

COMMUNITY ACTION PROJECT OF TULSA COUNTY
Board of Directors Meeting
July 18, 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
- 2. Consideration of and Motion on approval of the WIPFLI Audit of CAP Tulsa for 2023, 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 May 9, 2024**
- 4. Renewed Board Term for Jonathan Joiner**
- 5. New Board Member Dr. John Federline to replace Dr. Kirt Hartzler (retiring)**
- 6. Renewal of Pre-K Enrollment Agreement with Tulsa Public Schools**
- 7. Approval of the MOU with Union Public Schools for the Operation of Rosa Parks Early Childhood Education Center**
- 8. Approval of the MOU with Sand Springs Public Schools for the Operation of Sand Springs Early Childhood Education Center**

BUSINESS AGENDA

- 9. Consideration of and Motion on approval of the Finance Committee Report**
 - a. Finance Committee Minutes – May and June
 - b. Financial Reports – March, April and May
 - c. Credit Card Report – March and April
 - d. Fund Development Report
 - e. IT Report

- 10. Consideration of and Motion on approval of the Client Services Report**
 - a. Client Services Committee Report
 - b. Head Start and Early Head Start Reports
 - c. Early Childhood Program Parent Gauge and Family Satisfaction Survey Results
 - d. Family Advancement-Program Satisfaction Survey Results
 - e. Policy Council Meeting Minutes – April 23, 2024 and Policy Council 2024-25 Meeting Schedule
- 11. Consideration of and Motion on approval of the Human Resources Committee Report**
- 12. Consideration of and Motion on approval of the Mid-Year Budget Revisions**
- 13. Consideration of and Motion on approval of the Revised Early Childhood Program Policies & Procedures**
- 14. Consideration of and Motion on approval of the 2023-24 Head Start Self-Assessment and Improvement Plan**
- 15. Consideration of and Motion on approval of the 2024 Head Start/Early Head Start COLA Allocation (Grant No. 06CH012014)**
- 16. Consideration of and Motion on approval of the 2024 Early Head Start-Child Care Partnership COLA Application (Grant No. 06HP000477)**
- 17. Consideration of and Motion on approval of the Revised CAP Tulsa By-Laws**
- 18. Consideration of and Motion on approval of the Oklahoma State Department of Education and CAP Tulsa OECP Agreement Modification**
- 19. Consideration of and Motion on approval of the Service Agreement with Office Express Janitorial Services for Briarglen, Rosa Parks, ECDC Reed and Reed Early Childhood Education Centers**
- 20. For information only: Child Health & Safety Report**
- 21. For information only: Indirect Cost Application**
- 22. For information only: Strategic & Operational Performance Dashboard**
- 23. For information only: Q2 2024 Operational Plan Update**
- 24. For information only: Q2 2024 Advocating for Families Update**
- 25. For information only: Q2 2024 Pulse Survey Results**
- 26. For information only: 2024-2025 Slot Chart**
- 27. For information only: Update on Agreement Between CAP Tulsa and Family and Children's Services, Inc.**

28. 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

29. For information only: Notification of Upcoming FA2 and CLASS Reviews for FY25

30. For information only: Update on Employee Childcare Pilot

31. President's Report

32. Executive Director's Report

Apr 30 City of Tulsa Equality Indicators Report Overview Presentation
May 1 Business Reviews with all Directors
May 3 TAUW Campaign Chairs Visit
May 7 Women's Leadership Summit Panel Speaker
May 7 OU ECEI Graduation
May 8 Dr. Anna Johnson, Georgetown SEED Study update
May 10 OK Legislator Visit to McClure
May 6 – 10 Teacher Appreciation Week School Visits
May 10 OK Institute of Child Advocacy Event
May 13 UPS/CAP Quarterly Partnership Meeting
May 14 Leadership Retreat
May 15 OKACAA Board Meeting
May 15 Lunch w/ Sarah Roberts, Tyler Tokarczyk, Inasmuch Foundation, OKC
May 21 & Jun 18 Housing Solutions Finance Committee Meeting
May 23 Lunch with Marcela Swenson, Tulsa Responds
May 24 OPSR Early Childhood Legislative Update
May 27 – Jun 14 KK PTO
Jun 18 OKACAA Board Meeting
Jun 21 GKFF OECP Additional Funds Discussion
Jun 25 OK House Minority Leader Munson Visit to Skelly
Jun 26 Sophia Pappas, BEST Monthly Update Meeting
Jul 2 Housing Solutions Board Meeting
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) The next meeting is September 12, 2024