

Little Dixie Community Action Agency, Inc.
Board of Directors and/or Executive Committee Meeting
10:00 a.m. Tuesday, January 10, 2017
Little Dixie HomeOwnership Center - 500 East Rosewood - Hugo, Oklahoma

AGENDA

Invocation

- A. Opening of Board Meeting – Roll Call, Introduction of Guests
- B. Finance/Audit/Loan Committee Report

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which any one of the Board desires to have discussion about at the meeting, in which cases, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket.

- C. Consideration, Discussion, and Vote to Approve December 2016 Regular Meeting Minutes
- D. Consideration, Discussion, and Vote to Approve November 2016 Financial Reports; Distribution of December 2016 Financials for February 2017 Consideration and Vote
- E. Consider Submission of Resolutions and/or Grant Applications - **\$725,878.45**
 - 1. 2017 Community Services Block Grant Application (First Quarter Allocation) to the Oklahoma Department of Commerce - *\$57,306*
 - 2. Community Grants Application to the Carolyn Watson Rural Oklahoma Community Foundation - *\$15,000*
 - 3. 2017 Victims of Crime Act Grant Application (Court Appointed Special Advocates) to the Oklahoma District Attorney's Council - *\$108,000*
 - 4. 2017 VOCA Grant Application (Victim Advocacy Services) to the Oklahoma District Attorney's Council - *\$115,200*
 - 5. Justice for Families Program Grant Application to the U.S. Department of Justice, Office on Violence Against Women - *\$420,000*
 - 6. Department of Energy Weatherization Assistance Program Application (Award Increase) from the Oklahoma Department of Commerce - *\$10,372.45*
- F. Consider Acceptance of Grants/Contracts/Awards - **\$1,585,234.45**
 - 1. Department of Energy Weatherization Assistance Program Award Increase from the Oklahoma Department of Commerce - *\$10,372.45 (Total Awarded: \$89,793.45)*
 - 2. PY' 16 Department of Human Services Low Income Home Energy Assistance Program Grant Award from the Oklahoma Dept. of Commerce/Community Development - *\$93,422*
 - 3. Child and Adult Care Food Program Award (Training/Monitoring/Operating: *\$181,440*; Daycare Homes Meal Reimbursement: Up to *\$1,300,000*) from the Oklahoma Department of Education - *\$1,481,440*
- G. Board Member Orientation/Training: History of Community Action and Little Dixie Community Action Agency; Overview of Programs; Review of Board Member Mentor Policy (*Organizational Standards – Category 5, Standard 5.7*)

- H. Distribution, Discussion/Review, Completion, and Collection of Required Documents (including Code of Conduct and Conflict of Interest Policies; Job Descriptions; Demographic/Informational and Disclosure Questionnaires) Relative to Little Dixie Community Action Agency's Governing Board Members, to be kept on file at LDCAA's Administrative Office located at 209 N. 4th Street in Hugo, Oklahoma (*Organizational Standards – Category 5, Standards 5.6 and 5.7*)
- I. Update on Board Member Self-Assessment
- J. Review of LDCAA Board Committees: Roles and Responsibilities (*Organizational Standards – Category 5, Standard 5.7*)
- K. Appointment of Chairpersons for LDCAA Board Committees (*Pursuant to LDCAA Amended By-Laws, Article XI, Section 2*)
- L. Consideration, Discussion, and Vote to Approve Hiring of Head Start/Early Head Start/EHS-Child Care Partnership Program Director
- M. Consideration, Discussion, and Vote to Approve the 2016 Head Start/Early Head Start/EHS-CC Wage Comparability Study
- N. Consideration, Discussion, and Vote to Approve Submission of Request for a Waiver of the 10% Requirement for Enrollment of Children with Disabilities in the EHS-Child Care Partnership Program
- O. Consideration, Discussion, and Vote to Approve 2017-2018 ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) Plan
- P. Board Training/Programmatic Report: ERSEA Requirements for Head Start/Early Head Start/EHS-CC Programs (*Organizational Standards – Category 5, Standard 5.9*)
- Q. Consideration, Discussion, and Vote to Approve Addition to Little Dixie Transit Handbook
- R. Update over LDCAA Strategic Planning/Board Member Input: SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis and Values Statement (*Organizational Standards – Category 6*)
- S. Consideration, Discussion, and Vote to Approve LDCAA Values Statement
- T. Update on Community Needs Assessment (*Organizational Standards – Category 1, Standard 1.2; Category 3*)
- U. 2016 LDCAA Customer Satisfaction Report: 4th Quarter (October - December) Results (*Organizational Standards – Category 1, Standard 1.3; Category 6, Standard 6.4*)
- V. Distribution of Amended LDCAA By-Laws/Addendum and Articles of Incorporation; Signing of Attestation of Receipt (*Organizational Standards – Category 5, Standards 5.4 and 5.7*)

- W.** Head Start Policy Council Report
- X.** Report on 2016 Salvation Army Red Kettle Campaign
- Y.** Recognition of January Employee of the Month:
Johnny Driggers, Weatherization Lead Carpenter/Crew Chief
- Z.** Recognition of Service Award Recipients:
 - Five Years:* Pamla Dunigan, Cook – Head Start Program
 - Ten Years:* Sommer Springfield, Teacher – Head Start Program
Elette Hamill, Receptionist/Accounting Clerk – LDCAA Administration
 - Fifteen Years:* Carolyn Whitley, Teacher/Substitute – Head Start Program
 - Twenty Years:* Tammie Fewell, Degreed Teacher – Head Start Program
- AA.** Other Reports/Announcements/Correspondence: HHS Communication and Guidance Report; HS/EHS/EHS-CC Program Summary Report; USDA Meals and Snack Report; HS/EHS/EHS-CC Enrollment/Attendance Report; Online ROMA Training Access Portal for LDCAA Board Members
- BB.** 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*)
- CC.** Consideration, Discussion, and Vote to Adjourn