



COMMUNITY ACTION PROJECT OF TULSA COUNTY

Board of Directors Meeting

November 30, 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

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 September 14, 2023 meeting**
- 3. 2024 Meeting Dates for Executive Committee and Board of Directors**
- 4. WIPFLI as Auditor for 2023 Year End**
- 5. New Board Member, Valerie Jarvis, Policy Council Chair**
- 6. New Board Member, Jim East**
- 7. Application for Community Development Block Grant (CDBG) Funds**

BUSINESS AGENDA

- 8. Consideration of and Motion on approval of the Finance Committee Report**
 - a. Finance Committee Minutes – September
 - b. Financial Reports – September
 - c. Fund Development Report
 - d. IT Report

- 9. Consideration of and Motion on approval of the Client Services Reports**
 - a. Client Services Committee Report
 - b. Head Start Annual Report
 - c. HS/EHS/CCP Program Information Reports 2022-2023
 - d. Policy Council Minutes and Report
- 10. Consideration of and Motion on approval of the Human Resources Committee Report**
- 11. Consideration of and Motion on approval of the Employee Handbook Revisions**
- 12. Consideration of and Motion on approval of 2024 Benefit Plan Renewal**
- 13. Consideration of and Motion on approval of Equal Employment Opportunity and Affirmative Action Plan 2023-2024**
- 14. Consideration of and Motion on approval of Audit for 2022 403(b) Thrift Plan for Community Action Project of Tulsa County, Inc.**
- 15. Consideration of and Motion on approval of Revised Learning@Home and MIECHV/MPAT Policies and Procedures**
- 16. Board Training – Shared Governance - Roles & Responsibilities – *Stacey South-Corner***
- 17. For information only: Child Health & Safety Report**
- 18. For information only: Q3 2023 Operational Plan Update**
- 19. For information only: Strategic Dashboard**
- 20. For information only: Head Start Annual Report 2022-23**
- 21. For information only: Agency Cost Per Slot Served Trends**
- 22. For information only: Status of Income Tax Returns**
- 23. For information only: Program Information Reports (PIR's)**
- 24. For information only: Advocating for Families – Q3 Update**
- 25. For information only: Change in Scope Update**
- 26. For information only: Under Enrollment Correspondence for Grant No. 06HP000477 EHS/CCP and Grant No. 06CH012014 EHS only**
- 27. For information only: 2022-2023 OECP Annual Report**
- 28. For information only: State of Childcare in Tulsa – *Karen***
- 29. Executive Committee Report**

30. Executive Director Report

Sept 8: OSU Healthy & Whole Conference

Sept 14: Chamber Small Business Awards Luncheon

Sept 18 – 21: NHSA Conference & Capitol Hill Visits

Sept 27: Inclusion & Diversity Summit, OKC

Sept 28: CAP Tulsa Fall Leadership Retreat

Oct 10 – 12: Fall Business Reviews with all Directors

Oct 17: MOSAIC Monthly Meeting – Panel Participant

Oct 17: Housing Solutions Finance Committee

Oct 18: Lunch with Gail Lapidus, ED, F&CS

Oct 25: Policy Council – Intro to newly elected members

Oct 25: Sophia Pappas, GKFF-BEST Monthly Meeting

Oct 25: Annual ChiliFest & Bake Sale for TAUW

Oct 30: LENA update

Nov 1: NHSA Board Research & Evaluation Committee

Nov 2: Together We Read Event

Nov 3: Lunch with Amanda Ewing, ED, Oklahoma Association of Community Action Agencies

Service Awards: McClure, Rosa Parks, Eugene Field, Sand Springs, Reed, ECDC

School Visits: Disney, Frost, Rosa Parks, Skelly, Sand Springs, Eugene Field

31. 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

32. Adjournment