

**COMMUNITY ACTION PROJECT OF TULSA COUNTY**  
**Board of Directors Meeting**  
*September 14, 2023 – 8:00 a.m.*

**Legacy Plaza, 5330 East 31<sup>st</sup> 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. Early Learning Works Presentation – Maria Palacios, Brittany Egger and Cindy Decker, Tulsa Educare**

**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 July 20, 2023**

**4. Annual Allocations for State Appropriated Funds for Community Action Agencies for 2023-24**

**BUSINESS AGENDA**

**5. Consideration of and Motion on approval of the Finance Committee Report**

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

**6. Consideration of and Motion on approval of the Client Services Reports**

- a. Client Services Committee Report
- b. Head Start and Early Head Start Governance Report (May & June)
- c. Policy Council Minutes for July

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

**8. Consideration of and Motion on approval for the Renewal of Memorandum of Understanding and Subrecipient Agreement with Green Country Habitat & Boomtown Development**

- 9. Consideration of and Motion on approval of the Renewal of the Subrecipient Agreement with Growing Together for NeighborWorks**
- 10. Consideration of and Motion for Approval of the Application for 2024 Head Start/Early Head Start Grant Funds (Grant No. 06CH012014)**
- 11. Consideration and Motion on approval of the 2023 Community Needs Assessment**
- 12. Consideration and Motion on approval of the 2024-26 Strategic Plan**
- 13. Consideration and Motion on approval of Org Standards 6.5 and 9.3 for Community Action Agencies – Strategic Progress & Adjustments**
- 14. For information only: Child Health & Safety Report**
- 15. For information only: Nutrition Services Agreement 2023-2024 Final Meal Prices for Tulsa Public Schools, Union Public Schools, and Sand Springs Public Schools**
- 16. For information only: CAP Cares Employee Assistance Fund Update**
- 17. For information only: Strategic & Operational Performance Dashboard**
- 18. For information only: Executive Director’s Mid-Year Review**
- 19. For information only: Oklahoma Department of Commerce 2023 Monitoring Closure Letter**
- 20. For information only: Notice of Award for Head Start/Early Head Start COLA/QI Grant (06CH012014-03-02)**
- 21. For information only: Notice of Awards for OHS 2021 CRRSA and ARPA Grant Funds (06HE001364)**
  - a. Budget revision
  - b. Extension of budget and project periods
- 22. For information only: Vendor for OECP Web Portal Redesign**
- 23. For information only: GKFF/BEST Implementation Partner Agreement for 2023-24 OECP and EHS Match Funds**
- 24. For information only: GKFF/BEST Implementing Partner Agreement for 2023-24 Home Visiting Match Funds MIECHV**
- 25. Executive Committee Report**
- 26. Executive Director Report**
  - July 10: CAP/Ascend Webinar Planning Meeting
  - July 10: OU Happy Teacher Project Discussion
  - July 11, Aug 5: Housing Solutions Board Meeting
  - July 11: Meeting with Board Intern Raye Reeder
  - July 13: Aspiring Leaders Program Q&A Session
  - July 18, Aug 15: MOSAIC Monthly Meeting

July 18, Aug 15: Housing Solutions Finance Committee Meeting  
July 20: Aspiring Leader Program Celebration & Program Close  
July 20: OK Policy Institute 15<sup>th</sup> Anny Celebration  
July 24 – 27: School Business Reviews  
July 26: Sophia Pappas, GKFF-BEST Monthly Meeting  
July 28: Meeting with Prospective Board Member, Jim East  
Aug 1: CAP Tulsa GKFF/BEST Quarterly Meeting  
Aug 7: Pre-Service Opening Session at BAPAC  
Aug 9: 2024 Benefit Plan Renewal Discussion  
Aug 9: BOKF 403b Plan Semi-annual Review  
Aug 10: Kelly Kane, TPS Monthly Partnership Meeting  
Aug 14: 2 Gen Discussion with Community Action-Lancaster, PA  
Aug 16: OCCJ: Virtual Panel - From Afghanistan to Here  
Aug 23: August I&D Consortium Meeting  
Aug 23: OECP & OSDE quarterly meeting  
Aug 28: Inclusive Conversations Book Study  
Aug 30: Julie Davis, ED, YWCA  
Sept 6: Annual Cost Per Slot Comparison w/GKFF

**27. 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

**28. Adjournment**