

Little Dixie Community Action Agency, Inc.
Board of Directors and/or Executive Committee Meeting
10:00 a.m. Tuesday, November 14, 2017
Little Dixie HomeOwnership Center - 500 East Rosewood - Hugo, Oklahoma

AGENDA

- A. Call to Order and Invocation
- B. Opening of Board Meeting – Roll Call, Introduction of Guests
- C. Consideration, Discussion, and Vote to Accept Amber Duncan as the Appointed Representative for the Pushmataha County Bar Association, a Private Entity on the Little Dixie Community Action Agency, Inc. Board of Directors (*Entity to Expire 12/31/2017*)
- D. Recognition of Amber Abu Namoos as the Elected Representative for the Head Start/Early Head Start/EHS-Child Care Policy Council, a Low-Income Entity on the LDCAA Board of Directors (*Entity to Expire 12/31/2019*)
- E. Consideration, Discussion, and Vote to Select Nashoba Community Center as a Low-Income Sector Entity on the LDCAA Board of Directors, Replacing Clayton Senior Citizens Center (*Pursuant to LDCAA Amended By-Laws, Article IV, Section 3 and Addendum*)
- F. Consideration, Discussion, and Vote to Select K-Rays Family Discount Store as a Private Sector Entity on the LDCAA Board of Directors, Replacing Rebel Hill Guest Ranch (*Pursuant to LDCAA Amended By-Laws, Article IV, Section 4 and Article V, Section 8*)
- G. Consideration, Discussion, and Vote to Accept Amy Gay as the Appointed Representative for K-Rays Family Discount Store, a Private Entity on the LDCAA Board of Directors (*Entity to Expire 12/31/2017*)
- H. Appointment of Mentors for New Board Members
- I. Finance/Audit/Loan Committee Report

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which any one of the Board desires to have discussion about at the meeting, in which cases, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket.

- J. Consideration, Discussion, and Vote to Approve October 2017 Regular Meeting Minutes (*Organizational Standards – Category 5, Standard 5.5*)
- K. Consideration, Discussion, and Vote to Approve September 2017 Financial Reports; Distribution of October 2017 Financials for December 2017 Consideration and Vote (*Organizational Standards – Category 8, Standard 8.7*)
- L. Consider Submission of Resolutions and/or Grant Applications - **\$810,000**
 - 1. Supplemental Expendable Grant Application to NeighborWorks[®] America - **\$60,000**
 - 2. Program Grant Application (Social Service Priority) to the Hearst Foundations - **\$50,000**

3. Stage 1 Existing Program Evaluation Application to Brady Education Foundation - **\$100,000**
 4. Rural Health Care Services Outreach Program Grant to the U.S. Department of Health and Human Services, Health Resources and Services Administration - **\$600,000**
- M.** Consider Acceptance of Grants/Contracts/Awards - **\$2,247,176.16**
1. FY 2018 Public Transit Revolving Fund Program Award from the Oklahoma Department of Transportation - **\$160,340**
 2. 2017 5K Race Against Poverty Event Sponsorships from Area Businesses/Vendors - **\$3,450**
 3. FY 2017-18 E-Rate Applicant Reimbursement from the Universal Service Administrative Company, Schools and Libraries Division - **\$17,168.61**
 4. Child and Adult Care Food Program Award (*Head Start/Early Head Start*) from the Oklahoma Department of Education - **\$490,341.21**
 5. Transportation Assistance Sub-Grant from the Oklahoma District Attorneys Council - **\$940**
 6. CACFP Award from the Oklahoma Department of Education - **\$1,489,597.51**
(*Program Operations—\$189,597.51; Daycare Home Meal Reimbursement—Up to \$1,300,000*)
 7. Health and Wellness Grant Award from the International Paper Foundation - **\$10,000**
 8. FY 2016 HUD Housing Counseling Award from NeighborWorks[®] America - **\$14,953.93**
(Final Payment of up to \$24,000 for Contract Period: October 1, 2015 – March 31, 2017)
 9. FY 2017 HUD Housing Counseling Award from NeighborWorks[®] America - **\$4,676.90**
(First Payment of up to \$24,000 for Contract Period: October 1, 2016 – March 31, 2018)
 10. PY 17 Department of Human Services Low Income Home Energy Assistance Award from the Oklahoma Department of Commerce/Community Development - **\$55,708**
- N.** Consideration, Discussion, and Vote to Enter into Executive Session to Review/Discuss the following items (Okla. Stat. title 25, § 307 (B) (1)):
1. Executive and Personnel Committee’s Performance Evaluation of Rebecca Reynolds, LDCAA Executive Director (*Organizational Standards – Category 7, Standard 7.4*)
 2. Employment Contract Renewal and Compensation of Rebecca Reynolds as Executive Director of LDCAA (*Organizational Standards – Category 7, Standard 7.5*)
- O.** Consideration, Discussion, and Vote to Adjourn Out of Executive Session and the Regular Board Meeting Be Reconvened
- P.** Consideration, Discussion, and Vote to Approve the Performance Evaluation of Rebecca Reynolds, LDCAA Executive Director (*Organizational Standards—Category 7, Standard 7.4*)
- Q.** Consideration, Discussion, and Vote to Approve the Renewal of Contract, Employment, and Compensation of Rebecca Reynolds as LDCAA Executive Director (*Organizational Standards – Category 7, Standard 7.5*)
- R.** Consideration, Discussion, and Vote to Approve the LDCAA Board of Directors Regular Meeting Dates for 2018
- S.** Consideration, Discussion, and Vote to Remove Clark LeForce as an Authorized Check Signer for Little Dixie Community Action Agency, Inc.
- T.** Consideration, Discussion, and Vote to Approve Sarah Moore as an Authorized Check Signer for Little Dixie Community Action Agency, Inc.

- U.** Consideration, Discussion, and Vote to Approve New Drug and Alcohol Abuse Policy, Replacing Existing Substance Abuse Policy, Personnel Policy No. 414 (*Organizational Standards – Category 7, Standards 7.1 and 7.2*)
- V.** Consideration, Discussion, and Vote to Elect Board Member to By-Laws Committee (*Pursuant to LDCAA Amended By-Laws, Article XI*)
- W.** Appoint Chairperson for By-Laws Committee (*Pursuant to LDCAA Amended By-Laws, Article XI, Section 2*)
- X.** Asset Committee Report
- Y.** Board Training/Programmatic Report: AmeriCorps Program (*Organizational Standards – Category 5, Standard 5.9*)
- Z.** Head Start/Early Head Start/EHS-Child Care Policy Council Report (*Organizational Standards – Category 2, Standard 2.1; Category 5, Standard 5.9*)
- AA.** Update on LDCAA Community Action Plan and 2017–2020 Strategic Plan: Success of Specific Strategies and Progress in Meeting Goals (*Organizational Standards – Category 4, Standard 4.4, Category 6, Standard 6.5*)
- BB.** Update on 2017 Race Against Poverty 5K Event
- CC.** Update on 2017 Salvation Army Red Kettle Campaign
- DD.** Recognition of November Employee of the Month:
Ashley Staggs – Care Coordinator Manager, Healthy Start Program
- EE.** 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; Community Housing Development Organization (CHDO) Re-Certification; Retired and Senior Volunteer Program Fundraiser Announcement; Upcoming 2017 LDCAA In-Service Event – December 8, 2017
- FF.** 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*)
- GG.** Consideration, Discussion, and Vote to Adjourn