

**Little Dixie Community Action Agency, Inc.**  
**Board of Directors and/or Executive Committee Meeting**  
**10:00 a.m. Tuesday, October 14, 2014**  
*Little Dixie HomeOwnership Center*  
*500 East Rosewood - Hugo, Oklahoma*

**AGENDA**

**Invocation**

- A. Opening of Board Meeting – Roll Call, Introduction of Guests
- B. Recognition of Andrea Henkel, re-appointed as Representative for the Broken Bow Ministers Fellowship, Private Sector; Sandy Meeks, re-appointed as Representative for the Broken Bow Chamber of Commerce, Private Sector; Will Smith, re-elected as Representative for Kiamichi Opportunities, Inc., Low Income Sector; Angelle Guffey, elected as Representative for the Head Start Policy Council, Low Income Sector, on the LDCAA Board.
- C. Consideration, Discussion and Vote to Approve Executive Session Minutes from September 9th, 2014 Meeting.

*Consent Docket - The following items of business indicated by brackets (D&E and F&G) 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which any one of the Board desires to have discussion about at the meeting, in which cases, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket.*

- D. Consideration, Discussion and Vote to Approve September 9<sup>th</sup>, 2014 Regular Meeting Minutes.
- E. Consideration, Discussion and Vote to Approve August 2014 Financial Reports; Distribution of September 2014 Financials for November 2014 Consideration and Vote.
- F. Consider Submission of Resolutions and/or Grant Applications - **\$636,000.00**
  - 1. Resolution Authorizing Executive Director to Execute Legal Matters/Documents on Behalf of Little Dixie Community Action Agency, Inc.
  - 2. Rural Health Care Services Outreach Grant to the Health Resources and Services Administration - \$600,000
  - 3. Community Housing Development Organization Operating Assistance Application to the Oklahoma Housing Finance Agency - \$36,000
- G. Consider Acceptance of Grants/Contracts/Awards - **\$4,062,357.33**
  - 1. Community Building & Engagement Peer Learning Award from NeighborWorks America for the Drug Free Communities Program - \$2,700
  - 2. Community Building & Engagement Impact Grant from NeighborWorks America for the Drug Free Communities Program - \$10,000
  - 3. Planning Grant Award from NeighborWorks America for the 2015 National Self Help

- Housing Conference - \$25,000
4. Capital Expendable Award from NeighborWorks America for Ardmore Homeownership Center Renovations - \$30,000
  5. Navigator Award from the U.S. Department of Health and Human Services/Centers for Medicare & Medicaid Services - \$556,443
  6. Rural Health Network Development Grant Award from the Health Resources and Services Administration - \$900,000
  7. Self Help Technical Assistance Grant Agreement from USDA/Rural Development - \$1,243,610
  8. Section 5311 Allocations from the Oklahoma Department of Transportation - \$1,079,635
  9. Head Start Coordination Funds in Preparation for the Tri-Annual Federal Monitoring Review from the Oklahoma Association of Community Action Agencies and the Oklahoma Department of Commerce - \$9,000
  10. Donation from McLeod Prison to the CASA Program - \$636
  11. Community Services Block Grant Award from ODOC for CAPTAIN Software - \$5,333.33
  12. Community Facilities Award from USDA/RD for Idabel Head Start/Early Head Start - \$50,000
  13. Community Facilities Award from USDA/RD for Choctaw/Pushmataha County IT Equipment - \$50,000
  14. Community Facilities Award from USDA/RD for Forest Grove Head Start - \$50,000
  15. Community Facilities Award from USDA/RD for Swink Head Start - \$50,000

**H. Finance/Audit/Loan Committee Report**

**I.** Consideration, Discussion and Vote to Approve the 2013 A-133 Audit which was Presented to the LDCAA Board of Directors on September 9, 2014.

**J.** Consideration, Discussion and Vote to Approve the Timely Filing of the 2013 Agency 990, 990T, and State Tax Returns, Filed Electronically or By Mail as Required.

**K.** Consideration, Discussion, and Vote to Remove Brenda Needham as a Check Signer for Little Dixie Community Action Agency, Inc.

**L.** Consideration, Discussion and Vote to Approve the Little Dixie Revolving Loan Fund Policy and Little Dixie Small Business Policy.

**M. Asset Committee Report**

**N.** Consideration, Discussion and Vote to Approve Head Start/Early Head Start's Policy Council Operating Procedures and Conflict Resolution/Impasse Policy.

**O.** Consideration, Discussion and Vote to Elect a Governing Board Member to Serve on the Head Start/Early Head Start Policy Council.

- P.** Consideration, Discussion, and Vote to Approve Rebecca Reynolds to Replace Brenda Needham as the LDCAA Registered Agent for Service of Process with the Oklahoma Secretary of State.
- Q.** Consideration, Discussion and Vote to Approve Waiver/Exemption of Conflict of Interest for DHS and/or DOE Weatherization Funds/Assistance for James Spear, Uncle of LDCAA Employee and Weatherization Carpenter Kenny Spear, 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 was received, any conflict or potential conflict should be waived, and the expenditure of weatherization funds is fair to LDCAA.
- R.** Head Start Policy Council Report
- S.** Presentation of Service Awards/Certificates
- T.** Employee Spotlight Presentation – Loretta Miller, Head Start Teacher
- U.** Other Reports/Announcements/Correspondence: HHS Communication and Guidance Report; HS/EHS Program Summary Report; USDA Meals & Snack Report; Head Start Enrollment/Attendance Report; Federal Review Letter; Head Start Audit Compliance Supplement; Board Member Information Update for CASA Program; Smart Start Tri-County Fundraiser; Little Dixie RSVP Recognition Events.
- V.** Consideration, Discussion and Vote on New Business (Not known about or which could not have been reasonably foreseen prior to the time of posting the Agenda. Okla. Stat. Title 25 § 311).
- W.** Consideration, Discussion and Vote to Adjourn.