



**COMMUNITY ACTION PROJECT OF TULSA COUNTY**

**Board of Directors Meeting**

*November 10, 2016 – 7:30 a.m.*

4606 S. Garnett Road, Boardroom on Second 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
- 2. Consideration of and Motion on approval of the Minutes from September 8, 2016 meeting**
- 3. 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
- 4. 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
- 5. Consideration of and Motion on approval of the Human Resources Committee Report**
- 6. Consideration of and Motion on approval of the Donor Relations Advisory Committee Report**
- 7. Consideration of and Motion on approval of Renewed Board Term for Alison Anthony**
- 8. Consideration of and Motion on approval of Renewed Board Term for Jesse Guardiola**
- 9. Consideration of and Motion on approval of New Board Member, Jackie Vital, Policy Council Chair**
- 10. Consideration of and Motion on approval of the 2017 Board Meeting Dates**
- 11. Consideration of and Motion on approval of the Revised Accounting Policies & Procedures**
- 12. Consideration of and Motion on approval of the EEO Affirmative Action Plan for 2016-17**
- 13. Consideration of and Motion on approval of the 2017 Employee Benefit Renewal**

14. Consideration of and Motion on approval of the Memorandum of Understanding with Zarrow Foundation re 31<sup>st</sup> Street Plaza
15. Consideration of and Motion on approval of StoneBridge Group LLC's Proposal re 31<sup>st</sup> Street Plaza
16. Consideration of and Motion on approval of the Wipfli as Auditor for 2016 Year End
17. Consideration of and Motion on approval of the CDBG Grant Applications
18. Consideration of and Motion on approval of the OECP Budget Modification #8
19. Consideration of and Motion on approval to Assign ECDC Reed Lease to Tulsa Children's Coalition
20. Consideration of and Motion on approval of the Community Needs Assessment
21. Consideration of and Motion on approval of the 2016-17 Policy Council Bylaws
22. Consideration of and Motion on approval of Shared Decision-Making & Shared Governance Policy
23. Board Training – Shared Governance - Roles & Responsibilities
24. 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
  - a. Enter into Executive Session
25. Vote to End Executive Session and Return to Regular Public Meeting
26. Consideration of and Motion to accept the Executive Director's Performance Appraisal and/or any other action items resulting from the Executive Session
27. Presentation of CAP Tulsa's Risk Assessment Plan of Action
28. For information only: Head Start/Early Head Start Program Information Report Snapshot 2015-16
29. For information only: Q3 2016 Operational Plan Update
30. For information only: 2015-16 Head Start/Early Head Start Self-Assessment Improvement Plan Update
31. Executive Committee Report
32. Executive Director Report
33. Chief Operating Officer Report
34. 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
35. Adjournment