



COMMUNITY ACTION PROJECT OF TULSA COUNTY

Regular Meeting - Board of Directors

March 13, 2025– 8:00 am

Legacy Plaza, 5330 East 31st Street – Boardroom on main level
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: Lina Rashidi, Board Intern
- d. 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 the January 16, 2025 meeting

3. Succession Plan for Officers of the Board of Directors of Community Action Project of Tulsa County, Inc.

BUSINESS AGENDA

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

- a. Finance Committee Minutes – January and February
- b. November 2024 and December 2024 Financial Update
- c. Credit Card Report – October, November and December 2024
- d. Fund Development Report
- e. IT Report

Motion for Approval from the Finance Committee Chair. No Second Needed.

5. **Consideration of and Motion on approval of the Client Services Reports**
 - a. Client Services Committee Minutes
 - b. Head Start and Early Head Start Reports
 - c. Policy Council Minutes

Motion for Approval from the Client Services Committee Chair. No Second Needed.
6. **Consideration of and Motion on approval of the Human Resources Committee Report**

Motion for Approval from the Human Resources Committee Chair. No Second Needed.
7. **Consideration of and Motion on approval of the Directors and Officers Liability Insurance Coverage and Annual Insurance Renewal Summary**
8. **Consideration of and Motion on approval of the 2025-26 Selection Criteria**
9. **Consideration of and Motion on approval of Charles and Lynn Schusterman Family Philanthropies Grant Award for 2025**
10. **Consideration of and Motion on approval of CAP Tulsa Employee Handbook Changes**
11. **Proposed Executive Session: Possible discussion and vote to enter an Executive Session pursuant to 25 O.S. §§ 307(B)(1) to discuss the Executive Director’s 2024 Performance Appraisal, Compensation, and the Executive Director’s Goals for 2025**
12. **Vote to End Executive Session and Return to Regular Public Meeting**
13. **Consideration of and Motion to accept the Executive Director’s Performance Appraisal and/or any other action items resulting from the Executive Session**
14. **For information only: Tulsa Area United Way Video**
15. **For information only: Advocacy Strategy - Quarterly Update**
16. **For information only: Child Health & Safety Report**
17. **For information only: Strategic & Operational Performance Dashboard**
18. **For information only: CAP Cares Employee Assistance Fund-Status Report**
19. **For information only: Pending OHS Improper Payments Review**
20. **For information only: Office of Head Start Focus Area 2 Monitoring Review Notification**
21. **President’s Report**
22. **Executive Director’s Report**
 - Jan 6 & 14 NHTSA Stand Up Call
 - Jan 7 & Feb 4 Housing Solutions Board meeting
 - Jan 14 CAP/GKFF Meeting
 - Jan 15 Lunch with Ashley Phillipsen, ImpactTulsa

Jan 21 & Feb 18 Housing Solutions Finance Committee
Jan 22 Coffee with David Blatt, OK Appleseed
Jan 22 Sophia Pappas, Managing Director, BEST
Jan 26-27 OK Legislators Retreat Panelist re ECE
Jan 29 GKFF-BEST Winter Partner Convening
Jan 30 CAP Leadership Retreat
Jan 31 Lunch with Dr. Kate Gallagher, OU ECEI
Jan 31 & Feb 14 Tulsa Youth Funding Initiative
Feb 3 NHTSA Stand Up Call
Feb 10 CAP/UPS Planning Meeting
Feb 14 Doctors' Hospital Foundation School Visit
Feb 14 & 28 Invest in Kids Coalition 2025
Feb 18 OKACAA Executive Directors Call
Feb 19 ECI Webinar: High-Quality ECE Practices in Low-Resource Settings
Feb 20 Community Conversation & Immigration Resources for Nonprofits
Feb 24 CAP/GKFF-BEST Quarterly Meeting
Feb 25 OKCNP Legislative Reception in OKC
Feb 26 Oklahoma Nonprofit Advocacy Day 2025
Feb 26 Lunch with Dr. AJ Griffin, Potts Family Foundation
Feb 27 Ashley Phillipsen, ImpactTulsa
Performance Appraisals

23. 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]*

24. Adjournment

a. Next meeting – May 8, 2025