

Board of Directors and/or Executive Committee Meeting
Little Dixie Community Action Agency, Inc.
Tuesday, February 9, 2021 · 10:00 a.m.
Head Start Administration Office · 1005 S. 5th Street · Hugo, Oklahoma · 74743

Note: Board Members will be present at the Meeting Site (1005 S. 5th St., Hugo, OK 74743). Public view/meeting access will be available on-site and via videoconferencing or teleconferencing (<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 Trilla Frazier
- D.** Consideration, Discussion, and Vote to Accept Les Shumake as Appointed Representative for the Choctaw County Board of Commissioners, a Public Entity on the LDCAA Board of Directors (*Entity to Expire 12/31/2021*)
- E.** Appointment of Mentor for New Board Member (*Organizational Standard 5.7*)
- 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*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 January 2021 Regular Meeting Minutes (*O.S. 5.5*)
- H.** Consideration, Discussion, and Vote to Approve December 2020 Financial Reports; Distribution of January 2021 Financials for March 2021 Consideration and Vote (*O.S. 8.7*)
- I.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$873,344**
 - 1. Choctaw County Emergency Food and Shelter Program – Phase 38 Funding Application to EFSP/United Way - **\$4,992**
 - 2. FY 2021 YouthBuild Program Grant Application to the U.S. Department of Labor, Employment and Training Administration - **\$853,352**
 - 3. 2021 Grant Request to the Potts Family Foundation - **\$15,000**
- J.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$12,992**
 - 1. At-Risk Youth Programs Matching Donation from the Antlers Masonic Lodge #39 Charity Foundation - **\$1,000**
 - 2. Court Appointed Special Advocates Program Donation from the Pushmataha County Historical Society - **\$1,000**
 - 3. CASA Program Matching Donation from the Antlers Masonic Lodge #39 Charity Foundation - **\$1,000**

4. Retired and Senior Volunteer Program Pandemic Augmentation Award and Match Waiver Approval (*Period: 4/1/2020–3/31/2021*) from AmeriCorps Seniors - **\$5,000**
 5. Choctaw County EFSP – Phase 38 Funding Award from EFSP/United Way - **\$4,992**
- K.** Consideration, Discussion, and Vote to Re-Appoint Jeannie McMillin as LDCAA Equal Employment Opportunity Officer
 - L.** Consideration, Discussion, and Vote to Approve LDCAA EEO Policy Statement
 - M.** Consideration, Discussion, and Vote to Approve 2021 LDCAA Affirmative Action Plan
 - N.** Consideration, Discussion, and Vote to Approve Revisions to LDCAA Personnel Policy Manual (*O.S. 7.1 & 7.2*)
 - O.** Consideration, Discussion, and Vote to Elect Board Member to the Executive and Personnel Committee (*Pursuant to LDCAA Amended By-Laws, Article X*)
 - P.** Consideration, Discussion, and Vote to Elect Board Member to the Succession Committee (*Pursuant to LDCAA Amended By-Laws, Article XI, Section 1*)
 - Q.** Appoint Chairperson for Succession Committee (*Pursuant to LDCAA Amended By-Laws, Article XI, Section 2*)
 - R.** Consideration, Discussion, and Vote to Elect Board Member to the Committee to Research Private and Low-Income Sector Representation for Choctaw County (*Pursuant to LDCAA Amended By-Laws, Article XI, Section 1*)
 - S.** Consideration, Discussion, and Vote to Elect Board Member to the Risk Assessment and Management Committee (*Pursuant to LDCAA Amended By-Laws, Article XI, Section 1*)
 - T.** Consideration, Discussion, and Vote to Approve LDCAA 403(b) Retirement Plan Audit (*Plan Year 2019, Period: 8/1/2019–7/31/2020*) and Submission of Form 5500
 - U.** Consideration, Discussion, and Vote to Approve Waiver/Exemption of Conflict of Interest for Community Services Block Grant-Coronavirus Aid, Relief, and Economic Security Act Funds/Assistance for Mary Vannoy (a staff member of Little Dixie Community Action Agency), that a full and proper posting of the disclosure has been made to the public, that no objections have been received from the public, a legal opinion determining there is no violation of Oklahoma or local law, any conflict or potential conflict should be waived, and the expenditure of CSBG-CARES Funds/Assistance is fair to LDCAA
 - V.** Consideration, Discussion, and Vote to Approve 2021-2022 Eligibility, Recruitment, Selection, Enrollment, and Attendance Integrated Services Policies and Procedures with Point System
 - W.** Consideration, Discussion, and Vote to Approve FY 2021 Operating Plan and Annual Operating Budget Documents (by Lines of Business) for Submission to NeighborWorks® America
 - X.** Review and Discussion Regarding LDCAA’s Mission Statement (*O.S. 4.1*)

- Y.** Update on Board Self-Assessment (*O.S. 5.7*)
- Z.** Board Training/Programmatic Report: Quarterly Housing Production as Reported to NeighborWorks® America (*O.S. 5.7, 5.9*)
- AA.** Executive Director’s Report on the Weatherization Program
- BB.** Risk Assessment/Management Report
- CC.** Head Start/Early Head Start/EHS-Child Care Policy Council Report (*O.S. 2.1, 5.7 & 5.9*)
- DD.** Recognition of February 2021 LDCAA Employee of the Month:
Natasha Erickson, Case Manager – YouthBuild Program
- EE.** Recognition of Service Awards
Five Years:
Jodie Allen, Victim Services Coordinator/Advocate – Safe Place Healing Hearts Program
Johonna House, Assistant Nutrition Specialist – Head Start/EHS/EHS-CC Programs
- FF.** 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; CSBG CARES Monitoring Report; Teen Dating Violence Awareness and Prevention Month Infographic (*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:* _____