

Little Dixie Community Action Agency, Inc.
Board of Directors and/or Executive Committee Meeting

10:00 a.m. Tuesday, September 14, 2010

Little Dixie Homeownership Center

Hugo, Oklahoma

AGENDA

Invocation

1. Opening of Board Meeting – Roll Call

Consent Docket – The following items of business indicated by brackets (2 & 3 and 4 & 5) may be voted upon by a single vote of the Board without discussion, unless and except for any item which anyone of the Board desires to have discussion about at the meeting, in which cases, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket.

2. Consideration, Discussion and Vote to Approve August 2010 Minutes

3. Consideration, Discussion and Vote to Approve July 2010 Financial Reports

4. Consider Submission of Resolutions and/or Grant Applications - \$660,000

- a. Barbara Bush Foundation - \$65,000
- b. Healthy Vision Community Awards Application to National Eye Institute - \$10,000
- c. Rural Health Network Development Application to HRSA - \$540,000
- d. Housing Assistance Council Capacity Building Grant - \$45,000

5. Consider Acceptance of Grants/Contracts/Awards - \$2,021,783.88

- a. Second Chance Act Mentoring Grant from U.S. Department of Justice - \$236,193
- b. Resolution to Approve USDA Community Facility Grant for Maintenance at Head Start sites – \$23,842
- c. Resolution to Approve USDA Community Facility Grant for Horace Mann Head Start - \$8,571
- d. Resolution to Approve USDA Community Facility Grant for Hugo Head Start - \$16,972
- e. PRIME Option Year 1 from Small Business Administration - \$50,250
- f. 2nd Head Start Body Smart Award - \$4,980.88
- g. Self-Help Housing Grant from USDA Rural Development - \$1,381,789
- h. Head Start Healthy Marriage Initiative - \$299,186

6. Consideration, Discussion and Vote to Elect Executive Committee Members.

7. Consideration, Discussion and Vote to Elect Personnel Committee Members.

8. Consideration, Discussion and Vote to Elect Finance Committee Members.

9. Consideration, Discussion and Vote to Elect Asset Committee Members.

10. Consideration, Discussion and Vote on Changing LDCAA Policy 10, Orientation Period from 180 Days to 90 Days.

11. Consideration, Discussion and Vote on Changing LDCAA Policy 30 to Modify Change in Orientation Period from 180 Days to 90 Days.

12. Consideration, Discussion and Vote on Changing LDCAA Policy 313

1st item. Change “Will” to “May” be Placed on Leave Without Pay Status and Add “in Accordance with Policy No. 323.”

2nd. Add Definitions of Spouse, Child, Mother and Father

3rd. Add Language Allowing Agency the Option to Require Medical Certification of Illness and Need for Assistance to Care for Child, Spouse or Parent.

4th. Add Language to Require Employees to Call Supervisor by Phone When Sick.

13. Consideration, Discussion and Vote on Changing LDCAA Policy 323 to Limit LEAVES OF ABSENCE WITHOUT PAY to Not Exceed 30 Days During Any Calendar Year, Change the Term Personal Leave to Leaves of Absence Without Pay, and Add “Sole Discretion of Executive Director”.

14. Consideration, Discussion and Vote on Changing LDCAA Policy 324 to Add “Not to Exceed Six Weeks and Shall Run Concurrently with Family Medical Leave.”

15. Consideration, Discussion and Vote on Changing LDCAA Policy 621 to Add Language “at the LDCAA Administrative Office”.

16. Consideration, Discussion and Board Training on Employee Contact and Complaint Appeal Process.

17. Update on Kiamichi Development Company Activities

18. Update on Parks

19. Head Start Policy Council Report

20. Presentation of Employee of the Month Award and Service Awards

21. Other Reports/Announcements/Correspondence – National Community Action Partnership Awards; HS/EHS Enrollment/Attendance Report; HHS Communication and Guidance Reports; USDA Meals & Snack Report; HS/EHS Program Summary Report

22. Consideration, Discussion and Vote on New Business (Not known about or which could not have been reasonably foreseen prior to the time of posting the Agenda. Okla. Stat. Title 25 § 311).

23. Consideration, Discussion and Vote to Adjourn