



COMMUNITY ACTION PROJECT OF TULSA COUNTY
Annual Meeting - Board of Directors

January 16, 2025 – 8:00 a.m.

Legacy Plaza, 5330 East 31st Street – Boardroom on main level
Tulsa, Oklahoma

AGENDA

(Board may act on any of the agenda items listed below.)

1. Call to Order

- a. Compliance with Oklahoma Open Meeting Act
- b. Disclosure of Conflicts of Interest
- c. Introductions, Roll Call, and Declaration of Quorum

CONSENT AGENDA

All of the following items, those items of a routine nature normally approved at Board meetings, will be approved by one vote unless any Board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and action on the following items.

2. Minutes from November 14, 2024 Meeting

3. 2025 Board Officers

- a. President: Paula Settoon
- b. Vice President: Carlos Bejarano
- c. Secretary: Mica Harding
- d. Treasurer: Jonathan Joiner

4. Tulsa Area United Way 2025 Application for 2026 Funds

5. Community Services Block Grant (CSBG) 2025 Application

6. HireCall Service Agreement

BUSINESS AGENDA

7. Consideration of and Motion on approval of the Finance Committee Report

- a. Finance Committee Minutes November 2024
- b. Financial Reports as of November 30, 2024
- c. Credit Card Reports for October and November 2024
- d. Fund Development Report
- e. IT Report

8. Consideration of and Motion on approval of the Client Services Reports

- a. Client Services Committee Report

- b. Head Start and Early Head Start Reports
- c. Policy Council Minutes and Report

9. **Consideration of and Motion on approval of the Human Resources Committee Report**
10. **Consideration of and Motion on approval of the Proposed 2025 CAP Tulsa Budget**
11. **Consideration of and Motion on approval of 2025 Operational Plan**
12. **Consideration of and Motion on approval of Emergency Succession Plan**
13. **Consideration of and Motion on approval of Cost Allocation Plan**
14. **Consideration of and Motion on approval of Annual Lease Schedule with Tulsa Children's Coalition including Monthly Rental Rates**
15. **Board Training – ERSEA Eligibility Training by Stacey South-Corner**
16. **For review: Active Vendor List**
17. **For information only: Child Health & Safety Report**
18. **For information only: Operational Plan Quarterly Update**
19. **For information only: Strategic Dashboard Update**
20. **For information only: Advocating for Families Strategy Quarterly Update**
21. **For information only: 2025 Head Start – Early Head Start Notice of Grant Award, Award No. 06CH012014-05-00**
22. **For information only: Q4 Pulse Survey Results**
23. **For information only: Office of Head Start CLASS Video Results**
24. **For signatures: Annual Board Letter of Agreement**
25. **President's Report**
26. **Executive Director's Report**
 - Nov 4 Equality Indicators Summit Panelist
 - Nov 5 & Dec 3 Housing Solutions Board Meeting
 - Nov 6 NHSA Board, Research and Evaluation Committee
 - Nov 7 NHSA Post Election Stand Up Call
 - Nov 8 20 & 25 Year Employee Service Luncheon
 - Nov 11 Mayor Monroe Nichols re ECE Funding
 - Nov 11 CAP/UPS Quarterly Partnership Meeting
 - Nov 12 CAP McClure School Tour with Rep. Mark Tedford
 - Nov 14 Coffee with Sara Ross, GKFF & prospective CS Committee member
 - Nov 15 Diane Horm's Retirement Celebration at OU ECEI
 - Nov 19 Coffee with Ginnie Graham, TW & Mark Smith, Housing Solutions
 - Nov 19 Housing Solutions Finance Committee meeting
 - Nov 22 Ricki Wimmer, ED, YMCA re OECP Partnership

Nov 25 NHSA Stand Up Call
Dec 2 Mayor Nichols' Swearing In Ceremony
Dec 3 Roz Cochran, NWA Representative
Dec 9 Tulsa Children's Coalition Board Meeting
Dec 10 OKACAA Board Meeting & Holiday Luncheon
Dec 11 LT Holiday Luncheon
Dec 16 Mayor Nichols & Children's Funding Project meeting
Dec 18 Lunch with Dr. Diane Horm
Dec 18 Meeting with Dr. Ebonee Johnson, TPS
Employee Appreciation Gift Deliveries
School Visits
Service Awards

26. New Business: *[Pursuant to Title 25 Oklahoma Statutes, Section 311(A)(10), "...any matter not known about, or which could not have been reasonably foreseen prior to the time of posting" 24 hours prior to meeting]*

27. Adjournment