



**COMMUNITY ACTION PROJECT OF TULSA COUNTY**  
**Board of Directors Meeting**  
*July 21, 2022 – 8:00 a.m.*

Legacy Plaza, 5330 East 31<sup>st</sup> 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 2021 presented virtually 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 12, 2022**
- 4. Renewed Board Term for Joyce McClellan**
- 5. Renewal Agreements with United Community Action Program for services at Eugene Field and Sand Springs Early Childhood Education Centers**
- 6. Renewal of Pre-K Enrollment Agreement with Tulsa Public Schools**
- 7. Additional Allocation for State Appropriated Funds for Community Action Agencies – Head Start for 2021-22**

**BUSINESS AGENDA**

- 8. 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
  
- 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
  - c. Client Satisfaction Survey Results
  - d. Early Childhood Program Parent Gauge and Family Satisfaction Survey Results
  - e. Early Learning Quick Assessment (ELQA) Results
  
- 10. Consideration of and Motion on approval of the Human Resources Committee Report**
  
- 11. Nutrition Services Agreements with Tulsa Public Schools, Union Public Schools, and Sand Springs Public Schools**
  
- 12. Consideration of and Motion on approval of the Mid-Year Budget Revisions**
  
- 13. 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**
  
- 14. Consideration of and Motion on approval of the MOU with Union Public Schools for the Operation of Rosa Parks Early Childhood Education Program**
  
- 15. Consideration of and Motion on approval of the MOU with Sand Springs Public Schools to Provide Operations at Sand Springs ECEC**
  
- 16. 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**
  
- 17. 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**
  
- 18. Consideration of and Motion on approval of Agreement Between CAP Tulsa and Family and Children's Services, Inc.**
  
- 19. Consideration of and Motion on approval of the CBRE Property Management Agreement Renewal for Legacy Plaza**
  
- 20. Consideration of and Motion on approval of the 2022-23 Contract with the Oklahoma State Department of Education for the Oklahoma Early Childhood Program**
  
- 21. Consideration of and Motion on approval of the COVID-19 Emergency Policies and Procedures Manual Updates**

- 22. Consideration of and Motion on approval of the Revised Early Childhood Program Policies & Procedures**
- 23. Consideration of and Motion on approval of the 2021-22 Head Start Self-Assessment and Improvement Plan**
- 24. Consideration of and Motion on approval of the Authorization to Designate Employees to send/receive OKDHS Licensing Correspondence**
- 25. Consideration of and Motion on approval of Playground Agreements for ARPA funds received**
- 26. For information only: Child Health & Safety Report**
- 27. For information only: Indirect Cost Application**
- 28. For information only: Strategic Dashboard**
- 29. For information only: Advocating for Families – Second Quarter 2022 Update**
- 30. For information only: 2022-23 School Map**
- 31. For information only: 2022-2023 Slot Chart**
- 32. For information only: Head Start/Early Head Start Notice of Grant Award for 2022 Balance of Funds, Grant 06CH012014-02-01**
- 33. For information only: Information Risk Management Committee Update and 2022 Workplan**
- 34. Executive Committee Report**
- 35. Executive Director Report**
  - May 6: Oklahoma Senator and Representative Disney School Visit
  - May 9: CAP/UPS Quarterly Partnership Meeting
  - May 12 & June 7: Housing Solutions Board Meeting
  - May 12 & 19: CAPtivating Books Discussion: *Beyond Diversity*
  - May 16: Brandon White, Commerce Bank - Finance Committee Recruit
  - May 17: MOSAIC Meeting
  - May 17 & June 21: Housing Solutions Finance Committee
  - May 18: Jodi Whiteman, LENA update
  - May 20: Ashley LiBetti, Pillars Research
  - May 23: NEO – CAP Overview
  - May 23: HBCD Community Advisory Board Meeting
  - May 23: Lauren Jenks-Jones, OSDE
  - May 24: OECP Quarterly Meeting with OSDE
  - May 24, 25 & 26: GKFF re OECP Match
  - June 6: Jorge Robles, TPS re Foodservice Pilot
  - June 7: TCC Board Meeting
  - June 8: Leadership Retreat & Happy Hour
  - June 10: BOKF Foundation Frost School Visit
  - June 13: Jessie Thompson, ED, OKCCAA
  - June 14 : Adeola Whitney, CEO, Reading Partners

June 16: MOSAIC Annual State of Inclusion Event  
June 17: Leadership Team Tour of Discovery Lab  
June 22: Dr. Emisha Young, Langston University  
June 23: GKFF re OECP Match  
June 24: Incarceration and its Impact on Children & Families, OU Tulsa  
Fundraising: BOKF, AAON

**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**