Board of Directors and/or Executive Committee Meeting
Little Dixie Community Action Agency, Inc.
Tuesday, July 14, 2020 · 10:00 a.m.
Head Start Administration Office · 1005 S. 5th Street · Hugo, Oklahoma · 74743

This meeting will include videoconferencing or teleconferencing but there will be parties present at the LDCAA Head Start Administration Office, located at 1005 S. 5th St., Hugo, OK 74743.

The following Board Members will appear remotely via videoconference or teleconference:

Stacy Akard
Jimmy Brandon
Brad Burgett
Kevin Cory
Clinton Crawley
Melissa Cress
Earl Dalke
Brent Franks, Vice-Chairman
Selena Franks
Trilla Frazier, Secretary/Treasurer
Jim Freeny
Walter Frey
Andrea Henkel
Sharon Jernigan
Vickie Leathers
Sandra Meeks
Patricia Morgan
Dwight Satterfield
Leah Savage
Wade Scott
David Smith
William Smith, Chairman
Randy Springfield
Vicky Wade
Marcia Wright
Craig Young

Public view and access:  https://us02web.zoom.us/j/7337464865 or 1-346-248-7799
Meeting ID: 733 746 4865

AGENDA

A. Call to Order and Invocation

B. Opening of Board Meeting – Roll Call, Declaration of Quorum, and Introduction of Guests

C. Recognition of Kevin Cory as the Elected Representative for the Choctaw County Emergency Food and Shelter Board, a Low-Income Entity on the LDCAA Board of Directors (Entity to Expire 12/31/2022)

D. Consideration, Discussion, and Vote to Accept Stacy Akard as the Appointed Representative for Stacy Akard Insurance Agent, a Private Entity on the LDCAA Board of Directors (Entity to Expire 12/31/2020)

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.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 June 2020 Regular Meeting Minutes (Organizational Standard 5.5)
G. Consideration, Discussion, and Vote to Approve May 2020 Financial Reports; Distribution of June 2020 Financials for August 2020 Consideration and Vote (O.S. 8.7)

H. Consider Submission of Resolutions/Grant Applications, Vote to Approve – $3,114,973
1. 2020 AmeriCorps Grant Application (Budget Increase – Year 2 Continuation) and Match Waiver Request to the Corporation for National and Community Service, Oklahoma Community Service Commission - $45,330 (Waiver: $164,141; Total Requested: $179,914)
2. Housing Counseling/COVID-19 Relief Funding Application to NeighborWorks® America via the Wells Fargo Foundation - $12,000
3. Weatherization Expansion Grant Application to the Oklahoma Department of Commerce - $190,560 (Department of Energy – $121,179; Department of Human Services Low Income Home Energy Assistance Program – $69,381)
4. State Farm Neighborhood Assist® Grant Application to State Farm® - $25,000
5. Community Facilities Direct Loan and Grant Program Application to the U.S. Department of Agriculture, Rural Development - $50,000
6. Fatherhood FIRE (Family-focused, Interconnected, Resilient, and Essential) Grant Application to the U.S. Department of Health and Human Services, Administration for Children and Families - $2,736,712
7. FY 2021 Base Grant Application to the Oklahoma Court Appointed Special Advocates (CASA) Association - $19,722
8. Choctaw County Emergency Food and Shelter Program – Phase 37 Funding Application to EFSP/United Way - $3,796
9. Choctaw County EFSP – Phase CARES Funding Application to EFSP/United Way - $16,130
10. Pushmataha County EFSP – Phase 37 Funding Application to EFSP/United Way - $2,800
11. Pushmataha County EFSP – Phase CARES Funding Application to EFSP/United Way - $10,673
12. McCurtain County EFSP – Phase 37 Funding Application to EFSP/United Way - $1,000
13. McCurtain County EFSP – Phase CARES Funding Application to EFSP/United Way - $1,250

I. Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – $1,172,359.68
1. SFY 2021 Older Americans Act Title III KEDDO Area Agency on Aging Funding Award from the Kiamichi Economic Development District of Oklahoma - $68,343
2. Early Childhood Comprehensive Systems Impact Grant Award (Continuation, Year 5) from DHHS, Health Resources and Services Administration - $426,600
3. PY 2020 Department of Energy Weatherization Assistance Program Grant Award from the Oklahoma Department of Commerce/Community Development - $110,048
4. Oklahoma Early Childhood Program Grant Award (Year 15: 7/1/2020–6/30/2021) from Community Action Project of Tulsa County, Inc. - $181,239.68 (Match: $90,812.94)
5. Choctaw County EFSP – Phase 37 Funding Award from EFSP/United Way - $3,796
6. Choctaw County EFSP – Phase CARES Funding Award from EFSP/United Way - $16,130
7. Pushmataha County EFSP – Phase 37 Funding Award from EFSP/United Way - $2,800
8. Pushmataha County EFSP – Phase CARES Funding Award from EFSP/United Way - $10,673
9. McCurtain County EFSP – Phase 37 Funding Award from EFSP/United Way - $1,000
10. McCurtain County EFSP – Phase CARES Funding Award from EFSP/United Way - $1,250
11. FY 2020 Community Services Block Grant Coronavirus Aid, Relief, and Economic Security (CARES) Act Award from the Oklahoma Department of Commerce via DHHS/Office of Community Services - $308,480
12. Housing Counseling/COVID-19 Relief Funding Award from NeighborWorks® America via the Wells Fargo Foundation - $12,000
13. NeighborWorks Rental Resilience Fund Grant Award from NeighborWorks® America/Wells Fargo Housing Foundation - **$25,000**

14. Open-At-Large Grant Award from Tyson Foods Corporate Giving Program - **$5,000**

J. Consideration, Discussion, and Vote to Approve Revisions to LDCAA Personnel Policy Manual (O.S. 7.1 & 7.2)

K. Consideration, Discussion, and Vote to Approve Revisions to LDCAA Procurement Policy (O.S. 8.11)

L. Consideration, Discussion, and Vote to Approve LDCAA Employee Benefit Plan Audit (Plan Year 2019, Period: 4/1/2019–3/31/2020) and Submission of Form 5500

M. Consideration, Discussion, and Vote to Approve Submission of a Capital Conversion Request to NeighborWorks® America for Reclassification of Restricted Capital Funds to Unrestricted Funds (Total Request Amount: $981,244.25)

N. Consideration, Discussion, and Vote to Approve an Addendum to the 2020 Community Action Plan (Prioritized Need #4: COVID-19 Related Services)

O. Consideration, Discussion, and Vote to Approve 2019-2020 Head Start/Early Head Start/EHS-Child Care Self-Assessment, Report and Program Improvement Plan

P. Consideration, Discussion, and Vote to Approve Updates to the HS/EHS/EHS-CC Community Assessment

Q. Consideration, Discussion, and Vote to Approve FY 2021 CASA Program Goals and Objectives

R. Board Training: Results Oriented Management and Accountability (O.S. 5.7, 5.9)

S. Board Training: Analysis Report over CSBG Annual Report and ROMA Application; Analyzing Data and Assessing Results Among Programs, Clients, and Communities Served (O.S. 9.1, 9.2, 9.3, 9.4)

T. Review, Facilitated Discussion, and Board Member Input Regarding CSBG Annual Report Analysis and Outcomes (O.S. 9.3)

U. Consideration, Discussion, and Vote to Approve CSBG Annual Report and Analysis (O.S. 9.3)

V. Board Training: CSBG Organizational Standards (O.S. 5.7, 5.9)

W. Board Training/Programmatic Report: HS/EHS/EHS-CC Child Outcomes/Assessment Results for Spring 2019-2020 (O.S. 5.7, 5.9)

X. 2020 LDCAA Customer Satisfaction Report: 2nd Quarter (April – June) Results (O.S. 1.3, 6.4)

Y. Head Start/Early Head Start/EHS-Child Care Policy Council Report (O.S. 2.1, 5.7 & 5.9)
Z. Recognition of Service Awards:
   Five Years: Michelle Hunt, Center Director – Early Head Start Program
   Mary Weathers, Caregiver 2 – Early Learning Centers

AA. 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; Notice of Waiver for Retired and Senior Volunteer Program Non-Federal Share Requirement (O.S. 5.7, 5.9)

BB. 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)

CC. Consideration, Discussion, and Vote to Adjourn

Posted: ______________________   Date: ____________________   Time: ___________