



COMMUNITY ACTION PROJECT OF TULSA COUNTY

Regular Meeting - Board of Directors

March 9, 2022 – 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, 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 19, 2023 meeting

3. Renewed Board Term for Hitesh Pushpraj

BUSINESS AGENDA

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

- a. Finance Committee Minutes-January
- b. December Financial Update
- c. Credit Card Report-Nov/Dec
- d. Fund Development Report
- e. IT Report

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 and Report

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

- 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 IT Policies Manual and IT Procedures**
- 9. Consideration of and Motion on approval of the 2023-24 Selection Criteria**
- 10. Consideration of and Motion on approval of the Harmon Foundation Loan Extension Terms**
- 11. Consideration of and Motion on approval of the Note Receivable from Tulsa Children's Coalition to CAP Tulsa-Loan Extension Terms**
- 12. Consideration of and Motion on approval of the Head Start/Early Head Start (Grant No. 06CH012014) Supplemental Funding Application for COLA and funds for Quality Improvement Application for 2023**
- 13. Consideration of and Motion on approval of the Early Head Start/Child-Care Partnerships (Grant No. 06HP000477) Supplemental Funding Application for COLA and funds for Quality Improvement Application for 2023**
- 14. Consideration of and Motion on approval of the COVID-19 Mitigation Policy**
- 15. 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 2022 Performance Appraisal, Compensation, and the Executive Director's Goals for 2023.**
- 16. Vote to End Executive Session and Return to Regular Public Meeting**
- 17. Consideration of and Motion to accept the Executive Director's Performance Appraisal and/or any other action items resulting from the Executive Session**
- 18. For information only: Office of Head Start Focus Area 1 (FA1) Monitoring Review 4/3/23**
- 19. For information only: Child Health & Safety Report**
- 20. For information only: Draft Change in Scope request for Head Start 06CH012014 Grant in process**
- 21. For information only: Strategy Dashboard Update**
- 22. For information only: Strategic Planning Update**
- 23. For information only: Vendor Diversity Report**
- 24. For information only: Q4 DEI Strategy Update**
- 25. For information only: CAP Cares Employee Assistance Fund-Status Report**
- 26. For information only: Agreement between CAP Tulsa and KinderCare**
- 27. For information only: Board of Directors Assessment**

28. President's Report

29. Executive Director Report

Jan 3, Feb 7: Housing Solutions Board
Jan 5: OU-ECEI Quarterly Partnership Meeting
Jan 12: Sue Lee, Leadership Tulsa 360 Board Intern
Jan 16: MLK Parade
Jan 17: TPS Monthly Partnership Meeting
Jan 17, Feb 23: Housing Solutions Finance Committee
Jan 18: BEST Partner Convening
Jan 24: Tulsa Habitat for Humanity Cross Marketing Discussion
Jan 25, Feb 22: Sophia Pappas, BEST Monthly Meeting
Jan 26: CAP Tulsa Leadership Retreat
Feb 6: GKFF/BEST Quarterly Partner Meeting
Feb 9: Krystal Reyes, City of Tulsa
Feb 13: UPS Quarterly Partner Meeting
Feb 16: Obum Ukabam, CS Committee
Feb 16: THD/CAP ECE Direct Mail Marketing Discussion
Feb 17: TAUW State of the Area Presentation
Feb 28: Tulsa Regional Chamber DEI Advisory Committee Meeting
Feb 28: OSDE/OECP Quarterly Meeting
Mar 1: NHSA Board, Research and Evaluation Committee Meeting
CFO Interviews
Fundraising: Bank of America, FoundationSearch, Inasmuch, Coretz
School Visits

30. 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

31. Adjournment