

**Little Dixie Community Action Agency, Inc.**  
**Board of Directors and/or Executive Committee Meeting**  
**10:00 a.m. Tuesday, July 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. Recognition of Dwight Satterfield as the Elected Representative for the Antlers Community Food Bank, a Low-Income Entity on the LDCAA Board of Directors (*Entity to Expire 12/31/2018*)
- D. Recognition of Cathrine Oliva as the Elected Representative for the Head Start/Early Head Start/EHS-Child Care Policy Council, a Low-Income Entity on the LDCAA Board of Directors (*Entity to Expire 12/31/2019*)
- E. Consideration, Discussion, and Vote to Accept Ronnie Thompson as the Appointed Representative for the Choctaw County Commissioners, a Public Entity on the LDCAA Board of Directors (*Entity to Expire 12/31/2018*)
- F. Assign Mentors for New Board Members
- G. Finance/Audit/Loan Committee Report

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which any one of the Board desires to have discussion about at the meeting, in which cases, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket.*

- H. Consideration, Discussion, and Vote to Approve June 2018 Regular Meeting Minutes (*Organizational Standards – Category 5, Standard 5.5*)
- I. Consideration, Discussion, and Vote to Approve May 2018 Financial Reports; Distribution of June 2018 Financials for August 2018 Consideration and Vote (*Organizational Standards – Category 8, Standard 8.7*)
- J. Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$378,322**
  - 1. FY 2018 Strategic Investment Fund Grant Application (*Round 2, Unrestricted*) to NeighborWorks® America - **\$75,000**
  - 2. Pushmataha County Emergency Food and Shelter Program – Phase 35 Funding Application to the Emergency Food and Shelter Program/United Way - **\$6,283**
  - 3. Choctaw County EFSP – Phase 35 Funding Application to EFSP/United Way - **\$7,877**
  - 4. Sponsorship Request – 2018 LDCAA 5K Race Against Poverty Event to the International Paper Valliant Containerboard Mill - **\$2,000**
  - 5. FY 2018 Community Services Block Grant Application (*Fourth Quarter Allocation*) to the Oklahoma Department of Commerce/Community Development Services - **\$101,051**

6. Homeownership Counseling Grant Program Application to the Wells Fargo Housing Foundation - **\$10,000**
  7. Retired and Senior Volunteer Program Non-Federal Share Waiver Request (*Year 3: Period 4/1/2018–3/31/2019*) to the Corporation for National and Community Service - **\$15,771**
  8. Public Transit Revolving Fund Application to Oklahoma Department of Transportation - **\$160,340**
- K.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$574,855.68**
1. Pushmataha County EFSP – Phase 35 Funding Award from EFSP/United Way - **\$6,283**
  2. Choctaw County EFSP – Phase 35 Funding Award from EFSP/United Way - **\$7,877**
  3. FY 2018 Solutions Group Technical Assistance Award from NeighborWorks® America - **\$12,500**
  4. FY 2018 NeighborWorks Training Institute Travel Grant Award from NeighborWorks® America - **\$2,736**
  5. HUD Housing Counseling Award from NeighborWorks® America - **\$15,808.68** (*Reimbursement for Period: July 1, 2017 – March 31, 2018*)
  6. 2018 LDCAA 5K Race Against Poverty Event Sponsorship Award from the International Paper Valliant Containerboard Mill - **\$2,000**
  7. FY 2018 CSBG Award (*Fourth Quarter Allocation*) from the Oklahoma Department of Commerce/Community Development Services - **\$101,051** (*Total Awarded: \$230,101*)
  8. Early Childhood Comprehensive Systems Impact Grant Award (*Continuation - Year 3*) from the U.S. Department of Health and Human Services, Health Resources and Services Administration - **\$426,600**
- L.** Consideration, Discussion, and Vote to Approve Filing of LDCAA 2017 Form 990 and Oklahoma Tax Returns
- M.** Consideration, Discussion, and Vote to Approve Updated HS/EHS/EHS-CC Pay Scale Based on 2.6% COLA Allowance
- N.** Consideration, Discussion, and Vote to Approve HS/EHS/EHS-CC Data Management Plan/Policy to Guide Continuous Improvement and Data Collection Plan
- O.** Consideration, Discussion, and Vote to Approve HS/EHS/EHS-CC 2017-2018 Self-Assessment Report
- P.** Consideration, Discussion, and Vote to Approve Darla Galyon (HS/EHS/EHS-CC Director) and Zachary Turner (AmeriCorps Planning and Development Specialist) as the E-Rate Purchasing Agents for the 2018-2019 School Year
- Q.** 2018 LDCAA Customer Satisfaction Report: 2<sup>nd</sup> Quarter (April – June) Results (*Organizational Standards – Category 1, Standard 1.3; Category 6, Standard 6.4*)
- R.** Board Giving Committee Report (*Organizational Standards – Category 5, Standard 5.7*)
- S.** Board Training/Programmatic Report: Healthy Start Program (*Organizational Standards – Category 5, Standard 5.9*)

- T. Board Training/Programmatic Report: HS/EHS/EHS-CC Child Outcomes/Assessment Results for Spring 2017-2018 (*Organizational Standards – Category 5, Standard 5.9*)
- U. Head Start/Early Head Start/EHS-Child Care Policy Council Report (*Organizational Standards – Category 2, Standard 2.1; Category 5, Standard 5.9*)
- V. Recognition of July Employee of the Month:  
Nikki McAdams, Education Assistant Specialist – Head Start/EHS/EHS-Child Care
- W. Recognition of Service Award Recipients:  
*Five Years:* Brian Hicks, Driver – Transit  
Marissa Jordan, Advocate Coordinator – Court Appointed Special Advocates  
Linda Martin, Group Worker – Self-Help Housing  
Laci Moore, Teacher – Head Start  
*Ten Years:* Tori Crawford, Family and Community Engagement Specialist – Head Start/EHS/EHS-Child Care
- X. 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; Distribution of LDCAA Amended By-Laws and Procedures for Democratic Selection of Low-Income Representatives Addendum (*Organizational Standards – Category 5, Standards 5.2, 5.3, 5.4*)
- Y. 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*)
- Z. Consideration, Discussion, and Vote to Adjourn