

Little Dixie Community Action Agency, Inc.
Board of Directors and/or Executive Committee Meeting
10:00 a.m. Tuesday, March 14, 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which any one of the Board desires to have discussion about at the meeting, in which cases, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket.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 February 2017 Regular Meeting Minutes (*Organizational Standards – Category 5, Standard 5.5*)
- D. Consideration, Discussion, and Vote to Approve January 2017 Financial Reports; Distribution of February 2017 Financials for April 2017 Consideration and Vote (*Organizational Standards – Category 8, Standard 8.7*)
- E. Consider Submission of Resolutions and/or Grant Applications - **\$4,181,499**
 - 1. Minority Youth Violence Prevention II: Integrating Social Determinants of Health and Community Policing Approaches Grant Application to the U.S. Department of Health and Human Services, Office of the Secretary, Office of Minority Health - *\$1,300,000*
 - 2. 2017 Community Services Block Grant Application (Second Quarter Allocation) to the Oklahoma Department of Commerce - *\$72,691*
 - 3. Child Care Assistance Program Application to the Choctaw Nation of Oklahoma - *\$1,500*
 - 4. Early Head Start-Child Care Partnership Grant Application (Continuation) to the Administration for Children and Families, Office of Head Start - *\$1,788,256*
 - 5. Oklahoma Early Childhood Program Application to the Tulsa Community Action Program and Signing of the Provider Agreement (Year 12: 7/1/2017–6/30/2018) - *\$128,901 (\$55,243 Match)*
 - 6. Section 5311 – Formula Grants for Rural Areas Program Application to the Oklahoma Department of Transportation; Signing of the Authorizing Resolution and Letter of Authorization - *\$890,151*
- F. Consider Acceptance of Grants/Contracts/Awards - **\$187,819**
 - 1. FY 2017 Retired and Senior Volunteer Program Grant Award (Continuation) from the Corporation for National and Community Service - *\$54,299*
 - 2. 2017 CSBG Award (First Quarter Allocation) from the Oklahoma Department of Commerce - *\$57,306*
 - 3. 2017 CSBG Award (Second Quarter Allocation) from the Oklahoma Department of Commerce - *\$72,691*
 - 4. Oklahoma Asset Development Project Contract Award from the Oklahoma Association of Community Action Agencies - *\$3,523*

- G. Review of 2016 Board Self-Assessment Report (*Organizational Standards – Category 5, Standard 5.7*)
- H. Review of Board Member Training Plan and Orientation Process (*Organizational Standards – Category 5, Standard 5.7*)
- I. Board Member Orientation/Training: Finances – LDCAA Financial Report Information (*Organizational Standards – Category 5, Standard 5.7*)
- J. Consideration, Discussion, and Vote to Approve Revised LDCAA Complaint/Grievance Procedure, Personnel Policy No. 530 (*Organizational Standards – Category 7, Standards 7.1, 7.2*)
- K. Consideration, Discussion, and Vote to Approve Revised “Motor Vehicle Operation” Section of LDCAA Safety Manual (*Organizational Standards – Category 7, Standard 7.2*)
- L. Review of LDCAA Board Committees, Roles/Responsibilities, and Membership (*Organizational Standards – Category 5, Standard 5.7*)
- M. Consideration, Discussion, and Vote to Approve LDCAA Board Committees and Elect Members (*Pursuant to LDCAA Amended By-Laws, Article XI, Section 1*)
- N. Board Training/Programmatic Report: Drug Free Communities Program (*Organizational Standards – Category 2, Standards 2.1, 2.3; Category 5, Standard 5.9*)
- O. Update and Discussion over 2017 Community Action Plan (*Organizational Standards – Category 4, Standards 4.2, 4.3, 4.4; Category 7, Standard 7.9*)
- P. Analysis Report over CSBG Information Systems (IS) Survey (*Organizational Standards – Category 9, Standards 9.1, 9.2, 9.3, 9.4*)
- Q. Review, Facilitated Discussion, and Board Member Input Regarding CSBG IS Survey Analysis and Outcomes (*Organizational Standards – Category 9, Standard 9.3*)
- R. Consideration, Discussion, and Vote to Approve CSBG IS Survey Analysis Report (*Organizational Standards – Category 9, Standard 9.3*)
- S. Head Start Policy Council Report (*Organizational Standards – Category 2, Standard 2.1; Category 5, Standard 5.9*)
- T. Recognition of March Employee of the Month:
Karen Earnest, Administrative Assistant – LDCAA Administration
- U. Recognition of Service Award Recipients:
Ten Years: Tracy Jackson, Care Coordinator – Healthy Start Program
Cindy Mills, Bookkeeper – LDCAA Administration
Ruby Gann, Coordinator/Counselor – LDCAA Housing 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; LDCAA's Drug-Free Communities Program Highlighted in 2016 NeighborWorks® America Community Report: *Creating Economic Opportunity*; Invitation to Little Dixie RSVP Volunteer Recognition Events (*Organizational Standards – Category 2, Standard 2.3*)
- 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