



**COMMUNITY ACTION PROJECT OF TULSA COUNTY**  
**Annual Meeting - Board of Directors**

*January 18, 2024 – 8:00 a.m.*

Legacy Plaza, 5330 East 31<sup>st</sup> Street – Boardroom on main level  
Tulsa, Oklahoma

**AGENDA**

*(Board may act 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 November 30, 2023 meeting**

**3. CAP Board Development Committee – Title Change**

**4. 2024 Board Officers**

- a. President: Paula Settoon
- b. Vice President: Carlos Bejarano
- c. Secretary: Joyce McClellan
- d. Treasurer: Jonathan Joiner

**5. Tulsa Area United Way 2023 Application for 2024 Funds**

**6. Community Services Block Grant (CSBG) Application**

**7. HireCall Service Agreement**

**BUSINESS AGENDA**

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

- a. Finance Committee Minutes November 28, 2023
- b. Financial Reports as of November 30, 2023
- c. Credit Card Reports for October 2023
- d. Fund Development Report
- e. IT Report

- 9. Consideration of and Motion on approval of the Client Services Reports**
  - a. Client Services Committee Report
  - b. Head Start and Early Head Start Reports
  - c. 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 Proposed 2024 CAP Tulsa Budget**
- 12. Consideration of and Motion on approval of 2024 Operational Plan**
- 13. Consideration of and Motion on approval of Emergency Succession Plan Updates**
- 14. Consideration of and Motion on approval of Cost Allocation Plan**
- 15. Consideration of and Motion on approval of Annual Lease Schedule with Tulsa Children's Coalition including Monthly Rental Rates**
- 16. Board Training – ERSEA Eligibility Training by**
- 17. For review: Active Vendor List**
- 18. For information only: Child Health & Safety Report**
- 19. For information only: Q4 2023 Operational Plan Update**
- 20. For information only: Strategic Dashboard Update**
- 21. For information only: Advocating for Families Strategy – Q4 Update**
- 22. For information only: 2024 Head Start – Early Head Start Notice of Grant Award, Award No. 06CH012014-04-00**
- 23. For signatures: Annual Board Letter of Agreement**
- 24. Executive Committee Report**
- 25. Executive Director Report**
  - Nov 6: Lunch with Janae Bradford, City of Tulsa
  - Nov 6: Elian Hurtado, Galera Business Consulting
  - Nov 7: School Visit with Jeff Hild, Acting Assistant Secretary, Administration for Children and Families
  - Nov 7 & Dec 5: Housing Solutions Board Meeting
  - Nov 13: CAP/Union Public Schools Quarterly Partnership Meeting
  - Nov 17: Carrie Williams, ED, Oklahoma Partnership for School Readiness
  - Nov 21: MOSAIC Monthly Meeting
  - Nov 21: Housing Solutions Finance Committee
  - Nov 27: Inclusive Conversations Book Study
  - Nov 28: Jessie Thompson, ED, OKCCAA
  - Nov 28: Oklahoma Center for Non Profits Visions Award Dinner, OKC
  - Nov 30: Columbia University MS Applied Statistics Capstone Presentation
  - Dec 5: OECP Quarterly Meeting with OSDE

Dec 8: Elizabeth Parducci, Tulsa Community Foundation & HR Committee member

Dec 13: Annual LT Holiday Luncheon

Service Awards: Skelly, Legacy Plaza, Briarglen, Reed, ECDC Reed, Frost

School Visits: McClure, Sand Springs, Skelly

Staff Appreciation Gift Deliveries: All Schools + HQ

**26. 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**

**27. Adjournment**