



## **COMMUNITY ACTION PROJECT OF TULSA COUNTY**

### **Board of Directors Meeting**

*November 14, 2019 – 7:30 a.m.*

5330 E 31<sup>st</sup> Street, Boardroom on 7<sup>th</sup> 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 12, 2019 meeting**
- 3. New Board Member, Elvira Bernal, new Policy Council President**
- 4. 2020 Meeting Dates**
- 5. Wipfli as Auditor for 2019 Year End**
- 6. Application for Community Development Block Grant (CDBG) funds**
- 7. Modification Number 8 to Sponsored Research Agreement FY13 ORA1-14 with the University of Oklahoma**

### **BUSINESS AGENDA**

- 8. Consideration of and Motion on approval of the Finance Committee Report**
  - a. Finance Committee Minutes
  - b. Financial Reports
  - c. Credit Card Report
  - d. Fund Development 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. Human Resources Committee Report**

**11. Consideration of and Motion on approval of EEO Affirmative Action Plan for 2019-20**

**12. Consideration of and Motion on approval of the 2020 Employee Benefit Renewal and Contract with Blue Cross Blue Shield**

**13. Consideration of and Motion on approval of the 2018 Tax Form 990**

**14. Consideration of and Motion on approval of the revised Accounting & Financial Policies & Procedures Manual**

**15. Consideration of and Motion on approval of the Revised Executive Director's Job Description**

**16. Consideration of and Motion on approval of the Revised Succession Plan**

**17. Consideration of and Motion on approval of 2019-20 Policy Council Bylaws**

**18. Consideration of and Motion on approval of Board and Policy Council Internal Dispute Resolution Procedure**

**19. Consideration of and Motion on approval of Shared Decision-Making & Shared Governance Policy**

**20. Board Training – Shared Governance - Roles & Responsibilities**

**21. For information only: Report of Substantiated Child Abuse Allegations**

**22. For information only: 3Q 2019 Operational Plan Update**

**23. For information only: Head Start/Early Head Start/CCP Early Head Start Program Information Reports 2018-19**

**24. For information only: Head Start Annual Report 2018-19**

**25. For Information Only: Oklahoma Department of Commerce Monitoring Report dated August 8, 2019**

**26. Executive Committee Report**

**27. Executive Director Report**

**28. 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**

**29. Adjournment**