

Little Dixie Community Action Agency, Inc.
Board of Directors and/or Executive Committee Meeting
10:00 a.m. Tuesday, September 12, 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. Finance/Audit/Loan Committee Report

Consent Docket - The following items of business indicated by brackets (D & E, F and 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which any one of the Board desires to have discussion about at the meeting, in which cases, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket.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 August 2017 Regular Meeting Minutes (*Organizational Standards – Category 5, Standard 5.5*)
- E. Consideration, Discussion, and Vote to Approve July 2017 Financial Reports; Distribution of August 2017 Financials for October 2017 Consideration and Vote (*Organizational Standards – Category 8, Standard 8.7*)
- F. Consider Submission of Resolutions and/or Grant Applications - **\$149,861.40**
 - 1. FY 2017 Community Services Block Grant Application (Fourth Quarter Allocation) to the Oklahoma Department of Commerce/Community Development - **\$57,087**
 - 2. State Giving Program Grant Application (Cycle 3) to the Walmart Foundation - **\$55,850**
 - 3. PY' 17 Department of Energy Weatherization Assistance Program Application (Second Allocation) to Oklahoma Department of Commerce/Community Development - **\$36,924.40**
- G. Consider Acceptance of Grants/Contracts/Awards - **\$3,015,326.26**
 - 1. FY 2018 State Appropriated Head Start Funds Award from the Oklahoma Department of Commerce/Community Development - **\$71,753**
 - 2. American Electric Power/Public Service Company of Oklahoma Contribution (Home Energy Aid Month Matching Funds) from the Tulsa Community Foundation - **\$500**
 - 3. Technical and Management Assistance Program Award (*Bridge Contract: 10/1/2017 – 3/31/2018*) from the U.S. Department of Agriculture, Rural Development - **\$1,141,276.86**
 - 4. FY 2017 CSBG Award (Fourth Quarter Allocation) from the Oklahoma Department of Commerce/Community Development - **\$57,087** (*Total Awarded: \$228,347*)
 - 5. Sponsorship Award from the International Paper Valliant Containerboard Mill - **\$2,000**
 - 6. Strategic Investment Fund Award (Unrestricted) from NeighborWorks® America - **\$50,000**
 - 7. 2017 Victims of Crime Act Grant Award (Court Appointed Special Advocates) from the Oklahoma District Attorney's Council - **\$100,868**
 - 8. 2017 VOCA Grant Award (Victim Advocacy Services) from the Oklahoma District Attorney's Council - **\$98,284**
 - 9. FY 2017 Head Start/Early Head Start Balance of Funds Award from the U.S. Department of Health and Human Services, Administration for Children and Families - **\$513,686**
 - 10. FY 2017 Head Start Supplemental Funds to Extend Duration of Services Balance of Funds Award from DHHS, Administration for Children and Families - **\$83,315**

11. FY 2017 Head Start/Early Head Start Cost of Living Adjustment Award from DHHS, Administration for Children and Families - **\$33,654**
 12. Section 5311 – Formula Grants for Rural Areas Program Award from the Oklahoma Department of Transportation - **\$825,978**
 13. PY' 17 DOE Weatherization Assistance Program Award from the Oklahoma Department of Commerce/Community Development - **\$36,924.40** (Total Awarded: \$84,808)
- H. Consideration, Discussion, and Vote to Approve Updates to LDCAA Financial Services Manual (*Organizational Standards – Category 8, Standard 8.10*)
 - I. Consideration, Discussion, and Vote to Approve Waiver/Exemption of Conflict of Interest for DHS and/or DOE Weatherization Funds/Assistance for Christi Habrock, an employee of the LDCAA Head Start Program, 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, any conflict or potential conflict should be waived, and the expenditure of weatherization funds is fair to LDCAA
 - J. Consideration, Discussion, and Vote to Approve 2016-2017 Program Information Reports: Head Start, Early Head Start, and Early Head Start-Child Care Programs
 - K. Consideration, Discussion, and Vote to Approve the 2016-2017 Head Start/Early Head Start/EHS-Child Care Self-Assessment Improvement Plan
 - L. Head Start/Early Head Start/EHS-Child Care Policy Council Report (*Organizational Standards – Category 2, Standard 2.1; Category 5, Standard 5.9*)
 - M. Board Training/Programmatic Report: Retired and Senior Volunteer Program (*Organizational Standards – Category 5, Standard 5.9*)
 - N. Update on 2017 Race Against Poverty 5K Event
 - O. Recognition of September Employee of the Month:
Mary Vannoy – Care Coordinator, Healthy Start Program
 - P. Recognition of Service Award Recipients:
Five Years: Lisa Diane Corey – Caregiver II, Early Learning Centers
Ten Years: Shirley Richison – Transit Clerk, Transit Program
Twenty-Five Years: Sharon Pennell – Fiscal Officer, Administration
 - Q. Other Reports/Announcements/Correspondence: HHS Communication and Guidance Report; HS/EHS/EHS-CC Program Summary Report; USDA Meals and Snack Report; EHS/EHS-CC Enrollment/Attendance Report; HS/EHS/EHS-CC Program Director Hire Approval from the Office of Head Start; LDCAA Transit Revenue Miles Audit Report; Oklahoma Department of Commerce Monitoring Report; NeighborWorks® America Audit Compliance Notice; Cutest Kids in Camo Fundraiser for Little Dixie CASA; Executive Committee Meeting Reminder
 - R. 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*)
 - S. Consideration, Discussion, and Vote to Adjourn