



COMMUNITY ACTION PROJECT OF TULSA COUNTY

Board of Directors Meeting

November 14, 2024 – 8:00 a.m.

Legacy Plaza, 5330 East 31st 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 items. The Consent Agenda consists of the discussion, consideration, and action on the following items:

- 2. Minutes from September 12, 2024 Meeting**
- 3. 2025 Meeting Dates for Executive Committee, Board of Directors and TCLF**
- 4. WIPFLI as Auditor for 2024 Year End**
- 5. New Board Member, Amber Handy Pipestem, Policy Council Chair**
- 6. New Board Member, Sarah Phelps, Public Sector**
- 7. Application for Community Development Block Grant (CDBG) Funds**

BUSINESS AGENDA

- 8. Consideration of and Motion on approval of the Finance Committee Report**
 - a. Finance Committee Minutes – October
 - b. Financial Reports – September
 - c. Credit Card Report – August
 - 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. September Governance Report
 - c. Policy Council September Minutes
10. **Consideration of and Motion on approval of the Human Resources Committee Report**
11. **Consideration of and Motion on approval of the Employee Handbook Revisions**
12. **Consideration of and Motion on approval of 2025 Benefit Plan Renewal**
13. **Consideration of and Motion on approval of Equal Employment Opportunity and Affirmative Action Plan 2024-2025**
14. **Consideration of and Motion on approval of Audit for 2023 403(b) Thrift Plan for Community Action Project of Tulsa County, Inc.**
15. **Consideration of and Motion on approval of Revised Learning@Home and MIECHV/MPAT Policies and Procedures**
16. **Consideration of and Motion on approval of 2024-25 OECP Agreement from Oklahoma State Department of Education**
17. **Consideration of and Motion on approval of Updated 2024-2025 OECP Provider Agreements**
18. **Consideration of and Motion on approval to Elect the 501(h) Expenditure Test for Lobbying**
19. **Consideration of and Motion on approval of the Submission of CAP Tulsa 2023 Tax Returns**
20. **Board Training – Shared Governance – Roles & Responsibilities – *Randy Knight***
21. **For information only: Child Health & Safety Report**
22. **For information only: Q3 2024 Operational Plan Update**
23. **For information only: Strategic Dashboard**
24. **For information only: Head Start Annual Report 2023-24**
25. **For information only: Agency Cost Per Slot Update**
26. **For information only: Program Information Reports (PIR's)**
27. **For information only: Agency Risk Assessment**
28. **For information only: Q4 2024 Advocating for Families**
29. **For information only: 2023-2024 OECP Annual Report**

30. President's Report

31. Executive Director's Report

Sept 3 Housing Solutions Board Meeting
Sept 4 Tulsa Rotary Club Panel on Early Literacy
Sept 4 NHSA Board, Research and Evaluation Committee
Sept 5 Oklahoma Economic Forum
Sept 10 BOKF 403b Semi-annual Plan Review
Sept 11 ESL 10-year Anniversary Celebration
Sept 17 Leadership Retreat
Sept 17 Housing Solutions Finance Committee meeting
Sept 18 OKACAA Board Meeting & Fall Conference
Sept 19 GKFF/BEST Quarterly Meeting
Sept 24 OKACAA ED Bi-weekly Call
Sept 24 Stevie Langley, Potential HR Committee member
Sept 26 Tulsa Community Foundation 25th Anny

Oct 1 OECP Summit
Oct 1 Housing Solutions Board Meeting
Oct 2 NHSA Board, Research and Evaluation Committee
Oct 3 PRSA SilverLink Awards
Oct 7 & 22 GKFF Meeting re OECP Funding
Oct 8 GKFF Cost per Slot Follow Up Meeting
Oct 10 Senator Kirt's Interim Study on Poverty in Oklahoma; Meetings with House Minority Leader
Munson and Rep. Trish Ransom
Oct 13 OKEQ Pride Festival
Oct 15 Housing Solutions Finance Committee Meeting
Oct 16 OKACAA Board Meeting
Oct 22 Lunch with Cindy Decker, ED, Tulsa Educare
Oct 23 Election 2024 and Future of Early Childhood Funding Webinar
Oct 24 Together We Read
Oct 28 CAP Tulsa/TPS Partnership Meeting
Oct 30 Lauren Sivak, Opportunity Project
Nov 1 Persimmon Group Breakfast Club
Nov 1 OKACAA Legislative Committee
School Visits
Service Awards
Fall Business & Budget Reviews

32. 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]*

33. Adjournment