

**Little Dixie Community Action Agency, Inc.**  
**Board of Directors and/or Executive Committee Meeting**  
**10:00 a.m. Tuesday, April 11, 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which any one of the Board desires to have discussion about at the meeting, in which cases, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket.*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 March 2017 Regular Meeting Minutes (*Organizational Standards – Category 5, Standard 5.5*)
- D. Consideration, Discussion, and Vote to Approve February 2017 Financial Reports; Distribution of March 2017 Financials for May 2017 Consideration and Vote (*Organizational Standards – Category 8, Standard 8.7*)
- E. Consider Submission of Resolutions and/or Grant Applications - **\$1,764,127.97**
  - 1. Technical and Management Assistance Program Application (Bridge Contract) to the U.S. Department of Agriculture, Rural Development - *\$1,579,376.37*
  - 2. Retired and Senior Volunteer Program Non-Federal Share Waiver Request (Period 4/1/2016–3/31/2019) to the Corporation for National and Community Service - *\$54,813*
  - 3. Raising Places: Building Child-Centered Communities Grant Application to the Robert Wood Johnson Foundation - *\$60,000*
  - 4. Microloan Program - Technical Assistance Grant Application to the U.S. Small Business Administration - *\$21,555*
  - 5. 2017 NeighborWorks Week Application to NeighborWorks® America - *\$500*
  - 6. PY' 17 Department of Energy Weatherization Assistance Program Application to the Oklahoma Department of Commerce/Community Development - *\$47,883.60*
- F. Consider Acceptance of Grants/Contracts/Awards - **\$322,630**
  - 1. Expendable Award (HUD Housing Counselor Certification) from NeighborWorks® America via Partnership with SunTrust Bank - *\$5,610*
  - 2. Early Head Start-Child Care Partnership Program Non-Federal Share Waiver Approval (Period 8/1/2016–7/31/2017) from the U.S. Department of Health and Human Services, Administration for Children and Families - *\$197,163*
  - 3. RSVP Non-Federal Share Waiver Approval (Period 4/1/2016–3/31/2018) from the Corporation for National and Community Service - *\$36,542*
  - 4. Head Start Supplemental Funds to Extend Duration of Services Award (Period 12/1/2016–11/30/2017) from the U.S. Department of Health and Human Services, Administration for Children and Families - *\$83,315*

- G. Consideration, Discussion, and Vote to Approve Signing of Proclamation Recognizing April as Fair Housing Month
- H. Consideration, Discussion, and Vote to Remove Karen Earnest as an Authorized Check Signer for Little Dixie Community Action Agency, Inc.
- I. Consideration, Discussion, and Vote to Approve Maria Herron as an Authorized Check signer for Little Dixie Community Action Agency, Inc.
- J. Consideration, Discussion, and Vote to Approve Revised Head Start/Early Head Start/EHS-Child Care Organizational Chart
- K. Consideration, Discussion and Vote to Approve 2013-2018 Head Start/Early Head Start/EHS-Child Care Strategic Plan
- L. Consideration, Discussion, and Vote to Approve Revised 2017-2018 EHS-Child Care Training and Technical Assistance Plan
- M. Presentation of Head Start/Early Head Start/EHS-Child Care Self-Assessment Activity
- N. Board Giving Committee Report (*Organizational Standards – Category 5, Standard 5.7*)
- O. Board Training/Programmatic Report: Self-Help Housing Program (*Organizational Standards – Category 5, Standard 5.9*)
- P. Presentation of Head Start/Early Head Start/EHS-Child Care Program Child Outcomes/Assessment Results for Winter 2016–2017 (*Organizational Standards – Category 5, Standard 5.9*)
- Q. Head Start Policy Council Report (*Organizational Standards – Category 2, Standard 2.1; Category 5, Standard 5.9*)
- R. 2017 LDCAA Customer Satisfaction Report: 1<sup>st</sup> Quarter (January - March) Results (*Organizational Standards – Category 1, Standard 1.3; Category 6, Standard 6.4*)
- S. Review of Activities, Discussion, and Signing of Conflict of Interest Statements as Required by the Oklahoma Housing Finance Agency and the U.S. Department of Housing and Urban Development’s HOME Program Rules for Recertification and Eligibility to Apply for Funding as a Community Housing Development Organization (CHDO)
- T. Recognition of April Employee of the Month: Sharon Pennell, Fiscal Officer
- U. Recognition of Service Award Recipients:
  - Five Years:* Sylvia Watkins, Dispatcher – Transit Program
  - Twenty Years:* Doris Long, Director – Victim and Youth Programs
- V. 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; Child Abuse Awareness Month

Activities in April; LDCAA to be highlighted as a NeighborWorks® Organization and for accomplishments made in Rural America in a film project by NeighborWorks® America (filming took place on April 6, 2017); Board Governance Strengthening Tools and Resources provided by NeighborWorks® America; Remote Area Medical Event to be held August 5-6, 2017

- W.** 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*)
- X.** Consideration, Discussion, and Vote to Adjourn