

**COMMUNITY ACTION PROJECT OF TULSA COUNTY**  
**Board of Directors Meeting**  
*September 11, 2025– 8:00 a.m.*

**Legacy Plaza, 5330 East 31<sup>st</sup> Street – Boardroom on main floor**  
**Tulsa, Oklahoma**

**AGENDA**

*(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

**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 discussion, consideration, and action on the following items:

**2. Board Minutes from July 17, 2025**

**3. Special Board Meeting Minutes from August 14, 2025**

**4. Annual Allocations for State Appropriated Funds (Admin & Head Start) for Community Action Agencies for 2026**

**BUSINESS AGENDA**

**5. Consideration of and Motion on Approval of the Finance Committee Report**

- a. Finance Committee Minutes for August
- b. Financial Reports for May and June
- c. Credit Card Report for May and June
- d. Fund Development Report
- e. IT Report

**6. Consideration of and Motion on Approval of the Client Services Report**

- a. Client Services Committee Report
- b. Family Satisfaction and Parent Gauge Results
- c. Family Advancement Programing and Satisfaction Survey Results
- d. Head Start and Early Head Start Governance Report
- e. Policy Council Minutes

**7. Consideration of and Motion on Approval of the Human Resources Committee Report**

- 8. Consideration of and Motion on Approval for the Renewal of Memorandum of Understanding and Subrecipient Agreement with Green Country Habitat & Boomtown Development for NeighborWorks**
- 9. Consideration of and Motion on Approval of the Renewal of the Subrecipient Agreement with Growing Together for NeighborWorks**
- 10. Consideration of and Motion for Approval of the Continuation Application for 2026 Head Start/Early Head Start Grant Funds (Grant No. 06CH012014)**
- 11. Consideration of and Motion for Approval of the Office of Head Start Supplemental Application for One-Time Funding for Healthy Eating and Nutrition**
- 12. Consideration of and Motion on Approval of the 2025 Community Needs Assessment Annual Update**
- 13. Consideration of and Motion on Approval of Organizational Standards 6.5 and 9.3 for Community Action Agencies – Strategic Progress & Adjustments**
- 14. Consideration of and Motion on Approval of Accounting & Financial Policies and Procedures Manual Updates**
- 15. For information only: Child Health & Safety Report**
- 16. For information only: 2024 403b Audit Results**
- 17. For information only: Strategic & Operational Performance Dashboard**
- 18. For information only: Executive Director’s Mid-Year Review**
- 19. For information only: GKFF/BEST Implementing Partner Agreement for 2025-26 OECP and EHS Match Funds**
- 20. For information only: GKFF/BEST Implementing Partner Agreement for 2025-26 Home Visiting Match Funds MIECHV**
- 21. For information only: Notice of Grant Award for 2025-2026 Early Head Start-Child Care Partnerships Continuation**
- 22. For information only: OHS Timeline of Correction – 30 Day Extension Approved**
- 23. President’s Report**
- 24. Executive Director’s Report**
  - July 8 OKCAA ED Call
  - July 8 Critical Thinking Skills Course Instructor
  - July 9 OU ECEI Partnership Retreat
  - July 15 HS Finance Committee
  - July 17 Lunch with Sophia Pappas, GKFF/BEST
  - July 17 Aspiring Leaders Program Celebration
  - July 23 GKFF/BEST Quarterly Partnership Meeting
  - July 24 TPS Monthly Partnership Meeting

July 31 NWA PROMPT Review Intro Call  
July 31 HUB Benefit Renewal Meeting  
Aug 4 Pre-Service Opening Session  
Aug 5 HS Board Meeting  
Aug 6 Ballmer Group/GKFF Meeting  
Aug 6 Aanahita Ervin, OK Policy Institute  
Aug 11 UPS Quarterly Partnership Meeting  
Aug 12 NWA Prompt Review Opening Meeting  
Aug 12 Safe Babies Leadership Meeting  
Aug 13 OSDE Quarterly Meeting  
Aug 19 HS Finance Committee  
Aug 20 Tulsa Youth Funding Initiative Meeting  
Aug 21 United Way OBBBA Webinar Speaker  
Aug 21 Tulsa Youth Funding Initiative Meeting  
Aug 26 Children's Funding Project Webinar  
Aug 26 LWV Madam President Award Ceremony

**25. 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]*

**26. Adjournment**

a) The next meeting is November 13, 2025