

Little Dixie Community Action Agency, Inc.
Board of Directors and/or Executive Committee Meeting
10:00 a.m. Tuesday, February 12, 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 Ashley Whisenhunt as the Elected Representative for the Head Start/Early Head Start/EHS-Child Care Policy Council, a Low-Income Entity on the Little Dixie Community Action Agency, Inc. Board of Directors (*Entity to Expire 12/31/2019*)
- D.** Appointment of Mentor for New Board Member
- E.** Consideration, Discussion, and Vote to Accept Jim Freeny as the Appointed Representative for the McCurtain County Board of Commissioners, a Public Entity on the Little Dixie Community Action Agency, Inc. Board of Directors (*Entity to Expire 12/31/2021*)
- F.** Finance/Audit/Loan Committee Report

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.

- G.** Consideration, Discussion, and Vote to Approve January 2019 Regular Meeting Minutes (*Organizational Standards – Category 5, Standard 5.5*)
- H.** Consideration, Discussion, and Vote to Approve December 2018 Financial Reports; Distribution of January 2019 Financials for March 2019 Consideration and Vote (*Organizational Standards – Category 8, Standard 8.7*)
- I.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$79,752**
 - 1. 2019 Family Literacy Grant Application to the Dollar General Literacy Foundation - **\$15,000**
 - 2. FY 2019 Supplement Application (*Cost-of-Living Adjustment - Head Start/Early Head Start*) to the U.S. Department of Health and Human Services, Administration for Children and Families - **\$64,752**
- J.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$946,508**
 - 1. Child and Adult Care Food Program Award (*LDCAA Early Learning Centers*) from the Oklahoma Department of Education - **\$157,000**
 - 2. YouthBuild Grant Award from the U.S. Department of Labor, Employment and Training Administration - **\$789,508**
- K.** Consideration, Discussion, and Vote to Grant Rebecca Reynolds, LDCAA Executive Director, Power of Attorney to Act on Business and Tax Matters Concerning Little Dixie Community Action Agency, Inc. and Kiamichi Development Company

- L. Board Self-Assessment (*Organizational Standards – Category 5, Standard 5.7*)
- M. Consideration, Discussion, and Vote to Approve LDCAA Equal Employment Opportunity Policy Statement
- N. Consideration, Discussion, and Vote to Re-Appoint Jeannie McMillin as LDCAA Equal Employment Opportunity Officer
- O. Consideration, Discussion, and Vote to Approve 2019 LDCAA Affirmative Action Plan
- P. Consideration, Discussion, and Vote to Request Reclassification of Restricted Capital Funds from NeighborWorks® America to Unrestricted Funds (*Request Total: \$420,533.18*)
- Q. Discussion/Training over 2019 Community Action Plan and Logic Models
- R. Consideration, Discussion, Review, and Vote to Approve 2019 Community Action Plan and Planning Logic Models
- S. Presentation and Review of the Head Start/Early Head Start Governance, Leadership, and Oversight Capacity Screener and Training Plan
- T. Consideration, Discussion, and Vote to Approve the Head Start/Early Head Start Governance, Leadership, and Oversight Capacity Screener and Training Plan
- U. Consideration, Discussion, and Vote to Approve Submission of Budget Revision Request for the Head Start/Early Head Start Programs (*Period 12/1/2018–11/30/2019*)
- V. Consideration, Discussion, and Vote to Approve the Head Start/Early Head Start/EHS-Child Care Succession Plan
- W. Consideration, Discussion, and Vote to Approve Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Policies and Procedures with Point System
- X. Consideration, Discussion, and Vote to Approve Little Dixie CASA (Court Appointed Special Advocates) Diversity Plan
- Y. Consideration, Discussion, and Vote to Approve FY 2019 Operating Plan and Annual Operating Budget Documents (by Lines of Business) for Submission to NeighborWorks® America
- Z. Board Training/Programmatic Report: Quarterly Housing Production as Reported to NeighborWorks® America (*Organizational Standards – Category 5, Standard 5.9*)
- AA. Board Training: The Role of the Board Minutes and Open Meeting Act
- BB. Board Training: National Community Action Management and Leadership Training
- CC. Head Start/Early Head Start/EHS-Child Care Policy Council Report (*Organizational Standards – Category 2, Standard 2.1; Category 5, Standard 5.9*)

DD. Recognition of February 2019 Employee of the Month:
Jason Stillwell – Self-Help Specialist, Technical and Management Assistance Program

EE. Recognition of Service Awards:
Twenty Years: Karen Burton – Outreach Coordinator, LDCAA Housing Programs
Marsha Zulkey – Health Specialist, Head Start Program

FF. 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; HS/EHS/EHS-CC Data Analysis Report; NeighborWorks[®] America Organizational Health Tracking System Notice – Exemplary Rating

GG. 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*)

HH. Consideration, Discussion, and Vote to Adjourn

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