

Little Dixie Community Action Agency, Inc.
Board of Directors and/or Executive Committee Meeting
10:00 a.m. Tuesday, July 11, 2017
Little Dixie HomeOwnership Center - 500 East Rosewood - Hugo, Oklahoma

AGENDA

- A. Call to Order and Invocation
- B. Opening of Board Meeting – Roll Call, Introduction of Guests
- C. Recognition of Joyce Phillips as the Elected Representative for the Head Start/Early Head Start/EHS-Child Care Policy Council, a Low-Income Entity on the Little Dixie Community Action Agency, Inc. Board of Directors (*Entity to Expire 12/31/2019*)
- D. Assign Mentor for New Board Member
- E. Finance/Audit/Loan Committee Report

Consent Docket - The following items of business indicated by brackets (F & G, H and 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which any one of the Board desires to have discussion about at the meeting, in which cases, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket.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 2017 Regular Meeting Minutes (*Organizational Standards – Category 5, Standard 5.5*)
- G. Consideration, Discussion, and Vote to Approve May 2017 Financial Reports; Distribution of June 2017 Financials for August 2017 Consideration and Vote (*Organizational Standards – Category 8, Standard 8.7*)
- H. Consider Submission of Resolutions and/or Grant Applications - **\$3,993,144**
 - 1. Strategic Investment Fund Grant Application to NeighborWorks® America - \$100,000
 - 2. FY 2017 Head Start/Early Head Start Cost of Living Adjustment Application to the U.S. Dept. of Health and Human Services, Administration for Children and Families - \$33,654
 - 3. FY 2017 EHS-Child Care Partnership Program COLA Application/Non-Federal Share Waiver Request to DHHS, Administration for Children and Families - \$17,454
 - 4. FY 2018 Head Start/EHS Continuation Application to DHHS, Administration for Children and Families - \$3,624,858
 - 5. Pushmataha County Emergency Food and Shelter Program – Phase 34 Funding Application to the Emergency Food and Shelter Program/United Way - \$6,454
 - 6. Choctaw County EFSP – Phase 34 Funding Application to EFSP/United Way - \$7,624
 - 7. Public Transit Revolving Fund Application to Oklahoma Dept. of Transportation - \$170,000
 - 8. Small Marketing Grant Application to the Oklahoma Court Appointed Special Advocates Association - \$5,000
 - 9. Marketing and Awareness – Priority Areas Application to OCASAA - \$28,100
- I. Consider Acceptance of Grants/Contracts/Awards - **\$66,427**
 - 1. Delinquency Prevention Formula Grant Award from the Oklahoma Office of Juvenile Affairs – State Advisory Group - \$50,000

2. Pushmataha County EFSP – Phase 34 Funding Award from EFSP/United Way - \$6,454
3. Choctaw County EFSP – Phase 34 Funding Award from EFSP/United Way - \$7,624
4. FY 2016 Community Services Block Grant Award Increase from the Oklahoma Department of Commerce - \$2,349

- J.** Consideration, Discussion, and Vote to Approve Reclassification of \$600,761 in NeighborWorks[®] America Restricted Capital Funds to Unrestricted Funds
- K.** Consideration, Discussion, and Vote to Approve LDCAA Transit Program Rate Increase from \$1.50 to \$2.00 Per Ride for Local Demand Transportation Services
- L.** Consideration, Discussion, and Vote to Approve FY 2017 Operating Plan and Current Annual Operating Budget by Lines of Business
- M.** Consideration, Discussion, and Vote to Approve Filing of LDCAA 2016 Form 990 and Oklahoma Tax Returns
- N.** Consideration, Discussion, and Vote to Approve Little Dixie CASA Program Strategic Growth Plan: 2017–2020
- O.** Consideration, Discussion and Vote to Approve Updated HS/EHS/EHS-CC Pay Scale Based on 1.0% COLA Allowance
- P.** Consideration, Discussion, and Vote to Approve Dena Beason (EHS-CC Assistant Director) and Tawnya Dilley (AmeriCorps Planning and Development Specialist) as the E-Rate Purchasing Agents for the 2017-2018 School Year
- Q.** Discussion Concerning Compliance with E-Rate Procurement Policy
- R.** 2017 LDCAA Customer Satisfaction Report: 2nd Quarter (April – June) Results (*Organizational Standards – Category 1, Standard 1.3; Category 6, Standard 6.4*)
- S.** Review, Discussion, and Possible Revisions to LDCAA Customer Satisfaction Survey Tool (*Organizational Standards – Category 1, Standard 1.3; Category 6, Standard 6.4*)
- T.** Board Giving Committee Report (*Organizational Standards – Category 5, Standard 5.7*)
- U.** Board Training/Programmatic Report: Rural Health Network of Oklahoma (*Organizational Standards – Category 5, Standard 5.9*)
- V.** Presentation of Head Start/Early Head Start/EHS-Child Care Program Child Outcomes/Assessment Results for Spring 2016–2017 (*Organizational Standards – Category 5, Standard 5.9*)
- W.** Head Start Policy Council Report (*Organizational Standards – Category 2, Standard 2.1; Category 5, Standard 5.9*)
- X.** Consideration, Discussion, and Vote to Approve Hiring of Head Start/Early Head Start/Early Head Start-Child Care Partnership Program Director

- Y.** Recognition of July Employee of the Month:
Sommer McMurtry, Group Worker – Self-Help Housing

- Z.** Recognition of Service Award Recipients:
Ten Years: Rita Burke, Disabilities/Mental Health Specialist – HS/EHS/EHS-CC Programs
Lori Peevy, Driver – LDCAA Transit
Fifteen Years: Kristy Priddy, Teacher – Head Start

- 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; “Thank You” Note from the City of Broken Bow for NeighborWorks Week Clean-Up Activities

- 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