



**COMMUNITY ACTION PROJECT OF TULSA COUNTY**

**Board of Directors Meeting**

*November 10, 2022 – 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

**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 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**

**BUSINESS AGENDA**

- 7. Consideration of and Motion on approval of the Finance Committee Report**
  - a. Finance Committee Minutes for September and October
  - b. Financial Reports for July, August, and Sept
  - c. Credit Card Reports for July and August
  - d. Fund Development Report
  - e. IT Report
- 8. 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. CARP Data

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**
18. **Board Training – Shared Governance - Roles & Responsibilities**
19. **For information only: Child Health & Safety Report**
20. **For information only: Q3 2022 Operational Plan Update**
21. **For information only: Strategic Dashboard**
22. **For information only: Strategic Planning Update**
23. **For Information only: Information Risk Management (IRM) Monthly Report**
24. **For Information only: Agency Risk Assessment**
25. **For information only: Q3 2022 DEI Strategy Update**
26. **For information only: Head Start Annual Report 2021-22**
27. **For information only: GKFF BEST Implementing Partner Agreement for 2022-23 OECP and EHS Match funds- Final**
28. **For information only: Agency Cost Per Slot Served Trends**

**29. For information only: Status of Form 990 Annual Income Tax Returns**

**30. For information only: Program Information Report (PIR)**

**31. For information only: Amendment to CSBG-CR Grant Subrecipient Agreement with South Tulsa Community House**

**32. For information only: Advocating for Families – 3<sup>rd</sup> Quarter Update**

**33. Executive Committee Report**

**34. Executive Director Report**

- Aug 26: TAUW/Siemer Institute Meeting
- Aug 30: TPS Partnership Meeting
- Sept 1: Lunch with Annie Van Hanken, GKFF
- Sept 6: Housing Solutions Board Meeting
- Sept 6: GKFF Annual Cost per Slot Comparison
- Sept 7: HUB Benefits Renewal Presentation
- Sept 8: City of Tulsa ARPA Application Info Session
- Sept 13: NeighborWorks America Visit
- Sept 14: OECP Summit
- Sept 15: Leadership Retreat
- Sept 19 – 21: Georgetown Conference + EC Center Visits
- Sept 22: GKFF/BEST Quarterly Meeting
- Sept 22, Oct 18: Housing Solutions Finance Committee
- Sept 29: Tulsa Chamber OneVoice Agenda Summit
- Sept 29: Town Hall
- Oct 10: CDFI Friendly Tulsa
- Oct 14: CAP Tulsa Visit to Oasis Market
- Oct 24: New Employee Orientation
- Oct 26: Together We Read Event
- Oct 27: Afghan family Home Visit

Fall Business Reviews

School Service Award Events

Fundraising: Flint, Poe, Zarrow, AAON, Coretz, Ed Darby, Hille, Burnstein

**35. 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**

**36. Adjournment**