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 Zoom videoconference or teleconference:

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

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 Patsy Guess as the Elected Representative for the Head Start/Early Head Start/Early Head Start-Child Care Policy Council, a Low-Income Entity on the LDCAA Board of Directors (Entity to Expire 12/31/2022)

D. Assign Mentor for New Board Member (Organizational Standard 5.7)

E. Consideration, Discussion, and Vote to Accept David Hawkins as the Appointed Representative for Wright City Schools, a Public Entity on the LDCAA Board of Directors (Entity to Expire 12/31/2021)

F. Report from the Committee for Nominations

G. Consideration, Discussion, and Vote to Elect LDCAA Board of Directors Officers for 2020-2021 (Pursuant to LDCAA Amended By-Laws, Article VI, Section 2)
H. Consideration, Discussion, and Vote to Elect LDCAA Executive and Personnel Committee Members for 2020-2021 (Pursuant to LDCAA Amended By-Laws, Article VI, Section 2 and Article X, Section 1)

I. Finance/Audit/Loan Committee Report

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.

J. Consideration, Discussion, and Vote to Approve July 2020 Regular Meeting Minutes (O.S. 5.5)

K. Consideration, Discussion, and Vote to Approve June 2020 Financial Reports; Distribution of July 2020 Financials for September 2020 Consideration and Vote (O.S. 8.7)

L. Consider Submission of Resolutions/Grant Applications, Vote to Approve – $4,258,293
   2. Community Facilities Direct Loan and Grant Program Application (Broken Bow Head Start 3 Playground) to the U.S. Department of Agriculture, Rural Development - $50,000
   3. Public Transit Revolving Fund Application to Oklahoma Dept. of Transportation - $130,352
   4. SFY 2021 Community Action Agencies State Appropriated Funds Application to the Oklahoma Department of Commerce/Community Development - $10,050
   5. SFY 2021 CAA State Appropriated Head Start Funds Application to ODOC - $79,432

M. Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – $2,784,888
   1. National Homeownership Programs and Lending – Community Development Financial Institution/Lending Capacity Building Grant Award from NeighborWorks® America - $10,000
   2. 2020 HOME Investment Partnerships Program Grant Award (Community Housing Development Organization Operating) from Oklahoma Housing Finance Agency - $20,999
   3. 2020 HOME Investment Partnerships Program Grant Award (Hugo Triplex Construction) from OHFA - $209,997
   4. Improving Safety and Promoting Inclusion Capital Improvement Grant Award (Terry Hill Apartments Sidewalk Project) from the Sarkeys Foundation - $30,000
   5. Temporary Assistance for Needy Families Programs Contract Award (Transportation – Choctaw County) from the Oklahoma Department of Human Services - $2,500
   6. TANF Programs Contract Award (Transportation – McCurtain County) from the Oklahoma Department of Human Services - $2,500
   7. FY 2020 Supplement - COVID-19 One Time Grant Award (Head Start/Early Head Start) and Non-Federal Share Waiver Approval from DHHS, Administration for Children and Families - $419,191 (Waiver Total: $104,798)
   8. FY 2020 Head Start/Early Head Start Supplement Grant Award (Cost-of-Living Adjustment/Quality Improvement) and Non-Federal Share Waiver Approval from DHHS, Administration for Children and Families - $206,143 (Waiver Total: $51,536)
N. Consideration, Discussion, and Vote to Approve Conversion of Restricted Capital Funds from NeighborWorks America® to Unrestricted Funds (Total Conversion Amount: $981,244.25)

O. Consideration, Discussion, and Vote to Approve Filing of LDCAA 2019 Form 990 and Oklahoma Tax Returns

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

Q. Consideration, Discussion, and Vote to Approve Addendum to the Little Dixie Transit Facility Maintenance Plan

R. Consideration, Discussion, and Vote to Approve 2020-2021 Mental Health Contract with Crossroads 1010, LLC

S. Consideration, Discussion, and Vote to Approve Head Start and Early Head Start/EHS-Child Care Program Menus for the 2020-2021 School Year

T. Consideration, Discussion, and Vote to Approve Updates to the 2018-2023 Head Start/Early Head Start/EHS-Child Care Strategic Plan

U. Consideration, Discussion, and Vote to Approve the 2020-2021 Head Start/Early Head Start Training and Technical Assistance Plan

V. Consideration, Discussion, and Vote to Approve Head Start/Early Head Start/EHS-Child Care Organizational Chart

W. Board Training: LDCAA Finances (O.S. 5.7)
   ▪ CSBG Organizational Standards – Fiscal Management
   ▪ Financial Oversight – Overall Agency Fiscal Status, Procedures, Practices, Transactions
   ▪ Interpreting Financial Statements

X. Board Training/Programmatic Report: Self-Help Housing Program Evaluation (O.S. 5.7, 5.9)

Y. Board Training/Programmatic Report: Quarterly Housing Production (4/1/2020–6/30/2020) as Reported to NeighborWorks® America (O.S. 5.7, 5.9)

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

AA. Board Training: Understanding the National Court Appointed Special Advocates (CASA) Core Model (O.S. 5.7, 5.9)

BB. Update on Head Start/Early Head Start/EHS-Child Care Program Services/Safety Measures Due to the COVID-19 Pandemic

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

DD. Recognition of August 2020 Employee of the Month: Tina Kitson, Teacher – Head Start
EE. Recognition of Service Awards:
   Five Years:  Nikki McAdams, Assistant Education Specialist – Head Start/EHS/EHS-CC
               Inell Spencer, Cook – Early Head Start
   Thirty Years: Dawn McDaniel, Human Resources Director – LDCAA Administration

FF. Other Reports/Announcements/Correspondence:  HHS Communication and Guidance Report;
   HS/EHS/EHS-CC Program Summary Report; USDA Meals and Snack Report; EHS/EHS-CC
   Enrollment/Attendance Report; HS/EHS/EHS-CC Data Analysis Report; LDCAA Insurance
   Liability Coverage (Directors and Officers, Employment Practices, Fiduciary) for 2020-2021
   (O.S. 5.7, 5.9)

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: __________