Board of Directors and/or Executive Committee Meeting
Little Dixie Community Action Agency, Inc.
Tuesday, April 14, 2020 · 10:00 a.m.
Administration Office · 209 N. 4th Street · Hugo, Oklahoma

AGENDA

This meeting will include videoconferencing or teleconferencing but there will be parties present at the LDCAA Administration Office Building, 209 N. 4th St., Hugo, OK 74743.

The following Board Members will be present by videoconference or teleconference:
Stacy Akard will appear remotely via Zoom
Jimmy Brandon will appear remotely via Zoom
Brad Burgett will appear remotely via Zoom
Kevin Cory will appear remotely via Zoom
Melissa Cress will appear remotely via Zoom
Earl Dalke will appear remotely via Zoom
Brent Franks, Vice-Chairman, will appear remotely via Zoom
Selena Franks will appear remotely via Zoom
Trilla Frazier, Secretary/Treasurer, will appear remotely via Zoom
Jim Freeny will appear remotely via Zoom
Walter Frey will appear remotely via Zoom
Andrea Henkel will appear remotely via Zoom
Sharon Jernigan will appear remotely via Zoom
Vickie Leathers will appear remotely via Zoom
Sandra Meeks will appear remotely via Zoom
Dwight Satterfield will appear remotely via Zoom
Leah Savage will appear remotely via Zoom
Wade Scott will appear remotely via Zoom
David Smith will appear remotely via Zoom
Randy Springfield will appear remotely via Zoom
Vicky Wade will appear remotely via Zoom
Marcia Wright will appear remotely via Zoom
Craig Young will appear remotely via Zoom

The following Board Members will be present at the meeting site:
Clinton Crawley
William Smith, Chairman

Public view and access: https://zoom.us/j/732981270, Meeting ID: 732 981 270

A. Call to Order and Invocation

B. Opening of Board Meeting – Roll Call, Introduction of Guests, Information from the Chairman

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.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 March 2020 Regular Meeting Minutes (Organizational Standard 5.5)

E. Consideration, Discussion, and Vote to Approve February 2020 Financial Reports; Distribution of March 2020 Financials for May 2020 Consideration and Vote (O.S. 8.7)

F. Consider Submission of Resolutions/Grant Applications, Vote to Approve – $2,497,338.68
   1. Emergency Funds Request to the American Electric Power Foundation - $5,000
   2. FY 2020 Community Services Block Grant Application (2nd & 3rd Allocations) to the Oklahoma Department of Commerce/Community Development Services - $195,542
   3. Supplemental Funding Grant Request (Emergency Operating Support—COVID-19) to NeighborWorks® America - $20,000
   4. 2020 Charitable Giving Program Grant Application to ITC Holdings Corporation - $15,000
   5. Drug-Free Communities Support Program Grant Application (Continuation, Year 7) to the Centers for Disease Control and Prevention - $125,000
   6. 2020 HOME Investment Partnerships Program Grant Application to the Oklahoma Housing Finance Agency - $231,000 (Triplex Construction: $210,000, Community Housing Development Organization Operating: $21,000)
   7. Oklahoma Early Childhood Program Grant Application to CAP Tulsa and Signing of the Provider Agreement (Year 15: 7/1/2020-6/30/2021) - $181,239.68 (Match: $90,812.94)
   8. Early Childhood Comprehensive Systems Impact Grant Application (Continuation, Year 5) to the U.S. Department of Health and Human Services, Health Resources and Services Administration - $426,600
   9. FY 2020 Head Start/Early Head Start Supplement Grant Application (Cost-of-Living Adjustment/Quality Improvement) and Non-Federal Share Waiver Request to DHHS, Administration for Children and Families - $206,143
   10. FY 2020 Early Head Start–Child Care Partnership Supplement Grant Application (COLA/Quality Improvement) and Non-Federal Share Waiver Request to DHHS, Administration for Children and Families - $91,814
   11. Rural Communities Opioid Response Program—Implementation Grant Application to DHHS, Health Resources and Services Administration - $1,000,000

G. Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – $3,363,598
   1. Healthy Start Initiative – Eliminating Racial/Ethnic Disparities Grant Award (Year 2) from DHHS, Health Resources and Services Administration - $1,122,899
   2. Adoption of Resolution and Community Facilities Grant Program Award (Upgrade Information Technology) from U.S. Department of Agriculture, Rural Development - $42,200
   3. Supplemental Funding Grant Award (Priority 1 - Terry Hill Apartments Capital Improvement) from NeighborWorks® America - $25,000
   4. Supplemental Funding Grant Award (Emergency Operating Support—COVID-19) from NeighborWorks® America - $20,000
   5. Emergency Funds Grant Award from the AEP Foundation - $5,000
   6. FY 2020 Retired and Senior Volunteer Program Grant Award (Continuation, Year 2) from the Corporation for National and Community Service - $61,799
   7. FY 2020 Head Start/Early Head Start Program Grant Award (Balance of Funds) from DHHS, Administration for Children and Families - $1,891,158
   8. FY 2020 Community Services Block Grant Award (2nd & 3rd Allocations) from the Oklahoma Department of Commerce/Community Development Services - $195,542 (Total Awarded: $228,735)
H. Consideration, Discussion, and Vote to Approve Revisions to LDCAA Personnel Policy Manual (O.S. 7.1 & 7.2)

I. Consideration, Discussion, and Vote to Approve Submission of Paycheck Protection Program Application to the U.S. Small Business Administration

J. Consideration, Discussion, and Vote to Approve Signing of Proclamation Recognizing April as Fair Housing Month

K. Consideration, Discussion, and Vote to Approve HS/EHS/EHS-CC Cost Allocation Plan

L. Consideration, Discussion, and Vote to Approve HS/EHS/EHS-CC Organizational Chart

M. Consideration, Discussion, and Vote to Approve Updated HS/EHS/EHS-CC Pay Scale Based on 2.00% COLA Allowance

N. Update on Southeast Oklahoma Community Development Corporation’s Community Development Financial Institution (CDFI) Status

O. Update on Agency Activities Due to the COVID-19 Pandemic

P. Board Training/Programmatic Report: HS/EHS/EHS-CC Child Outcomes/Assessment Results for Fall/Winter 2019-2020 (O.S. 5.7 & 5.9)

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

R. Recognition of April 2020 Employees of the Month:
   Johnny Driggers, Weatherization Carpenter – Housing Programs
   Billy Bates, Weatherization Carpenter Helper – Housing Programs

S. Recognition of Service Awards:
   Twenty Years: Gary Teague, Multifamily Maintenance Technician – Housing Programs
   Gayla Vaughan, Group Worker – Self-Help Housing

T. 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; Sexual Assault Awareness Month; Child Abuse Awareness Month; Notification of Exemplary Organizational Health Tracking System Assessment Rating from NeighborWorks® America (O.S. 5.7, 5.9)

U. 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)

V. Consideration, Discussion, and Vote to Adjourn

Posted: ___________________________ Date: ___________________ Time: __________