



COMMUNITY ACTION PROJECT OF TULSA COUNTY
Board of Directors Meeting
September 9, 2021 – 8:00 a.m.

Legacy Plaza, 5330 East 31st 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. Board minutes July 14, 2021 and July 15, 2021**
- 3. Annual Allocations for State Appropriated Funds for Community Action Agencies for 2021-22**
- 4. Renewal of Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Grant**
- 5. Hille Foundation Grant for the English as a Second Language (ESL) Program**
- 6. Second Amendment to the Outgoing Data Use Agreement with Urban Strategies**

BUSINESS AGENDA

- 7. Consideration of and Motion on approval of the Finance Committee Report**
 - a. Finance Committee Minutes (August)
 - b. Financial Reports for June
 - c. Credit Card Report for June
 - d. Fund Development Report
 - e. IT 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 Governance Report (June & July)
- c. Policy Council Minutes and Report (July)
- d. Child Outcomes – Child Achievement Research Partnership Spring 2021 Results

9. Consideration of and Motion on approval of the Human Resources Committee Report
10. Consideration of and Motion on approval of the Revised EEO Affirmative Action Plan for 2020-2021
11. Consideration of and Motion on approval for the Renewal of Memorandum of Understanding with Tulsa Habitat for Humanity (2021-22)
12. Consideration of and Motion on approval of the Renewal of the Subrecipient Agreement with Growing Together for NeighborWorks
13. Consideration of and Motion on approval of the GKFF BEST Grant Agreement for 2021-22 Oklahoma Early Childhood Program
14. Consideration of and Motion on approval of the Oklahoma Early Childhood Program (OECF) Professional Development Partner Budgets and Provider Agreement for 2021-2022
15. Consideration of and Motion on approval of the Revised 2021-2022 OECF Partner Budgets for W. L. Hutcherson Family YMCA and Tulsa Educare, Inc.
16. Consideration of and Motion on approval of the Office of Head Start Application for American Rescue Plan (ARP) Funds Including Equipment Expenditure
17. Consideration of and Motion for Approval of the Application for Head Start/Early Head Start Grant Funds (Grant No. 06CH012014)
18. Consideration of and Motion on approval of the Revised Learning @ Home MIECHV/MPAT Policies
19. Consideration of and Motion on approval of the New Accounting Policy 305.11, Vendor Information Change
20. Consideration of and Motion on approval of Updates to COVID-19 Emergency Policies & Procedures Manual
21. Consideration of and Motion on approval of the Head Start Governance, Leadership, and Oversight Capacity Screener
22. Consideration of and Motion on approval to Proceed towards the Sale of Norwood Apartments
23. For information only: Child Health & Safety Report
24. For information only: Amendment to Subrecipient Agreement with LIFE Senior Services
25. For information only: Nutrition Services Agreement 2021-2022 Final Meal Prices for Tulsa Public Schools, Union Public Schools and Sand Springs Public Schools
26. For information only: Status Update on the Nutrition Services Agreement with Tulsa Public Schools
27. For information only: CAP Cares Employee Assistance Fund Update
28. For information only: 2Q 2021 Operational Plan Update

29. **For information only: Strategic Dashboard**
30. **For information only: Executive Director's Mid-Year Review**
31. **For information only: Oklahoma Department of Commerce Monitoring Report, July 2021 and Clearance Letter, August 2021**
32. **For information only: Notice of Award for Early Head Start Expansion, Grant 06CH012014-01-01**
33. **For information only: Notice of Award for Early Head Start Child Care Partnership for 9/1/2021-8/31/2022, Grant 06HP000477-01-00**
34. **For information only: Notice of Award for Head Start CRRSA (COVID), Grant 06HE001364-01-00**
35. **For information only: Notice of Award for the Office of Head Start American Rescue Plan Funds, Grant 06HE001364-01-01**
36. **For information only: Notice of Award for Additional Office of Head Start COVID and American Rescue Plan Funds, Grant 06HE001364-01-02**
37. **Executive Committee Report**
 - a. Jul 6 & 9: ODOC Audit Opening/Exit Meetings
 - b. Jul 6 & Aug 18: Housing Solutions Board Meeting
 - c. Jul 12, 14 & 15: NeighborWorks Virtual Assessment Opening/Strategy/Debrief Meetings
 - d. Jul 12: Interview re Pre-K Curriculum by Dr. Jeanne Reid for Gates Foundation
 - e. Jul 13: School Leaders Annual Business Review
 - f. Jul 16: Board Recruitment meeting with Christy Ptak
 - g. Jul 21: Hosted school tour for TAUW Campaign Co-chairs—Karen Keith & Tim Lyons
 - h. Jul 22: Tulsa Chamber's new MOSAIC Director, Jonathan Long
 - i. Jul 26: Fin Committee recruitment meeting with Maggie Gore
 - j. Jul 27: Tulsa Global District Community Stakeholder Meeting
 - k. Jul 28: BEST/GKFF Monthly Meeting
 - l. Jul 28 & Aug 16: GKFF Meeting re inclusive hiring
 - m. Jul 28: Tulsa Chamber's NextGen Talent & Campus Tulsa Programs
 - n. Jul 28: Jo Lein, CAP Board Intern
 - o. Jul 29: Fundraising meeting with Sarah Roberts, Inasmuch Foundation
 - p. Jul 29: Imaginable Futures & BEST/GKFF - funding Northwestern Career *Advance* Research
 - q. Jul 29: Paula Shannon, Deputy Superintendent, TPS
 - r. Aug 2: LP COA Board Meeting
 - s. Aug 3: Jessie Thompson, ED, OKC CAA
 - t. Aug 5: Dr. Leigh Goodson, TCC
 - u. Aug 6: OKAIMH Quarterly Meeting
 - v. Aug 6: Kelly Doyle, ED, Center for Employment Opportunities
 - w. Aug 9: Damion Shade, Project Manager, OK Policy Institute
 - x. Aug 9: UPS Quarterly Partnership Meeting
 - y. Aug 10: Women United Criminal Justice Reform Panel
 - z. Aug 11: Life Senior Services re employee childcare needs
 - aa. Aug 12: TPS Monthly Partnership Meeting
38. **Executive Director Report**
39. **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**
40. **Adjournment**