Board of Directors and/or Executive Committee Meeting  
Little Dixie Community Action Agency, Inc.  
Tuesday, September 8, 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 Zoom videoconference or teleconference:

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
Patsy Guess  Vicky Wade
David Hawkins  Craig Young
Andrea Henkel

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. Moment of Silence to Honor Board Member Jim Freeny

D. Board Training: How to Interpret an Audit Report and Presentation of the 2019 LDCAA Audit  
(Organizational Standards 5.7, 5.9 & 8.3)

E. Consideration, Discussion, and Vote to Approve the 2019 LDCAA Audit (O.S. 8.1, 8.2 & 8.4)

F. Finance/Audit/Loan Committee Report

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.

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

H. Consideration, Discussion, and Vote to Approve July 2020 Financial Reports; Distribution of August 2020 Financials for October 2020 Consideration and Vote (O.S. 8.7)
I. Consider Submission of Resolutions/Grant Applications, Vote to Approve – $167,731
   1. Letter of Inquiry (Choctaw County Drug Free Communities Program) to the Inasmuch Foundation - $10,000
   2. Local Community Grant Program Application (Choctaw County DFC Program) to Walmart (Store 49 – Hugo, Oklahoma) - $5,000
   3. FY 20 Lending Supplemental Grant Application to NeighborWorks® America - $75,000
   4. Letter of Interest (Choctaw County DFC Program) to American Fidelity Foundation - $5,000
   5. FY 2020 Community Services Block Grant Application (4th Allocation) to the Oklahoma Department of Commerce/Community Development Services - $2,231
   6. FY 20 Advancing Comprehensive Community Development and Racial Equity Supplemental Grant Application to NeighborWorks® America - $50,000
   7. Special Project Application (Choctaw County YouthBuild) to the RAM Foundation - $20,500

J. Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – $505,166
   1. 2020 AmeriCorps Grant Award (Year 2) from the Corporation for National and Community Service, Oklahoma Community Service Commission - $179,914
   2. SFY 2021 Community Action Agencies State Appropriated Funds Award from the Oklahoma Department of Commerce/Community Development - $10,050
   3. SFY 2021 CAA State Appropriated Head Start Funds Award from ODOC - $79,432
   4. FY 2020 CSBG Award (4th Allocation) from ODOC - $2,231 (Total Awarded: $230,966)
   5. Local Community Grant Program Award (Choctaw County Drug Free Communities Program) from Walmart (Store 49 – Hugo, Oklahoma) - $2,500
   6. FY 2020 Healthy Start Initiative – Eliminating Racial/Ethnic Disparities Grant Award from the U.S. Department of Health and Human Services, Health Resources and Services Administration - $21,222 (Total Awarded: $1,144,121)
   8. EHS-Child Care Partnership Supplement Grant Award (Cost-of-Living Adjustment/Quality Improvement) and Non-Federal Share Waiver Approval (Period 8/1/2020 – 7/31/2021) from DHHS, Administration for Children and Families - $91,814 (Waiver Total: $22,954)
   9. Unrestricted Grant Award (Financial Capability Learning Lab Intensive Training) from NeighborWorks® America via JP Morgan Chase Bank - $2,000

K. Consideration, Discussion, and Vote to Approve Hiring of Kellogg & Sovereign® Consulting, LLC as the E-Rate Consultants for the 2021-2022 E-Rate Funding Year

L. Discussion Concerning Compliance with Children’s Internet Protection Act (CIPA) Cyberbullying Awareness

M. Consideration, Discussion, and Vote to Approve Darla Galyon (HS/EHS/EHS-CC Director) and Mattie Ferguson (HS/EHS/EHS-CC Assistant Director) as the E-Rate Purchasing Agents for the 2020-2021 School Year

N. Consideration, Discussion, and Vote to Approve Revised Head Start/Early Head Start/EHS-Child Care Management Team Cost Allocation Plan

O. Consideration, Discussion, and Vote to Approve Updated HS/EHS/EHS-CC Pay Scale Based on 2.00% COLA Allowance and Quality Improvement Funding
P. Consideration, Discussion, and Vote to Approve HS/EHS/EHS-CC Organizational Chart

Q. Risk Assessment and Management Report

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

S. Recognition of September 2020 Employees of the Month: Accounting Department Staff

T. Recognition of Service Awards:
   Twenty Years: Jeannie McMillin, Director – Transit Program
   Johnny Moffitt, Associate Director – LDCAA Administration

U. 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; and 2020-2021 Transportation Waiver Approval for Head Start Program (O.S. 5.7, 5.9)

V. 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)

W. Consideration, Discussion, and Vote to Adjourn

Posted: ___________________________  Date: ___________________  Time: ___________