



## COMMUNITY ACTION PROJECT OF TULSA COUNTY

### Annual Meeting - Board of Directors

January 19, 2023– 8:00 am

Legacy Plaza, 5330 East 31<sup>st</sup> 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 **from the November 10, 2022 meeting**:

*Items 2-17 listed below were on the November 10, 2022 Board of Directors Agenda for approval. After the November 10, 2022 Board meeting concluded it was determined that since the new Policy Council President, Chantel McKnight, was not yet a voting member of the Board until approved under the Consent Agenda, a quorum was not present when the roll call was taken. Therefore, all of the votes recorded during the November meeting have no force and all November approval items are being resubmitted for Board approval at the January 19, 2023 meeting as part of the consent agenda. The documents for these items can be found here:*

[6 CAP Board of Directors Agenda & Docs Nov 10 2022.pdf](#)

2. *Minutes from September 8, 2022 meeting*
3. *2023 Meeting Dates for Executive Committee and Board of Directors*
4. *WIPFLI as Auditor for 2022 Year End*
5. *New Board Member, Chantel McKnight, Policy Council President*
6. *Application for Community Development Block Grant (CDBG) Funds*
7. *Consideration of and Motion on approval of the Finance Committee Report*
8. *Consideration of and Motion on approval of the Client Services Reports*
9. *Consideration of and Motion on approval of the Human Resources Committee Report*
10. *Consideration of and Motion on approval of the Employee Handbook Revisions*

11. *Consideration of and Motion on approval of the Budget Amendment for the Family & Children's Services Contract*
12. *Consideration of and Motion on approval of Additional Investment in Pareto Reinsurance Captive*
13. *Consideration of and Motion on approval of 2023 Benefit Plan Renewal*
14. *Consideration of and Motion on approval of Equal Employment Opportunity and Affirmative Action Plan 2022-2023*
15. *Consideration of and Motion on approval of Audit for 2021 403(b) Thrift Plan for Community Action Project of Tulsa County, Inc.*
16. *Consideration of and Motion on approval of 2022-2023 Policy Council Bylaw Revisions*
17. *Consideration of and Motion on approval of Shared Decision-Making Agreement and Impasse Procedures*

#### **NEW ADDITIONAL CONSENT AGENDA ITEMS**

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:

18. **Minutes from the November 10, 2022 meeting**
19. **2023 Board Officers**
20. **Tulsa Area United Way 2023 Application for 2024 Funds**
21. **Community Services Block Grant (CSBG) Application**
22. **HireCall Service Agreement**

#### **BUSINESS AGENDA**

23. **Consideration of and Motion on approval of the Finance Committee Report**
  - a. Finance Committee Minutes November 2022 and January 2023
  - b. Financial Reports as of November 30, 2022
  - c. Credit Card Reports for October
  - d. Fund Development Report
  - e. IT Report
24. **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
  - d. Profile of Children Served
25. **Consideration of and Motion on approval of the Human Resources Committee Report**

- 26. Consideration of and Motion on approval of the Proposed 2023 CAP Tulsa Budget**
- 27. Consideration of and Motion on approval of 2023 Operational Plan**
- 28. Consideration of and Motion on approval of Cost Allocation Plan**
- 29. Consideration of and Motion on approval of the IT Policies Manual and IT Procedures**
- 30. Consideration of and Motion on approval of Additional Employee Handbook Updates**
- 31. Consideration of and Motion on approval of the Revised Accounting and Financial Policies & Procedures Manual**
- 32. Consideration of and Motion on approval of Annual Lease Schedule with Tulsa Children's Coalition including Monthly Rental Rates**
- 33. Consideration of and Motion on approval of COVID-19 Emergency Policies and Procedures Manual Updates**
- 34. Board Training – ERSEA Eligibility Training by Stacey South-Corner**
- 35. For review: Active Vendor List**
- 36. For information only: Child Health & Safety Report**
- 37. For information only: Q4 2022 Operational Plan Update**
- 38. For information only: Strategic Dashboard Update**
- 39. For information only: Strategic Planning Update**
- 40. For information only: Advocating for Families Strategy – Quarterly Update**
- 41. For information only: OECP Annual Report**
- 42. For information only: Board of Directors Assessment**
- 43. For information only: 2023 Head Start – Early Head Start Notice of Grant Award, Award No. 06CH012014-03-00**
- 44. For information only: Mosaic Index 2022 Report for CAP Tulsa**
- 45. For signatures: Annual Board Letter of Agreement**
- 46. Executive Committee Report**
- 47. Executive Director Report**
  - Nov 1 & 6 : Housing Solutions Board
  - Nov 8: Shiloh Kantz, ED, Oklahoma Policy Institute
  - Nov 9: John Budd, COO, GKFF
  - Nov 10: OCCJ Annual Awards Dinner

Nov 14: UPS Quarterly Partnership Meeting  
Nov 15 & Dec 15: Housing Solutions Finance Committee  
Nov 16: Afghan Family Home Visit  
Nov 17: 20-year Employee Celebration  
Nov 18: LaQuisha Jackson, LT New Voices Board Intern  
Nov 18 & Dec 8: Dr. Ebony Johnson, TPS  
Nov 21: Carlisha Williams-Bradley, ImpactTulsa  
Nov 29: Facility Operations Team EOY Celebration  
Nov 30: OSDE Quarterly Meeting  
Dec 1: CAP Mentor Celebration  
Dec 5: HBCD Community Advisory Board  
Dec 8: Human Rights Commission Award for Dick Jackson  
Dec 15: Leadership Team Year End Luncheon  
Dec 15: Bridgespan Group 2Gen Interview  
CFO Interviews  
Fundraising: Burnstein, Ed Darby, Bezalel, Ascension St. John, Zarrow  
School Service Award Events  
Employee Appreciation Gifts – delivered 650 hams, turkeys, and fruit/veggie bags!

**48. 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**

**49. Adjournment**