



COMMUNITY ACTION PROJECT OF TULSA COUNTY

Board of Directors Meeting

July 20, 2017 – 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 May 24, 2017 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. Early Drops Analysis & Data
 - d. 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 Brad Cunningham as new board member**
- 7. Consideration of and Motion on approval of Mid-Year Budget Revisions**
- 8. Consideration of and Motion on approval of the Oklahoma Early Childhood Program Partner Provider Agreement and Partner Budgets for 2017-18**
- 9. Consideration of and Motion on approval of Family & Children's Services Contract and budget for 2017-18**
- 10. Consideration of and Motion on approval of Year 6 Modification to Sponsored Research Agreement with OU**
- 11. Consideration of and Motion on approval of Wipfli's Audit of 403(b) Thrift Plan**
- 12. Consideration of and Motion on approval of Renewal of the Four Year Old Agreement with Tulsa Public Schools**

13. Consideration of and Motion on approval of United Community Action Program Agreement to serve Early Head Start children at our Eugene Field Early Childhood Education Center
14. Consideration of and Motion on approval of United Community Action Program Agreement to serve Early Head Start children at our Sand Springs Early Childhood Education Center
15. Consideration of and Motion on approval of the Custodial Services Agreement with Tulsa Public Schools
16. Consideration of and Motion on approval of the Lease Schedule, Lease Agreement form and Sublease Agreement form with Tulsa Children's Coalition for CAP Tulsa's Early Childhood Education Centers
17. Consideration of and Motion on approval of the Sublease Agreement with Tulsa Children's Coalition re: Briarglen
18. Consideration of and Motion on approval of the Grant Agreement with Tulsa Children's Coalition re: Briarglen
19. Consideration of and Motion on approval of 2016-17 Head Start/Early Head Start Self-Assessment and Improvement Plan
20. Consideration of and Motion on approval of revised Authorizations & Purchasing Limits in Section 301.2 of the Accounting & Financial Policies and Procedures
21. Consideration of and Motion on approval of the revised Bereavement Leave, Policy 1506 of the Employee Handbook
22. Consideration of and Motion on approval of the revised Tuition Reimbursement Plan, Policy 1310 of the Employee Handbook
23. Consideration of and Motion on approval of the revised Selection Criteria for 2017-18
24. Consideration of and Motion on approval of Head Start Supplemental Funding for 2017 Cost of Living Adjustment
25. Response to Board Assessment Items
26. For information only: 2017-18 Map of CAP Tulsa's Early Childhood Education Centers
27. For information only: Dashboard with May 2017 data
28. For review – Executive Director's Job Description
29. Executive Committee Report
30. Executive Director Report
31. Chief Operating Officer Report
32. 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
33. Adjournment