

Little Dixie Community Action Agency, Inc.
Board of Directors and/or Executive Committee Meeting
10:00 a.m. Tuesday, January 8, 2019
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.** Recognition of Marcia Wright as the Elected Representative for Nashoba Community Center, a Low-Income Entity on the Little Dixie Community Action Agency, Inc. Board of Directors (*Entity to Expire 12/31/2020*)
- D.** Appointment of Mentor for New Board Member
- E.** Finance/Audit/Loan Committee Report

Consent Docket - The following items of business indicated by brackets (F and G, H, I) 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.

- F.** Consideration, Discussion, and Vote to Approve December 2018 Regular Meeting Minutes (*Organizational Standards – Category 5, Standard 5.5*)
- G.** Consideration, Discussion, and Vote to Approve November 2018 Financial Reports (*Organizational Standards – Category 8, Standard 8.7*)
- H.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$301,599**
 - 1. FY 2019 Community Services Block Grant Application (*First Quarter Allocation*) to the Oklahoma Department of Commerce/Community Development - **\$56,659**
 - 2. Department of Energy Weatherization Assistance Program – 2018 Training and Technical Assistance Request to the Oklahoma Department of Commerce - **\$1,300**
 - 3. Letter of Inquiry/Application to The Kerr Foundation, Inc. - **\$5,000**
 - 4. General Operating and Program Grant Application to The Anne and Henry Zarrow Foundation - **\$10,000**
 - 5. 2019 Oklahoma Asset Development Project Application to the Oklahoma Association of Community Action Agencies - **\$3,640**
 - 6. 2019 Victims of Crime Act Grant Application (*Court Appointed Special Advocates*) to the Oklahoma District Attorney’s Council - **\$100,000**
 - 7. 2019 VOCA Grant Application (*Victim Advocacy Services*) to the Oklahoma District Attorney’s Council - **\$110,000**
 - 8. Community Grants Program Application to the Carolyn Watson Rural Oklahoma Community Foundation - **\$15,000**
- I.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$4,220,069.21**
 - 1. 2018 Holiday Food Basket and Toy Drive Initiative Donations from Area Businesses/Individuals - **\$1,408**

2. FY 2019 NeighborWorks Training Institute Travel Grant Award (*First Disbursement*) from NeighborWorks® America - **\$5,580**
 3. FY 2019 Head Start/Early Head Start Program Grant Award (Period 12/1/2018–11/30/2019) and Medically Underserved Area Designation Approval from the U.S. Department of Health and Human Services, Administration for Children and Families - **\$3,717,564**
 4. Child and Adult Care Food Program Award (*Head Start/Early Head Start*) from the Oklahoma Department of Education - **\$490,877.21**
 5. 2019 Oklahoma Asset Development Project Contract Award from the Oklahoma Association of Community Action Agencies - **\$3,640**
 6. Retired and Senior Volunteer Program Matching Donation from the Antlers Masonic Lodge #39 Charity Foundation - **\$500**
 7. One-Time Criminal History Check Surge Grant Augmentation Award from the Corporation for National and Community Service - **\$500**
- J.** Training Over Board Member Duties and Responsibilities; Distribution, Discussion/Review, Completion, and Collection of Required Documents (including Code of Conduct and Conflict of Interest Policies/Affidavit; Board Member Job Descriptions; Demographic/Informational and Disclosure Questionnaires; Amended By-Laws/Addendum and Attestation) Relative to LDCAA’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 5.4, 5.6, 5.7, and 5.8*)
- K.** Consideration, Discussion, and Vote to Approve Revisions to the LDCAA Financial Services Manual (*Organizational Standards – Category 8, Standard 8.10*)
- L.** Consideration, Discussion, and Vote to Approve the 2019-2021 Community Needs Assessment/Report (*Organizational Standards – Category 1, Standard 1.2; Category 2, Standard 2.2; Category 3, Standards 3.1-3.5*)
- M.** Risk Assessment Report
- N.** Board Training/Programmatic Report: Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) and Distribution of ERSEA Plan for Review (*Organizational Standards – Category 5, Standard 5.9*)
- O.** Board Training/Programmatic Report: Tri-County Opioid Response Project (*Organizational Standards – Category 5, Standard 5.9*)
- P.** 2018 LDCAA Customer Satisfaction Report: 4th Quarter (October - December) Results (*Organizational Standards – Category 1, Standard 1.3; Category 6, Standard 6.4*)
- Q.** Head Start/Early Head Start/EHS-Child Care Policy Council Report (*Organizational Standards – Category 2, Standard 2.1; Category 5, Standard 5.9*)
- R.** Report on 2018 Salvation Army Red Kettle Campaign
- S.** Recognition of January 2019 Employee of the Month:
Hope Scott – Teacher, Head Start Program

T. Recognition of Service Awards:

Five Years: Darla Galyon – Director, HS/EHS/EHS-CC Programs

Ten Years: April Joiner – Teacher, Head Start Program

U. 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; AmeriCorps Recruitment Notice

V. 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*)

W. Consideration, Discussion, and Vote to Adjourn

Posted: _____ *Date:* _____ *Time:* _____