



COMMUNITY ACTION PROJECT OF TULSA COUNTY

Board of Directors Meeting

July 15, 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
- 2. Consideration of and Motion on approval of the WIPFLI Audit of CAP Tulsa for 2020 presented by Stephanie Cavadeas, CPA Partner, Nonprofit Group, and Mike Webber, CPA Senior Manager, Nonprofit Group, WIPFLI**

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:

- 3. Board minutes May 13, 2021**
- 4. Renewed Board Term for Jonathan Joiner**
- 5. New Board Member, Norman Gayle**
- 6. Joyce McClellan as the Board's Policy Council Representative**
- 7. Renewal Agreement with United Community Action Program for services at Eugene Field and Sand Springs Early Childhood Education Centers**
- 8. Renewal of Pre-K Enrollment Agreement with Tulsa Public Schools**
- 9. Nutrition Services Agreements with Tulsa Public Schools, Union Public Schools and Sand Springs Public Schools**

BUSINESS AGENDA

- 10. 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
 - e. IT Report

- 11. 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. Client Satisfaction Survey Results for CareerAdvance, ESL, First Five Years, and Learning at Home
 - e. Early Childhood Program Parent Satisfaction Survey Results March 2021
 - f. Early Learning Quick Assessment (ELQA) 2020-21 Results

- 12. Consideration of and Motion on approval of the Human Resources Committee Report**

- 13. Consideration of and Motion on approval of the Mid-Year Budget Revisions**

- 14. Consideration of and Motion on approval of the Proposed Revisions to CAP Tulsa's Bylaws**

- 15. Consideration of and Motion on approval of the MOU with Union Public Schools for Head Start/Early Head Start services at Rosa Parks Early Childhood Education Center**

- 16. Consideration of and Motion on approval of the MOU with Union Public Schools for the Operation of Rosa Parks Early Childhood Education Program**

- 17. Consideration of and Motion on approval of the Service Agreement with Tulsa Public Schools for Custodial Services at McClure, Skelly, Frost, Eugene Field and Disney Early Childhood Education Centers**

- 18. Consideration of and Motion on approval of the Service Agreement with Office Express Janitorial Services for Briarglen, Rosa Parks, ECDC Reed and Reed Early Childhood Education Centers**

- 19. Consideration of and Motion on approval to Extend the Sponsored Research Agreement FY 13-ORA 1-14 (Year 9) with OU for the Oklahoma Early Childhood Program Pilot Evaluation in 2021-2022**

- 20. Consideration of and Motion on approval to Extend the Agreement FY19-ORA12 with OU for the Child Outcomes Research Partnership in 2021-2022**

- 21. Consideration of and Motion on approval of the Revised Early Childhood Program Policies & Procedures**

- 22. Consideration of and Motion on approval of the 2020-21 Head Start Self-Assessment and Improvement Plan**

- 23. Consideration of and Motion on approval of the Revised Head Start/Early Head Start Supplemental Funding Application for COLA**

- 24. Consideration of and Motion on approval of the 2021-2022 Slot Chart**

- 25. Consideration of and Motion on approval of the Updates to COVID-19 Emergency Policies & Procedures Manual**

26. **Consideration of and Motion on approval of the CBRE Property Management Agreement for Legacy Plaza**
27. **For information only: Child Health & Safety Report**
28. **For information only: Indirect Cost Application**
29. **For information only: Strategic Dashboard**
30. **For information only: DEI Quarterly Update – Q2 2021**
31. **For information only: 2021-22 School Map**
32. **For information only: Notice of Award for Head Start and Early Head Start Services, Grant 06CH012014-01-00**
33. **For information only: Notice of Award for 2021 Head Start and Early Head Start Cost of Living, Grant 06CH010305-06-02**
34. **Executive Committee Report**
35. **Executive Director Report**
 - a) Apr 29 OHS: Competitive Application Discussion
 - b) May 4 & June 10 Housing Solutions Board Meeting
 - c) May 5 & 26, June 30: BEST/GKFF Monthly Meeting
 - d) May 6 Fundraising Call with Lauren Sherry, QT
 - e) May 7 OK Alliance for Infant Mental Health ED Meeting
 - f) May 10 UPS Partnership Meeting
 - g) May 13 CAP/TPS Partnership Meeting
 - h) May 24 OU/YWCA/CAP Collaboration Meeting
 - i) May 27–28 12th Annual Reconciliation in America Symposium
 - j) May 31 Vernon AME Prayer Wall Dedication
 - k) Jun 3 Anderson Charitable Foundation Site Visit – Skelly
 - k) Jun 4, 11 & 18 LT Book Discussion: *How to Be an Inclusive Leader*
 - m) June 7 LP COA Board Meeting
 - n) June 7 & 8 Aspen Forum on Children & Families
 - o) June 8 NeighborWorks Meeting
 - p) June 9 AFWA Keynote Speaker
 - q) Jun 15 Lunch with Courtney Knoblock, Zarrow Foundation
 - r) Jun 15 CAP Tulsa – GKFF/BEST Quarterly Meeting
 - s) Jun 16 Fundraising Call with Hille Foundation
 - t) Jun 17 TAUW CAP Tulsa Virtual Agency Tour Presenter
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**