IN COMPLIANCE WITH TITLE 25, OKLAHOMA STATUTES, SECTION 301-304, OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE REGULAR MEETING OF THE UNITED COMMUNITY ACTION PROGRAM, INC. BOARD OF DIRECTORS WILL BE JANUARY 16, 2024 AT 501 6TH STREET, PAWNEE, OK 74058 AT 10:00 A.M.

This meeting is also open to the public via video or teleconference.

For phone access call 1-346-248-7799 and use Meeting ID: 829 1986 7960 and Passcode: 812231

Join Zoom Meeting
https://us06web.zoom.us/j/82919867960?pwd=q1Jtb9DJ7buepsujy71OIyDYEnlHnQ.1

Meeting ID: 829 1986 7960
Passcode: 812231

James Adams – in person	Johnny Bryant – in person
Beverly Brownfield – in person	Michelle Turner – in person
Chris Burnett– in person	Janet Thrasher – in person
Susan Case – in person	Kim Rice – in person
Billie Ponca – in person	Laura Corff –in person
Bronson Grimes – in person	Randy Heisler – in person
Harold Harris – in person	Kristin Donnelly – in person
Margie Janzen – in person	Rozanne Worden – in person
Teresa Rutherford – in person	Gary Vance, Jr. – in person
Jo Beth Spears – in person	Adam Wheeler – in person
Rhonda Wallace – in person	Crystal Kirkham – in person
Mike Waters – in person	Monica Sewell – in person

UNITED COMMUNITY ACTION PROGRAM, INC., BOARD OF DIRECTORS
UCAP OFFICE, PAWNEE, OKLAHOMA
AGENDA
Tuesday, January 16, 2024

1. **Meeting Called to Order – 10:00 a.m.**
   1. **Greetings – Welcome**
   2. **Roll Call**
   3. **Invocation**

2. **Discussion, Consideration and Action, As Needed, of November 14, 2023 Minutes**

3. **Discussion, Consideration and Action, As Needed for Financial Updates**
   1. **Financial Committee Report**
   2. **Agency Balance Sheets/Expenditure Reports & Credit Card Expenditures and Walmart Expenditures**
   3. **Update to Accounting Policies and Procedures**

4. **Discussion, Consideration and Action, As Needed for Agency Report/Update**
   1. **Org Standard 4.1 The Governing board has reviewed the organization's mission statement within the past 5 years and assured that: 1) The mission addresses poverty; and 2) The organization's programs and services are in alignment with the mission.**
   2. **Org Standard 4.4 Annual Update on the Success of Specific Strategies in our 2023 Community Action Plan with 4th Quarter and Final ROMA Logic Model**
   3. **2024 Community Action Plan Approval with 2024 ROMA Logic Model**
   4. **Org Standard 6.5 Update on the Progress Meeting the Goals of the Strategic Plan within the past 12 months**
   5. **Customer Satisfaction Survey Policy (includes Schedule for Distribution) and Customer Satisfaction Survey Sample**
   6. **Review of Remote Work Policy**
   7. **Presentation of Auditor To Complete 10-31-23 Audit**

5. **Board Training- Head Start**
   1. **Training and Discussion on the Health and Safety Services**
   2. **Training and Discussion of Child Development/School Readiness services and Professional Development/Coaching**

6. **Housing Report/Update**
   1. **Discussion, Consideration and Action, As Needed for CHDO Resolution and Conflict of Interest Affidavit**
   2. **Program Update**
   3. **Outcome Report**

7. **Head Start/Early Head Start Report/Update**
   1. **Discussion, Consideration, and Action, As Needed for Board Approval to enter into Contract for the Cushing Head Start Building Project**
   2. **Discussion, Consideration, and Action, As Needed for Board Approval of the Final Change in Scope Application Information**
   3. **Review and Discussion of the Head Start Program Information Report (PIR) for 22-23**
   4. **Program Updates**
   5. **Outcome Report**

8. **CASA Report/Update**
   1. **Program Updates**
   2. **Outcome Report**

9. **CACFP Report/Update**
   1. **Program Updates**
   2. **Outcome Report**

10. **Transportation Report/Update**
    1. **Consider and Vote on an Authorizing Resolution to submit a proposal to INCOG Area Agency on Aging for SFY 2025 Older American's Act funds.**
    2. **Year to Date Outputs and Outcomes (Jan-Nov.)**
    3. **Year to Date Trip Stats by Area (Jan-Nov.)**
    4. **Transit Update**

11. **New Business (any matter not known about or which could not have been reasonably foreseen prior to the time of the agenda posting)**

12. **Adjournment**