

Little Dixie Community Action Agency, Inc.
Board of Directors and/or Executive Committee Meeting
10:00 a.m. Tuesday, October 13, 2009
Little Dixie HomeOwnership Center

AGENDA

1. Opening of Board Meeting – Roll Call

Consent Docket – The following items of business indicated by brackets (2 & 3 and 5 & 6) may be voted upon by a single vote of the Board without discussion, unless and except for any item which anyone of the Board desires to have discussion about at the meeting, in which cases, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket.

2. Consideration, Discussion and Vote to Approve September 2009 Minutes

3. Consideration, Discussion and Vote to Approve August 2009 Financial Reports

4. Presentation of Audit by Gary Saunders.

5. Consider Submission of Resolutions and/or Grant Applications - \$2,223,764

- a. RSVP Application to Corporation for National and Community Service - \$65,897
- b. Sustainability/Jewelers for Children Grant to National CASA Association - \$19,600
- c. Healthy Homes Demonstration Grant to HUD - \$875,000
- d. Green & Healthy Homes Technical Studies Program to HUD - \$700,000
- e. Head Start CACFP Yearly Refunding Budget Application (\$46,938.95/month) - \$563,267

6. Consider Acceptance of Grants/Contracts/Awards - \$1,957,129

- a. Housing Preservation Grant from USDA - \$36,000
- b. Community Facility Grant for Rattan Head Start from USDA - \$41,250
- c. Mentoring Children of Prisoners Grant from HHS - \$600,000
- d. Program for Investment in Microentrepreneurs Grant from SBA - \$75,000
- e. Rural Mini Grant from National CASA Association - \$2,000
- f. Community Economic Development Grant from HHS - \$400,000
- g. Weatherization Stimulus DOE from ODOC - \$800,373
- h. ARRA Emergency Food and Shelter Program (EFSP) Funds for Push. Co. - \$2,506

7. Consideration, Discussion and Vote to Increase the Number of Committee Members on the Asset and Finance Committees.

8. Consideration, Discussion and Vote to Authorize the LDCAA Board Chair to Determine Whether Board Member Absences Are Excused or Unexcused (See LDCAA By-Laws, Article V, Section 4)

9. Consideration, Discussion, and Vote to Define an Excused Absence of a LDCAA Board Member. (See LDCAA By-Laws, Article V, Section 4)

10. Consideration, Discussion and Vote for Waiver/Exemption of Conflict of Interest for Marlene Adams and Rita Calvin for Application For D.H.S &/Or D.O.E Weatherization Funds/Assistance.

11. Consideration, Discussion and Vote regarding changing LDCAA Policy Manual Policy No. 010, DEFINITIONS OF EMPLOYMENT STATUS, III. Policy definitions of Full-Time and Part-Time to read as follows:

Full-time is defined as:

1. All salaried employees.
2. All employees who are on contract and work at least thirty (30) hours per work week during a consecutive ninety (90) calendar day period during the working contract period.
3. All hourly employees who work 40 hours or more per week during a consecutive ninety (90) calendar day period.

Part-time is defined as:

All hourly employees who work less than 40 hours or more per week during a consecutive ninety (90) calendar day period.

Definition of a work day includes approved leave and approved holidays.

12. Consideration, Discussion and Vote regarding changing LDCAA Policy Manual Policy No. 211, OVERTIME: NON-EXEMPT EMPLOYEES, III, Policy, D. to read as follows:

D. Only hours actually worked will be used to calculate overtime pay. Paid time off for holidays, jury duty, approved leave, sick leave or any leave of absence will not be considered "hours worked" for purposes of calculating overtime pay.

13. Consideration, Discussion and Vote regarding changing LDCAA Policy Manual Policy No. 323, LEAVES OF ABSENCE WITHOUT PAY, IV, DEFINITION to read as follows:

Personal leave of absence is defined as an excused absence without pay beyond five working days. An absence involving paid time off is not considered a leave of absence.

14. Consideration, Discussion and Vote regarding changing LDCAA Policy Manual Policy No. 413 ATTENDANCE CONTROL, IV, DEFINITIONS, A. to read as follows:

A. Absence. An absence is deemed as any absence from work during scheduled working hours excluding absence for work-incurred injuries, approved leave, approved holidays, or family and medical leave of absence without pay.

15. Consideration and Discussion of LDCAA By-Laws and Rules Concerning a Tie Vote.

16. Personnel Committee to Report on Performance Evaluation of Executive Director

17. Consideration, Discussion and Vote to Approve the Performance Evaluation of the Executive Director

18. Update on SHARE

19. Update on Kiamichi Development Company Activities

20. Head Start Policy Council Report

21. Other Reports/Announcements/Correspondence –YouthBuild TA Visit Letter; HOME Monitoring Visit Letters; Antlers EHS NAEYC Accreditation Decision Report; HS/EHS Enrollment/Attendance Report; HHS Communication and Guidance Reports; USDA Meals & Snack Report; HS/EHS Program Summary Report

22. Presentation of Employee of the Month Award and Service Awards

23. Discussion and Vote on New Business (Not known about or which could not have been reasonably foreseen prior to the time of posting the Agenda. Okla. Stat. Title 25 § 311).

24. Consideration, Discussion and Vote to Adjourn.