

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

*Consent Docket - The following items of business indicated by brackets (D and E, F, 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*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 February 2019 Regular Meeting Minutes (*Organizational Standards – Category 5, Standard 5.5*)
- E.** Consideration, Discussion, and Vote to Approve January 2019 Financial Reports; Distribution of February 2019 Financials for April 2019 Consideration and Vote (*Organizational Standards – Category 8, Standard 8.7*)
- F.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$4,128,901.92**
  - 1. Safe and Sound - Strengthening Rural Homeownership Through Housing Rehabilitation or Replacement Grant Letter of Engagement to NeighborWorks<sup>®</sup> America - **\$66,666**
  - 2. Signature Cause Grant Application to the International Paper Foundation - **\$15,000**
  - 3. Letter of Inquiry to the Samuel Roberts Noble Foundation - **\$50,000**
  - 4. FY 2019 Community Services Block Grant Application (*Second Quarter Allocation*) to the Oklahoma Department of Commerce/Community Development - **\$56,660**
  - 5. Targeted Capacity Expansion: Special Projects Open Doors Grant Application to the Substance Abuse and Mental Health Services Administration - **\$1,125,000**
  - 6. Early Head Start-Child Care Partnership Grant Application (*Program Operations, Training and Technical Assistance, Cost-of-Living Adjustment*) and Non-Federal Share Waiver Request to the Administration for Children and Families, Office of Head Start - **\$1,883,558**
  - 7. Section 5311 – Formula Grants for Rural Areas Program Application to the Oklahoma Department of Transportation; Signing of the Authorizing Resolution and Letter of Authorization - **\$755,041**
  - 8. FY 2019 Improvement Grant Application to the Choctaw Nation of Oklahoma, Child Care Assistance Program - **\$8,000**
  - 9. Oklahoma Early Childhood Program Application to CAP Tulsa and Signing of the Provider Agreement (*Year 14: 7/1/2019-6/30/2020*) - **\$168,976.92** (\$72,418.68 Match)
- G.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$112,258**
  - 1. FY 2019 Community Services Block Grant Award (*First Quarter Allocation*) from the Oklahoma Department of Commerce/Community Development - **\$56,659**

2. PY' 18 Department of Energy Weatherization Assistance Program Award (*Training and Technical Assistance*) from the Oklahoma Department of Commerce/Community Development - **\$1,300** (*Total Awarded: \$99,491*)
  3. FY 2019 Retired and Senior Volunteer Program Grant Award from the Corporation for National and Community Service - **\$54,299**
- H. Presentation, Consideration, Discussion, and Vote to Approve LDCAA 403(b) Retirement Plan Audit (*Plan Year 2017, Period: 8/1/2017–7/31/2018*) and Submission of Form 5500
  - I. Consideration, Discussion, and Vote to Approve LDCAA Victim Services Programs Policies and Procedures Manual
  - J. Consideration, Discussion, and Vote to Approve LDCAA Victim Services Program Goals
  - K. Consideration, Discussion, and Vote to Approve LDCAA Victim Services Program Evaluation
  - L. Consideration, Discussion, and Vote to Approve Submission of Domestic Violence, Sexual Assault, Stalking Victim Services Program Certification Application to the Oklahoma Office of the Attorney General
  - M. Board Training/Programmatic Report: Safe Place Healing Hearts Program and Victim Advocacy Services (*Organizational Standards – Category 5, Standard 5.9*)
  - N. Head Start/Early Head Start/EHS-Child Care Policy Council Report (*Organizational Standards – Category 2, Standard 2.1; Category 5, Standard 5.9*)
  - O. Recognition of March 2019 Employee of the Month:  
Brandy Stachowski, Program Secretary – Self-Help Housing Program
  - P. Recognition of Service Awards:  
*Five Years:* Margie Edge, Teacher Assistant – Head Start Program  
Ashley Gaddy, Program Director – Early Childhood Comprehensive Systems Impact Program  
*Ten Years:* Jordan Mack, Assistant Director – Head Start/Early Head Start Programs  
*Twenty-Five Years:* Herman Adams, Driver – Transit Program  
Rebecca Reynolds, Executive Director – LDCAA Administration
  - Q. 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
  - 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

Posted: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_