

**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 25, 2024 AT 501 6<sup>TH</sup> 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=q1Jtb9DJ7buepsujy71OlyDYEnIHnQ.1>

Meeting ID: 829 1986 7960

Passcode: 812231

James Adams – in person  
Beverly Brownfield – in person  
Chris Burnett– in person  
Susan Case – in person  
Billie Ponca – in person  
Bronson Grimes – in person  
Harold Harris – in person  
Margie Janzen – in person  
Teresa Rutherford – in person  
Jo Beth Spears – in person  
Rhonda Wallace – in person  
Mike Waters – in person

Johnny Bryant – in person  
Michelle Turner – in person  
Janet Thrasher – in person  
Kim Rice – in person  
Laura Corff –in person  
Randy Heisler – in person  
Kristin Donnelly – in person  
Rozanne Worden – in person  
Gary Vance, Jr. – in person  
Adam Wheeler – in person  
Crystal Kirkham – in person  
Monica Sewell – in person

**UNITED COMMUNITY ACTION PROGRAM, INC., BOARD OF DIRECTORS  
UCAP OFFICE, PAWNEE, OKLAHOMA  
AGENDA  
Thursday, January 25, 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 4<sup>th</sup> 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**