



**COMMUNITY ACTION PROJECT OF TULSA COUNTY**  
**Board of Directors Meeting**  
*November 11, 2021 – 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 October 28, 2021, meeting**
- 3. New Board Member, Christy Ptak**
- 4. WIPFLI as Auditor for 2021 Year End**

**BUSINESS AGENDA**

- 5. 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
- 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. Teacher Survey Results – Distance Learning & COVID-19

7. **Human Resources Committee Report**
8. **Consideration of and Motion on approval to Proceed with further Data Gathering and Analysis, Negotiations on a Location and Fundraising for the 11<sup>th</sup> School Project**
9. **Consideration of and Motion on approval of the CSBG-CR Grant Subrecipient Agreement with Goodwill Industries of Tulsa, Inc.**
10. **Consideration of and Motion on approval of the Subrecipient Agreement with Tulsa Dream Center for NeighborWorks' Funds**
11. **Consideration of and Motion on approval of the Budget Revision to 2020 Head Start/Early Head Start Grant No. 06CH010305**
12. **Consideration of and Motion on approval of the Business Continuity and Disaster Recovery Plans**
13. **Consideration of and Motion on approval of the Budget Amendment for the Family & Children's Services Contract**
14. **Consideration of and Motion on approval of Updates to COVID-19 Emergency Policies & Procedures Manual**
15. **Consideration of and Motion on approval of Shared Decision-Making Agreement and Impasse Procedures**
16. **Board Training – Shared Governance - Roles & Responsibilities**
17. **For information only: Child Health & Safety Report**
18. **For information only: 2020 Tax Form 990**
19. **For information only: 3Q 2021 Operational Plan Update**
20. **For information only: Strategic Dashboard**
21. **For information only: 3Q 2021 DEI Strategy Update**
22. **For information only: 2021 Tulsa Community Needs Assessment Update**
23. **For information only: Oklahoma Early Childhood Program Annual Report 2020-21**
24. **Executive Committee Report**
25. **Executive Director Report**
  - Aug 18, Sept 7, Oct 5: Housing Solutions Board Meeting
  - Sept 1: BEST/GKFF Quarterly Meeting
  - Sept 8: Tulsa Tech re 11<sup>th</sup> School
  - Sept 9 & Oct 19: TPS Monthly Partnership Meeting
  - Sept 10: ProsperOK Meeting re Inclusive Hiring Practices
  - Sept 13: Cost per Slot Comparison with GKFF
  - Sept 14: Employee Book Discussion – So you want to talk about race
  - Sept 17: LT Training - Gender and Sexuality in the Workplace
  - Sept 20: F&CS Meeting re Serving the Needs of our Justice-Involved Families
  - Sept 21: BEST Monthly Meeting
  - Sept 21: F&CS Meeting re FSS/BHS Salaries

- Sept 22 & 23: Virtual Leadership Retreat
- Sept 22: TPS re Land for 11<sup>th</sup> School
- Sept 28: OSDE Site Visit re OECP
- Oct 4: LP COA Board Meeting
- Oct 6: Secretary Justin Brown, DHS re Benefits Cliff Interim Study
- Oct 28: MOSAIC Annual State of Inclusion Event
- Fundraising meetings – Williams, Burnstein, Warren, Coretz, ONEGas, Sarkey's, and Ed Darby Foundation

**26. 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**

**27. Adjournment**