

COMMUNITY ACTION PROJECT OF TULSA COUNTY

Board of Directors Meeting

July 17, 2025 – 8:00 a.m.

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

AGENDA

(The Board may take action 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

2. Consideration of and Motion on approval of the WIPFLI Audit of CAP Tulsa for 2024, presented virtually by Mike Webber, CPA Partner, Nonprofit Group, WIPFLI

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:

3. Board Minutes from May 8, 2025 meeting

4. New Board Member Michelle Lara

5. New Board Member, America Chavez, Policy Council Chair

6. Renewal of Pre-K Enrollment Agreement with Tulsa Public Schools

7. Approval of the Memorandum of Understanding with Sand Springs Public Schools for the Operation of Sand Springs Early Childhood Education Center

BUSINESS AGENDA

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

- a.** Finance Committee Minutes – May
- b.** Financial Reports – March and April
- c.** Credit Card Reports – March and April
- d.** Fund Development Report
- e.** IT Report

9. 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 Meeting Minutes

- 10. Consideration of and Motion on approval of the Human Resources Committee Report**
- 11. Consideration of and Motion on approval of the Mid-Year Revisions to the 2025 Budget**
- 12. Consideration of and Motion on approval of the Employee Handbook Policy Changes**
- 13. Consideration of and Motion on approval of the Revised Early Childhood Program Policies & Procedures**
- 14. Consideration of and Motion on approval of the CAP Tulsa By-Laws**
- 15. Consideration of and Motion on approval of the 2024-25 Head Start Self-Assessment and Improvement Plan**
- 16. For Discussion: Federal Review Results and Corrective Plan of Action**
- 17. For information only: Child Health & Safety Report**
- 18. For information only: Indirect Cost Application**
- 19. For information only: 403b Annual Plan Review**
- 20. For information only: Strategic and Operational Performance Dashboard**
- 21. For information only: Q2 2025 Operational Plan Update**
- 22. For information only: Q2 2025 Advocacy Update**
- 23. For information only: Q2 2025 Pulse Survey Results**
- 24. For information only: 2025-2026 Slot Chart**
- 25. For information only: 2025-2026 School Calendar**
- 26. For information only: Update on Agreement between CAP Tulsa and Family and Children's Services, Inc.**
- 27. For information only: Update on Service Agreement with Tulsa Public Schools for Custodial Services at McClure, Skelly, Frost, Eugene Field and Disney Early Childhood Education Centers - final contract terms**
- 28. For information only: Update on Service Agreement with Office Express Janitorial Services for Briarglen, ECDC Reed and Reed Early Childhood Education Centers**
- 29. For information only: Special Board Meeting for NeighborWorks Assessment Review – August 14, 2025 at 1:00, CAP Tulsa, 5330 East 31st Street, Boardroom on main level**

30. For information only: 2025 Head Start – Early Head Start Notice of Grant Award, Award No. 06CH012014-05-01

31. President’s Report

32. Executive Director’s Report

Apr 29 TAUW Non Profit Partners Spring Retreat
Apr 29 TPS Executive Leader Intro
Apr 30 Oklahoma Policy Institute Day at the Capitol
May 1 Lunch with Kristina Ellis, Crosstown
May 2 Tulsa Youth Funding Initiative
May 6 HS Board Meeting
May 12 UPS Quarterly Partnership Meeting
May 14 OECF Quarterly Meeting with SDE
May 15 Stephanie Arnold DeVerges, Discovery Lab
May 15 Meeting with Amber England for Tulsa Youth Funding Initiative
May 15 McAfee & Taft Webinar: The Changing Face of Workplace Law Under Trump 2.0
May 19 Lunch with Melanie Anderegg, Parent Child Center of Tulsa
May 20 HS Finance Committee Meeting
May 21 OKACAA Board Meeting
May 22 CAP Tulsa Leadership Retreat
May 29 HS Point-in-Time Count Data Review
June 3 - 6 Children's Funding Project Convening, Seattle, WA
June 9 SSPS Partnership Meeting
June 9 YWCA St. Louis re HS Program
June 10 HS Board Meeting
June 10 Call with Rep. Suzanne Schreiber
June 10 CFP Debrief with Mayor Nichols
June 11,13 HS Dev Director Interviews
June 11 Lunch with Eileen Bradshaw, Life Senior Services
June 13 Tulsa Poll Planning Call
June 16 Drew Diamond, Community Volunteer
June 17 Gina Stilp, Ruth Nelson Family Foundation
June 17 Ruth Friedman & Steven Dow Intro Call
June 25 Monthly Update with Sophia Pappas, BEST/GKFF
June 26 TPS Monthly Update Meeting
School Visits: Frost, Reed, Skelly, Sand Springs, McClure
Week of June 23: School Business Reviews

33. New Business: *[Pursuant to Title 25 Oklahoma Statutes, Section 311(A)(9), “...any matter not known about, or which could not have been reasonably foreseen prior to the time of posting.” 24 hours prior to meeting]*

34. Adjournment

a) Next meeting – September 11, 2025