



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

### **Board of Directors Meeting**

*September 12, 2019 – 7:30 a.m.*

5330 E 31<sup>st</sup> Street, Boardroom  
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. Board minutes July 18, 2019**

#### **3. Annual Allocations for State Appropriated Funds for Community Action Agencies**

### **BUSINESS AGENDA**

#### **4. 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

#### **5. 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. CareerAdvance and English as Second Language Parent Survey Results

#### **6. Consideration of and Motion on approval of the Human Resources Committee Report**

#### **7. Consideration of and Motion on approval of the Mid-Year Budget Revision**

8. Consideration of and Motion on approval of the Application for Head Start/Early Head Start Funds for 2020
9. Consideration of and Motion on approval of proposed Head Start to Early Head Start Slot Conversion for 2020-21
10. Consideration of and Motion on approval of Early Childhood Program Revised Policies 107 – Late Pick-up and 114 – Rest Time and New Policy 127 – Legal Guardianship Change
11. Consideration of and Motion on approval of the Change of Benefit Broker from Gallagher to HUB
12. Consideration of and Motion on approval of the Memorandum of Understanding with Madison Strategies Group-Tulsa Community WorkAdvance for HPOG Year 5
13. Consideration of and Motion on approval of the Memorandum of Understanding with Tulsa Technology Center for HPOG Year 5
14. For information only: Executed Subrecipient Agreement between CAP Tulsa and Tulsa Educare, Inc. for serving 64 Early Head Start Child Care Partnership children
15. For information only: Risk Management Committee Update including Safety Improvement Plan Update
16. For information only: 2Q 2019 Operational Plan Update
17. For information only: Annual Community Assessment Update
18. For information only: Child Achievement Research Partnership Overview and Year 1 Results
19. For information only: Tulsa Area United Way Funding Report for FY2020
20. For information only: Office of Head Start Monitoring Review – Program Performance Summary Report for 06CH010305 and 06HP000065 dated August 19, 2019
21. Executive Session: Consideration and Vote to enter into an Executive Session pursuant to 25 O.S. §§ 307(B)(1) and 311(B) for the purpose of reviewing and discussing the Executive Director’s Performance Appraisal, Succession Planning and other Confidential Personnel Matters
22. Vote to End Executive Session and Return to Regular Public Meeting
23. Consideration of and Motion to accept the Executive Director’s Performance Appraisal and/or any other action items resulting from the Executive Session
24. Executive Committee Report
25. Executive Director Report
26. Chief Operating Officer Report
27. 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
28. Adjournment