Little Dixie Community Action Agency, Inc.
Board of Directors and/or Executive Committee Meeting
Tuesday, January 14, 2020 · 10:00 a.m.
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 Sharon Jernigan as Elected Representative for the Idabel Nutrition Center, a Low-Income Entity on the LDCAA Board of Directors (Entity to Expire 12/31/2022)

D. Consideration, Discussion, and Vote to Accept Brad Burgett as Appointed Representative for the Pushmataha County Board of Commissioners, a Public Entity on the LDCAA Board of Directors (Entity to Expire 12/31/2022)

E. Consideration, Discussion, and Vote to Accept Earl Dalke as Appointed Representative for the Hugo Chamber of Commerce, a Private Entity on the LDCAA Board of Directors (Entity to Expire 12/31/2022)

F. Appointment of Mentor for New Board Member (Organizational Standard 5.7)

G. Consideration, Discussion, and Vote to Accept Craig Young as Appointed Representative for the City of Idabel, a Public Entity on the LDCAA Board of Directors (Entity to Expire 12/31/2022)

H. Finance/Audit/Loan Committee Report

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.

I. Consideration, Discussion, and Vote to Approve December 2019 Regular Meeting Minutes (O.S. 5.5)

J. Consideration, Discussion, and Vote to Approve November 2019 Financial Reports; Distribution of December 2019 Financials for February 2020 Consideration and Vote (O.S. 8.7)

K. Consider Submission of Resolutions/Grant Applications, Vote to Approve – $811,799
   1. FY 2020 Retired and Senior Volunteer Program Grant Application (Continuation, Year 2) to the Corporation for National and Community Service - $61,799
   2. FY 2020 Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program Grant Application to the U.S. Dept. of Justice, Office on Violence Against Women - $750,000

L. Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – $170,352
   1. Child and Adult Care Food Program Award (LDCAA Early Learning Centers) from the Oklahoma Department of Education - $167,128
2. 2019 Holiday Food Basket and Toy Drive Initiative Donations from Area Businesses/Individuals - $1,224
3. At-Risk Youth Programs Matching Donation (Court Appointed Special Advocates, Passport to the Future Mentoring) from the Antlers Masonic Lodge #39 Charity Foundation - $1,000
4. At-Risk Youth Programs Donation (Passport to the Future Mentoring) from the Campbell Group/Grow the Good - $500
5. RSVP Matching Donation from the Antlers Masonic Lodge #39 Charity Foundation - $500

M. Training over Board Member Duties and Responsibilities/Community Services Block Grants Information Memorandum #82 Tripartite Boards; 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 (O.S. 5.4, 5.6, 5.7, & 5.8)

N. Consideration, Discussion, and Vote to Approve Opening a Bank Account with McCurtain County National Bank and Closing the Account with Arvest Bank

O. Consideration, Discussion, and Vote to Approve the 2019 Head Start/Early Head Start/EHS-Child Care Programs’ Wage Comparability Study

P. Consideration, Discussion, and Vote to Approve Submission of a FY 2019 Non-Federal Share Waiver Request to the Administration for Children and Families, Office of Head Start in the Amount of $461,133 for the Early Head Start-Child Care Partnership Program

Q. Board Training/Programmatic Report: Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) and Distribution of ERSEA Integrated Policies and Procedures with Prioritization Schedule/Point System for Review (O.S. 5.7, 5.9)

R. LDCAA Strategic Planning/Board Member Input and Participation (O.S. 4.1, 4.3, 6.1-6.5)
   1. SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis
   2. Review of Agency Mission, Vision, and Values Statements

S. 2019 LDCAA Customer Satisfaction Report: 4th Quarter (Oct. – Dec.) Results (O.S. 1.3, 6.4)

T. Report on 2019 Salvation Army Red Kettle Campaign

U. Head Start/Early Head Start/EHS-Child Care Policy Council Report (O.S. 2.1, 5.7 & 5.9)

V. Appointment of LDCAA Board Member Representative for HS/EHS/EHS-CC Policy Council

W. Recognition of 2019 LDCAA Employee of the Year: Hope Scott, Teacher – Head Start Program

X. Recognition of January 2020 LDCAA Employee of the Month: AJ Henslee, Project Coordinator – Youth First Program

Y. Recognition of Service Awards:
   Five Years: Adora Morris, Teacher – Early Head Start Program
Ten Years: Michael Bounds, Self-Help Specialist – Technical & Management Assistance
Rosanna Soto, Self-Help Specialist – Technical & Management Assistance

Z. 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 (O.S. 5.7, 5.9)

AA. 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)

BB. Consideration, Discussion, and Vote to Adjourn

Posted: ___________________________  Date: ___________________________  Time: ___________