



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

January 16, 2020 – 8:00 am

Legacy Plaza, 5330 East 31st 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:

- 2. Minutes from the November 14, 2019 meeting**
- 3. Nomination of Hitesh Pushpraj for Board membership**
- 4. Tulsa Area United Way Application for 2021**
- 5. Community Services Block Grant (CSBG) Application**
- 6. Hire Call Staffing Services Agreement**

BUSINESS AGENDA

- 7. 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
- 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
- 9. Consideration of and Motion on approval of the Human Resources Committee Report**

10. Consideration of and Motion on approval of the Officers for 2020
11. Consideration of and Motion on approval of 2020 Budget
12. Consideration of and Motion on approval of 2020 Operational Plan
13. Consideration of and Motion on approval of the Learning @ Home MIECHV Policies and Procedures
14. Consideration of and Motion on approval of Annual Lease Schedule with Tulsa Children's Coalition including Monthly Rental Rates
15. Consideration of and Motion on approval of Memorandum of Understanding between CAP Tulsa, Tulsa Community Loan Fund and Habitat for Humanity
16. Consideration of and Motion on approval for Sale of \$1,337,000 of Vanguard Investment Funds for collateral for a new Harmon Foundation Loan
17. Discussion of Office of Head Start, Program Performance Summary Report dated December 23, 2019; 06CH010305
18. Consideration of and Motion on approval of the Procedure for Informing the Board of Investigations Involving Employees and the Oklahoma Department of Human Services
19. Consideration of and Motion on approval of the Quality Improvement Plan (Plan for Corrective Action) in response to the Office of Head Start Program Performance Summary Report
20. Board Training – ERSEA Eligibility Training by Stacey South
21. For review: Active Vendor List
22. For information only: IT report
23. For information only: New Dashboard Slides
24. For information only: 2018-19 Self-Assessment Improvement Plan Update
25. For information only: Q4 2019 Operational Plan Update
26. For information only: OECP 2018-19 Annual Report
27. For information only: Office of Head Start Notice of Award, No. 06CH010305-05-00
28. For signatures: Annual Board Letter of Agreement
29. Executive Committee Report
30. Executive Director Report
 - a. CFO search update
 - b. Head Start Conversion Application status
 - c. ECDC Reed renaming process announced
 - d. Emergency Infant Services potential partnership
 - e. Classroom configuration planning for 2020-21 school year
 - f. YMCA potential partnership on Child Abuse Prevention Program
 - g. Media Training completed Nov 19

- h. **BEST Advisory Meeting Dec 4**
- i. **Employee Appreciation Holiday Gift distribution Dec 11 - 19**
- j. **Impact Tulsa Leadership Council Jan 23**
- k. **Strategic Planning Meeting Jan 29**
- l. **Leadership Retreat Jan 30**
- m. **CareerAdvance Graduation Feb 11**

31. 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

32. Adjournment