

Little Dixie Community Action Agency, Inc.
Board of Directors and/or Executive Committee Meeting
10:00 a.m. Tuesday, April 10, 2018
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. Finance/Audit/Loan Committee Report

Consent Docket - The following items of business indicated by brackets (D & E, F and G) 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which any one of the Board desires to have discussion about at the meeting, in which cases, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket.

- D. Consideration, Discussion, and Vote to Approve March 2018 Regular Meeting Minutes (*Organizational Standards – Category 5, Standard 5.5*)
- E. Consideration, Discussion, and Vote to Approve February 2018 Financial Reports; Distribution of March 2018 Financials for May 2018 Consideration and Vote (*Organizational Standards – Category 8, Standard 8.7*)
- F. Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$1,152,377.92**
 - 1. FY 2018 Community Services Block Grant Application (*Second Quarter Allocation*) to the Oklahoma Department of Commerce/Community Development Services - **\$39,401**
 - 2. Supplemental Funding Request (*Strategic and Business Planning*) to NeighborWorks® America - **\$25,000**
 - 3. 2018 NeighborWorks Week Grant Application to NeighborWorks® America - **\$500**
 - 4. Signature Cause Grant Application to the International Paper Foundation - **\$15,000**
 - 5. 2018 HOME Investment Partnerships Program Grant Application to the Oklahoma Housing Finance Agency - **\$150,000**
 - 6. Innovation Grant Application (*Round 11*) to the National Literacy Directory - **\$1,000**
 - 7. Increase Legal Access in Rural Areas Subgrant Application to the National Crime Victim Law Institute - **\$750,000**
 - 8. Rural IMPACT Sustainability Stipend Application to the American Academy of Pediatrics/ W.K. Kellogg Foundation - **\$2,500**
 - 9. Oklahoma Early Childhood Program Application to CAP Tulsa and Signing of the Provider Agreement (*Year 13: 7/1/2018 – 6/30/2019*) - **\$168,976.92** (*\$72,418.68 Match*)
- G. Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$1,523,849.34**
 - 1. Safe and Sound - Strengthening Rural Homeownership Through Housing Rehabilitation or Replacement Award (*First Allocation*) from Wells Fargo via NeighborWorks® America - **\$27,300**
 - 2. FY 2018 CSBG Award (*Second Quarter Allocation*) from the Oklahoma Department of Commerce/Community Development Services - **\$39,401** (*Total Awarded: \$82,770*)
 - 3. PY' 17 Department of Energy Weatherization Assistance Program Award from the Oklahoma Department of Commerce/Community Development - **\$2,723.82** (*Total Awarded: \$87,531.82*)

4. Signature Cause Grant Award from the International Paper Foundation - **\$15,000**
 5. Early Head Start-Child Care Partnership Program Carryover (*Year 2*) and Non-Federal Share Waiver Approval (*Period 8/1/2017 – 7/31/2018*) from the U.S. Department of Health and Human Services, Administration for Children and Families - **\$67,986**
 6. Technical and Management Assistance Contract Award – Region 2 (*Base Year*) from the U.S. Department of Agriculture, Rural Development - **\$1,371,438.52**
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- H. Consideration, Discussion, and Vote to Approve Signing of Proclamation Recognizing April as Fair Housing Month
 - I. Discussion Regarding NeighborWorks® America On-Site Review and HomeOwnership Center Designation
 - J. Consideration, Discussion, and Vote to Approve Submission of Community Housing Development Organization (CHDO) Recertification; Review of Activities and Signing of Conflict of Interest Statements as Required by Oklahoma Housing Finance Agency and the U.S. Department of Housing and Urban Development’s HOME Program Rules for Recertification and Eligibility to Apply for Funding as a CHDO
 - K. Consideration, Discussion, and Vote to Approve LDCAA 403(b) Retirement Plan Audit (*Period: 8/01/16 – 7/31/17*) and Submission of Form 5500
 - L. Consideration, Discussion, and Vote to Approve Uniformed Services Employment and Reemployment Rights Act Military Leave Policy, Replacing Military Leave Policy, Personnel Policy No. 322 (*Organizational Standards – Category 7, Standards 7.1 and 7.2*)
 - M. Consideration, Discussion, and Vote to Approve or Disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2018-19 (*This Resolution authorizes filing of the Form 471 applications for funding year 2018-2019 and the payment of the applicant’s share upon approval of funding and receipt of services.*)
 - N. Consideration, Discussion, and Vote to Approve Head Start/Early Head Start/EHS-Child Care Program Cost Allocation Plan
 - O. Discussion Regarding EHS-Child Care Partnership Program Goals
 - P. Board Training/Programmatic Report: Head Start/Early Head Start/EHS-Child Care Program Child Outcomes/Assessment Results for Fall/Winter 2017-2018 (*Organizational Standards – Category 5, Standard 5.9*)
 - Q. Board Training/Programmatic Report: Self-Help Housing Program (*Organizational Standards – Category 5, Standard 5.9*)
 - R. Head Start/Early Head Start/EHS-Child Care Policy Council Report (*Organizational Standards – Category 2, Standard 2.1; Category 5, Standard 5.9*)
 - S. 2018 LDCAA Customer Satisfaction Report: 1st Quarter (January – March) Results (*Organizational Standards – Category 1, Standard 1.3; Category 6, Standard 6.4*)

- T.** Recognition of April Employee of the Month:
Jordan Mack, Head Start/Early Head Start Assistant Director
- U.** Recognition of Service Award Recipients:
Ten Years: Tonja Tomlinson, Caregiver 2 – Broken Bow Early Learning Center
Randall Pruitt, Park Assistant – Hugo Lake State Park
- V.** 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; Notice of Head Start/Early Head Start Preliminary Non-Competitive Determination; LDCAA 50th Anniversary Celebration Update; Child Abuse Awareness Month Activities in April; Positive Messages Posted Regarding LDCAA Programs
- W.** 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*)
- X.** Consideration, Discussion, and Vote to Adjourn