

KI BOIS COMMUNITY ACTION FOUNDATION, INC.
BOARD OF DIRECTOR'S MEETING
JANUARY 25, 2024 3:00 PM
KI BOIS Community Action Office
200 SE A Street
Stigler, OK 74462

AGENDA

NOTE: The KI BOIS Board of Directors may discuss, vote to approve, vote to disapprove, vote to table, or decide not to vote on any item on this agenda.

1. Call to order, Welcome, and Introduction of Guests – 3:00 PM
2. US Flag Salute, The Promise of Community Action, & Prayer
3. Record of members present (quorum check)
4. Consideration and possible action on the Consent Docket – *The following items of business may be voted upon by a single vote of the Board without discussion, unless and except for any item which any member of the Board desires to have discussion about at the meeting, in which case, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket:*
 - 4a. Consideration and possible action on minutes of November 16, 2023 Board Meeting
 - 4b. Consideration and possible action on minutes of December 18, 2023 Board Executive Committee/Finance Committee Meeting
 - 4c. Consideration and possible action on program expenditures, budget reports, and modifications for October and November 2023
 - 4d. Consideration and possible action on program progress reports for November 2023 and December 2023
5. Consideration and possible action on Board officer nominating committee report and annual election of 2024 Board Officers
6. Management Team Reports (Written Reports)
 - A. Community Services Programs – Carroll Huggins, Tom Marlatt, and Larry Hall
 - B. Public Transportation Programs – Charla Sloan
 - C. Programs for the Developmentally Disabled – Kenneth Barnhart
 - D. Housing/Weatherization Programs – Michael Knapp
 - E. SSVF Program – Tammy Randazzo
 - F. Foster Grandparent Programs – Shaunda Noah
7. Consideration and possible action on designating R. Carroll Huggins, Executive Director/CEO, Cecil Williams, Board Chairperson, Joy Walker, 1st Vice Chairperson as authorized agents to include: executing all contracts, certifications, and assurances for KI BOIS Community Action Foundation, Incorporated. For borrowing purposes two signatures are required. Consideration and possible action on Jan Coplen, Board Secretary/Treasurer to attest and seal for the agency.

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AGENDA Continued

8. Consideration and possible action on naming R. Carroll Huggins as the signing authority for Oklahoma Department of Transportation Transactions and KATS
9. Consideration and possible action on the following annual certifications:
 - A. KI BOIS Community Action Fair Housing/Marketing Plan
 - B. KI BOIS Housing Equal Opportunity Minority Outreach, MBE/WBE, Contracting Requirements
 - C. KI BOIS Housing Tenant Participation Plan
 - D. KI BOIS Applicant Appeal Procedure
10. Presentation of Audit Report - Josh Masters, CPA, Landmark CPA's (Zoom)
11. Consideration and possible action on acceptance of Audit Report. (Organizational Standards 8.01, 8.02, 8.03, and 8.04)
12. Consideration and possible action on participation in ODOC TREC Grant
13. Consideration and possible action on updated Financial Procedures Manuel
14. Consideration and possible action on new or renewing contracts.
15. Consideration and possible action on declaring nine transit vehicles as surplus and selling by Purple Wave (List attached)
14. Consideration and possible action on out of state travel: Charla Sloan to Washington, DC on January 29, 2024-February 1, 2024 with OTA. (Half of expenses paid with 5311 funding.)
15. Review and approve mission statement assuring that: 1) The mission addresses poverty; and 2) The organization's programs and services are in alignment with the mission. (Organizational Standard 4.1)
16. Board Training - Board Member Roles and Responsibilities-Linda Love
17. Consideration and possible action on New Business (Any matter not known about or which could not have been reasonably foreseen prior to the time of agenda posting)
18. Announcements:
 - * Next Executive Board/Finance Committee meeting Monday, February 26, 2024, 2:00 p.m.
 - * Next Board meeting Thursday, March 28, 2024, 3:00 pm. Stigler, OK
19. Consideration and possible action on Adjournment

POSTED: _____
Signature Date Time