and/or appropriate staff (Accounting personnel or tax preparer staff) to execute and submit all required documents. As required by Community Services Block Grant Organizational Standard 8.6, the agency's Form 990 must be completed on an annual basis and made available to the Board of Directors for review. The drafts of the Federal and State Returns have been checked by agency staff, in addition to review by the Finance/Audit/Loan Committee. Copies of the draft returns were also sent out to individual Board Members (via email) for review prior to the meeting. A motion was made by Tami Barnes and seconded by Leah Thomas to approve filing of LIFT CAA's 2025 Form 990 and Oklahoma Tax Return as presented. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item W).

William Smith, Chairman, requested the Board's vote to adjourn. A motion was made by Tami Barnes and seconded by Brent Franks to adjourn the regular meeting. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. Voting record is attached (Item X).

The Regular Meeting adjourned at 11:16 a.m.

  
Sandra Meeks, Secretary/Treasurer