



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

*March 12, 2020 – 8:00 am*

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 the January 16, 2020 meeting**
- 3. Renewal of Phil McCoy's Board membership**
- 4. Nomination of Eileen Leonard for Board membership, as low-income representative**

**BUSINESS AGENDA**

- 5. 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
- 6. 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. Fall CARP & ELQA Results
- 7. Consideration of and Motion on approval of the Human Resources Committee Report**
- 8. Consideration of and Motion on approval of Revised Policies in the Employee Handbook**

9. **Consideration of and Motion on approval of the HireCall Temporary Staffing Agreement**
10. **Consideration of and Motion on approval of ECP Selection Criteria for 2020-21**
11. **Consideration of and Motion on approval of the Directors and Officers Liability Insurance Coverage**
12. **Consideration of and Motion on approval of the Harmon Foundation Loan of \$1.337M**
13. **Consideration of and Motion on approval of the Investment Option for our CAP Sustaining Bank Account**
14. **Consideration of and Motion on approval of the Sale of Brightwaters Apartments to Affordable Housing Property Solutions, Inc. on behalf of Tulsa Housing Authority**
15. **Consideration of and Motion on approval of the Request for Proposal for Family Support & Behavioral Health Services**
16. **For information only: Office of Head Start Notice to Re-Compete; Grant No. 06CH010305**
17. **For information only: Child Health & Safety Report**
18. **For information only: Vendor Diversity Report**
19. **For information only: Data Use Agreement with Union Public Schools**
20. **For information only: Strategic Dashboard Feb 2020**
21. **For information only: Oklahoma Partnership for School Readiness Foundation Subgrant Agreement**
22. **For information only: BoardSource Board Assessment (March 13-April 3)**
23. **Proposed Executive Session: Possible discussion and vote to enter into an Executive Session pursuant to 25 O.S. §§ 307(B)(1) to discuss the Executive Director's 2019 Performance Appraisal and the Executive Director's Goals for 2020.**
24. **Vote to End Executive Session and Return to Regular Public Meeting**
25. **Consideration of and Motion to accept the Executive Director's Performance Appraisal and/or any other action items resulting from the Executive Session**
26. **Executive Committee Report**
27. **Executive Director Report**
  - For discussion:
    - a. CFO search update
    - b. Head Start Conversion Application status
    - c. Concern about ability to meet 10% disability enrollment mandate
    - d. Board meeting remotely if an emergency
  - For sharing:
    - e. CAP/UPS Partnership Meeting Feb 10
    - f. CAP/BEST/GKFF Quarterly Meeting Feb 18
    - g. Leadership Team toured Holberton School Feb 19
    - h. BEST Advisory Meeting Feb 19
    - i. TAUW panel site visit Mar 3
    - j. TwoGen visitors Mar 3
    - k. CAP Tulsa Spring Break Mar 16 – 20

- l. NeighborWorks America Executive Symposium, Washington DC Apr 1 - 2
- m. Sale of Rosa Parks ECEC by Tulsa Children's Coalition to Union Public Schools; tentative closing date May 15
- n. Listed Norwood Apartments with brokerage firm Marcus & Millichap
- o. Weekly Free Farmer's Markets – Board volunteer opportunity

**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**