



COMMUNITY ACTION PROJECT OF TULSA COUNTY

Regular Meeting - Board of Directors

March 14, 2024 – 8:00 am

Legacy Plaza, 5330 East 31st Street – Boardroom on main level
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: Juan Antonio Baldwin, 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 18, 2024 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. December 2023 and January 2024 Financial Update
- c. Credit Card Report – November and December 2023
- 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 2024-25 Selection Criteria**
9. **Consideration of and Motion on approval for Memorandum of Understanding and Subrecipient Agreement with Green Country Habitat & Boomtown Development restricted to North Tulsa**
10. **Consideration of and Motion on approval of Charles and Lynn Schusterman Family Philanthropies Grant Award for 2024**
11. **Proposed Executive Session: Possible discussion and vote to enter into an Executive Session pursuant to 25 O.S. §§ 307(B)(1) and §§ 307.1 (D) to discuss the Executive Director’s 2023 Performance Appraisal, Compensation, and the Executive Director’s Goals for 2024.**
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: 2024 Budget Gap Update**
15. **For information only: Establishing a CAP Tulsa Board Advocacy Taskforce**
16. **For information only: Child Health & Safety Report**
17. **For information only: Strategic & Operational Performance Dashboard**
18. **For information only: Renewal of CBRE Property Management Agreement**
19. **For information only: Vendor Demographics Report**
20. **For information only: CAP Cares Employee Assistance Fund-Status Report**
21. **President’s Report**
22. **Executive Director Report**
 - Jan 4: MOSAIC Advisory Committee
 - Jan 5: Meeting with Anne & Henry Zarrow Foundation
 - Jan 9 & Feb 6: Housing Solutions Board Meeting

Jan 10 & Feb 7: OKCNP Nonprofit Sector Connection
Jan 16, 17 & 19: Housing Solutions ED Search Committee Interviews
Jan 16: Housing Solutions Finance Committee
Jan 18: Aspiring Leader Program Kickoff
Jan 22: HUB International Employee Benefits Review
Jan 25: CAP Tulsa Leadership Retreat
Jan 28: Hunt Institute Legislators Retreat Panel Participant, OKC
Jan 28: Carrie Williams, OPSR
Jan 29: Lydia Carliss, Acelero
Jan 30: Sarah Rahal && Sarah England, Sunbeam, OKC
Jan 31: 25th Anniversary Ribbon Cutting
Jan 31: GKFF-BEST Winter Partner Convening
Feb 5: NEO – CAP Overview
Feb 5: NHTSA Stand up Call
Feb 7: NHTSA Research Committee
Feb 8: AWC Luncheon featuring Kuma Roberts
Feb 12: Healthy Brain Child Development Advisory Committee
Feb 12: CAP/UPS Quarterly Partnership Meeting
Feb 15: TAUW Live United Awards Luncheon
Feb 16: Early Childhood Advocacy Call by Potts Foundation
Feb 16: Brian Paschal, Lobeck Taylor Foundation
Feb 19: Edvocates Meeting Speaker @ State Capitol
Feb 21: OKACAA Board Meeting, Edmond
Feb 23: Betty Casey, Editor, TulsaKids
Feb 27: Jackie Dupont, Coretz Family Foundation – School Visit
Feb 28: I&D Consortium
Feb 28: OECP Quarterly Meeting with OSDE
Feb 28: GKFF/BEST Quarterly Partnership Meeting
Mar 1: TAUW Partner Nonprofit Retreat

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 9, 2024