



COMMUNITY ACTION PROJECT OF TULSA COUNTY

Annual Meeting - Board of Directors

January 20, 2022 – 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 11, 2021 meeting**
- 3. 2022 Board Officers**
- 4. New Board Member, Kristina Zelenski, Policy Council President**
- 5. Tulsa Area United Way 2022 Application for 2023 Funds**
- 6. Community Services Block Grant (CSBG) Application**
- 7. HireCall Service Agreement**

BUSINESS AGENDA

- 8. Consideration of and Motion on approval of the Finance Committee Report**
 - a. Finance Committee Minutes [Jan]
 - b. Financial Reports as of November 30, 2021
 - c. Credit Card Reports for October and September 2021
 - d. Fund Development Report
 - e. IT report
- 9. Consideration of and Motion on approval of the Client Services Reports**
 - a. Client Services Committee Report

- b. Head Start and Early Head Start Reports for October & September 2021
- c. Policy Council Minutes and Report
- d. Profile of Children Served

10. Consideration of and Motion on approval of the Human Resources Committee Report
11. Consideration of and Motion on approval of the Proposed 2022 CAP Tulsa Budget
12. Consideration of and Motion on approval of 2022 Operational Plan
13. Consideration of and Motion on approval of the Amendment to Subrecipient Agreement with Center for Housing Solutions
14. Consideration of and Motion on approval of the CSBG-CR Grant Subrecipient Agreement with Met Cares Foundation
15. Consideration of and Motion on approval of the CSBG-CR Grant Subrecipient Agreement with South Tulsa Community House
16. Consideration of and Motion on approval of the Proposed 2nd Amendment to MOU For UPS Head Start Program
17. Consideration of and Motion on approval of the Advocating for Families Strategy and Committee Structure and Process
18. Consideration of and Motion on approval of the Proposed Location for the 11th School
19. Consideration of and Motion on approval of the Request for Proposal for Child Achievement Research Partnership
20. Consideration of and Motion on approval of the Revised Policies and Procedures in the Employee Handbook
21. Consideration of and Motion on approval of the Stand-alone Emergency Policy E-100.9 Safety
22. Consideration of and Motion on approval of the Revised Accounting and Financial Policies & Procedures Manual
23. Consideration of and Motion on approval of 2022-2023 Selection Criteria
24. Consideration of and Motion on approval of 2021-22 Policy Council Bylaws
25. Board Training – ERSEA Eligibility Training by Stacey South-Corner
26. For review: Active Vendor List
27. For information only: Child Health & Safety Report
28. For information only: Q4 2021 Operational Plan Update
29. For information only: Strategy Dashboard Update

30. **For information only: Dept. of Health & Human Services Administration for Children & Families
Approval of Corrective Action for 2020 Audit Finding December 7, 2021**
31. **For information only: 2022 Head Start – Early Head Start Notice of Grant Award, Award No. 06CH012014-02-00**
32. **For information only: Mosaic Index 2021 Report for CAP Tulsa**
33. **For signatures: Annual Board Letter of Agreement**
34. **Executive Committee Report**
35. **Executive Director Report**
 - Dec 7 & 14, Jan 4: Housing Solutions Board/Finance Committee meetings
 - Nov 22: TCC Board meeting
 - Nov 23: GKFF/BEST partnership meeting
 - Nov 29: SDE / OECP Quarterly meeting
 - Nov 30: TPS re 11th School locations
 - Dec 6: LP COA meeting
 - Dec 6: OU ECEI Quarterly meeting
 - Dec 9: Darlene Hodge Retirement Celebration
 - Dec 13 & Jan 10: New Employee Orientation
 - Jan 6 & 13: *How to be an Inclusive Leader* book discussion
 - Jan 10: Northwestern University review of Two-generation research
 - Fundraising: Chapman Trusts, Coretz Family Foundation, Sarkey's, Mervin Bovaird Foundation, Bartlett Foundation
 - Executive Assistant Recruitment
36. **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**
37. **Adjournment**