



COMMUNITY ACTION PROJECT OF TULSA COUNTY

Board of Directors Meeting

November 13, 2025 – 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

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 items. The Consent Agenda consists of the discussion, consideration, and action on the following items:

2. Minutes from September 11, 2025 Meeting

3. 2026 Meeting Dates for Executive Committee, Board of Directors and TCLF

4. New Board Member, Damoni Ousley, Policy Council Chair

5. Application for Community Development Block Grant (CDBG) Funds

BUSINESS AGENDA

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

- a. Finance Committee Minutes – October
- b. Financial Reports – August
- c. Credit Card Report – August
- d. Fund Development Report
- e. IT Report

7. Consideration of and Motion on approval of the Client Services Reports

- a. Client Services Committee Report
- b. Governance Report

c. Policy Council September Minutes

8. **Consideration of and Motion on approval of the Human Resources Committee Report**
9. **Consideration of and Motion on approval of the Employee Handbook Revisions**
10. **Consideration of and Motion on approval of 2026 Benefit Plan Renewal**
11. **Consideration of and Motion on approval of Pre-Approval to Negotiate Nutrition Rates with Tulsa Public Schools**
12. **Consideration and Motion on approval of CAP Tulsa's 2024 Form 990 Submission**
13. **Consideration and Motion on approval of the FA2 Closeout and Final Plan Submission**
14. **Consideration and Motion on approval of Update to Policies & Procedures Investment Policy Statement**
15. **Consideration and Motion on approval of Operating Reserve Policy Change**
16. **Board Training – Shared Governance – Roles & Responsibilities – *Stacey South-Corner***
17. **For information only: Child Health & Safety Report**
18. **For information only: 2025 Operational Plan Quarterly Update**
19. **For information only: Strategic Dashboard**
20. **For information only: 2024-25 Head Start Annual Report**
21. **For information only: Agency Cost Per Slot Update**
22. **For information only: Program Information Reports (PIR's)**
23. **For information only: Agency Risk Assessment Update**
24. **For information only: Advocacy Strategy – Quarterly Update**
25. **For information only: 2024-2025 OECP Annual Report**
26. **For information only: Notice of Award for Supplemental Funds for Nutrition and Healthy Eating, Grant No. 06CH012014 HS/EHS**
27. **President's Report**
28. **Executive Director's Report**
 - Sept 2 Housing Solutions Board Meeting
 - Sept 3 OKACAA Legislative Committee Meeting
 - Sept 10 OKACAA Board Meeting
 - Sept 11 TPS Monthly Partnership Meeting
 - Sept 16 Housing Solutions Finance Committee Meeting

Sept 17 GKFF/BEST Quarterly Partnership Meeting
 Sept 19 Children's Funding Project Meeting
 Sept 25 Leadership Retreat
 Sept 29 Jessica Pollard, Schoen Foundation School Visit
 Sept 30 Interim Study: Child Tax Credit, State Capitol
 Oct 1, 6 City of Tulsa 0 -3 Action Alliance Planning Meeting
 Oct 7 NHSA Government Shutdown Update
 Oct 8 GKFF Annual Cost Per Slot Meeting
 Oct 9 GKFF Fall Convening
 Oct 9 PRSA SilverLink Awards with Marketing/Communications
 Oct 10 Team Marlow Sipes, Ed Darby Foundation School Visit
 Oct 13 Housing Solutions Board Meeting
 Oct 13 Lunch with Lauren Sivak, ED, Opportunity Project
 Oct 14, 16 NHSA Government Shutdown Updates
 Oct 16 Children's Funding Project Webinar
 Oct 21 Housing Solutions Finance Committee Meeting
 Oct 21 Mayor Nichols' Community Conversations: Children, Youth & Families Panel Member
 Oct 27 Darlene Turner, NeighborWorks America
 Oct 27 City of Tulsa 0 - 3 Action Alliance Planning Meeting
 Oct 27 Mayor Nichols' Community Conversations: Homelessness & Housing
 Oct 28 Annie Tomecek, T.D. Williamson
 Oct 28 OKACAA Executive Directors Call
 Oct 30 United Way ALICE for Oklahoma Launch Event Speaker
 Oct 31 City of Tulsa 0 - 3 Action Alliance Interest Meeting
 Nov 1 CAP Tulsa Family Day at the Gathering Place
 Budget & Business Reviews - All Departments
 Service Awards - All Schools + Headquarters

29. New Business: *[Pursuant to Title 25 Oklahoma Statutes, Section 311(A)(10), "...any matter not known about, or which could not have been reasonably foreseen prior to the time of posting" 24 hours prior to meeting]*

30. Adjournment