



COMMUNITY ACTION PROJECT OF TULSA COUNTY
Board of Directors Meeting
July 20, 2023 – 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 2022, 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 11, 2023**

- 4. Renewal of Pre-K Enrollment Agreement with Tulsa Public Schools – *No significant changes***

- 5. Restated CAP Tulsa Bylaws – *No recommended changes***

- 6. Renewal of Agreement with Native American Coalition of Tulsa (NACT) to Provide Head Start Services at Eugene Field Early Childhood Education Center – *Reducing Head Start three-year-old slots from max of 68 to no more than 34 (due to Change in Scope)***

- 7. Approval of the MOU with Union Public Schools for Head Start services at Rosa Parks Early Childhood Education Center – *No significant changes***

- 8. Approval of the MOU with Union Public Schools for the Operation of Rosa Parks Early Childhood Education Center – *CAP will utilize 6 classrooms (2 less than last year) and UPS will utilize 14 classrooms (2 more than last year)***

9. Approval of the MOU with Sand Springs Public Schools to Provide Operations at Sand Springs Early Childhood Education Center – *No significant changes*

BUSINESS AGENDA

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

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

11. 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. Early Childhood Program Parent Gauge and Family Satisfaction Survey Results
- d. Early Learning Quick Assessment (ELQA) Results
- e. Family Advancement-Program Satisfaction Survey Results

12. Consideration of and Motion on approval of the Human Resources Committee Report

13. Consideration of and Motion on approval of the Nutrition Services Agreements with Tulsa Public Schools, Union Public Schools, and Sand Springs Public Schools

14. Consideration of and Motion on approval of the Mid-Year Budget Revisions

15. Consideration of and Motion on approval of the Service Agreement with Tulsa Public Schools for Custodial Services at McClure, Skelly, Frost, Eugene Field, and Disney Early Childhood Education Centers

16. 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

17. Consideration of and Motion on approval of the Revised Early Childhood Program Policies & Procedures

18. Consideration of and Motion on approval of the 2022-23 Head Start Self-Assessment and Improvement Plan

19. Consideration of and Motion on approval of the Proposed Increase to Paid Family Leave Benefit

20. Consideration of and Motion on approval of the Tuition Assistance Benefit Revision

- a. Approval to expand the tuition assistance benefit to cover master's degrees in early education only. (Up to 10 employees per year)
- b. Approval to accept if course credit is conferred by the university, CAP Tulsa will pay for the course regardless of the letter grade

21. Consideration of and Motion on approval of the Accounting & Financial Policies and Procedures Manual Updates – Emergency Assistance Policy

- 22. OECP Training & Technical Assistance Update**
- 23. For information only: Child Health & Safety Report**
- 24. For information only: Indirect Cost Application**
- 25. For information only: ARPA, CRRSA and CDBG Funding Extension for Playground Projects**
- 26. For information only: Strategic & Operational Performance Dashboard**
- 27. For information only: Strategic Planning Update**
- 28. For information only: Q2 2023 Operational Plan Update**
- 29. For information only: Q2 2023 Advocating for Families Update**
- 30. For information only: Renewal and Procurement of Property Management Agreement for Legacy Plaza**
- 31. For information only: Q2 2023 Pulse Survey Results**
- 32. For information only: 2023-2024 Slot Chart**
- 33. For information only: Head Start/Early Head Start Notice of Grant Award for 2023 Balance of Funds, Grant 06CH012014-03-01**
- 34. For information only: Agreement Between CAP Tulsa and Family and Children's Services, Inc.**
- 35. For information only: CAP Tulsa Board Assessment Report**
- 36. Executive Committee Report**
- 37. Executive Director Report**
 - May 9: OU ECEI Graduation Event
 - May 11: Monica Barczak, Ascension St. John Foundation
 - May 11: Kelly Kane, TPS Partnership Meeting
 - May 15: UPS Quarterly Partnership Meeting
 - May 16: MOSAIC Monthly Meeting
 - May 18: CAP Tulsa Leadership Retreat
 - May 23: OSDE Quarterly Partnership Meeting
 - June 1: Olivia Martin, ED, Reading Partners
 - June 1: MOSAIC Annual State of Inclusion Event
 - June 5: Natalie Carns, Sarkey's Foundation
 - June 5 : Columbia University Capstone Project Opportunity
 - June 7: Housing Solutions Board Meeting
 - June 7: NHSA Board Research and Evaluation Meeting
 - June 8: Krystal Reyes, City of Tulsa, Education & Career Pathways Grant
 - June 20: Housing Solutions Finance Committee
 - June 26: USDA and Oklahoma SNAP Outreach Partner's Meeting
 - June 28: Pamela Amburgy, ONEOK Foundation

June 29: TAHRA June Learning Lab
June 30: Jim East
July 5: GKFF OECP Funding Discussion
Interviews for Director, Finance & Accounting

38. New Business: Consideration of any matter not known about or which could not have been reasonably foreseen prior to the time of posting of the agenda

39. Adjournment