

**Delta Community Action Foundation, Inc.**  
**Board of Directors Meeting**  
**Thursday, December 12, 2024 10:00 am**  
**Delta Community Action Administrative Office, 308 SW 2<sup>nd</sup> Street**  
**Lindsay, OK**  
**TENTATIVE AGENDA**

**Note, the Delta 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 Meeting to Order - Mr. Ford
2. Roll Call - Ms. Tucker
3. Welcome and Introduction of Guests - Ms. Nichols
4. The Promise of Community Action.
5. Consideration of and Action, as needed, on the October 8, 2024 Minutes.
6. Consideration of and Action, as needed, on the October and November 2024 Financial Reports.
7. Organization Assessment and Presentation of Community Action Activities by Ms. Nichols.
8. Consideration and approval to apply for Community Services Block Grant (CSBG) for Fiscal Year 2025.
9. Consideration and approval of Executive Director's Annual Evaluation and compensation package.
10. Consideration and approval of 2025 Delta Board of Directors' Meeting Schedule.
11. Consideration and approval of 2025 Holiday Schedule for Delta Administrative staff, (some programs will follow their own programmatic Holiday Schedule).
12. Election of Officers for 2025 Delta Board of Directors. Nominations from Nominating Committee.
13. Appointment of Board Members to Committees by Chairperson Darrell Ford for the 2025 Delta Board of Directors.
  - Nominating Committee
  - Personnel Committee
  - Planning & Evaluation Committee
  - Equal Opportunity/Affirmative Action Committee
  - Finance Committee

**Delta Community Action Foundation, Inc.**  
**Board of Directors Special Meeting**  
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14. Consideration and annual approval of CONFAX documents to be submitted to the Oklahoma Department of Commerce:
  - Articles of Incorporation
  - By-Laws and Impasse Procedures
  - Affirmative Action Plan (To include Grievance Policy)
  - Personnel Policies and Procedures (To include Whistle Blower Policy)
  - Board Member Roster
  - Board Committee Membership
  - Organization Chart
  - Agency Program Chart
  - Approved Board Minutes, signed by the authorized Board Representative
  - List of all Satellite Offices
  - Equipment Inventory List (purchased with ODOC contract funds)
15. Consideration and annual approval of Delta's Administrative and Accounting Policies and Procedures with a revision to the Cost Allocation Plan.
16. Consideration and approval to accept letter of petition from the First Christian Church of Duncan, Oklahoma for Nova Snodgrass to serve a term of 3 years on the Delta Board of Directors to represent the Private Sector in Stephens County.
17. Consideration and approval of rental increase in line with fair market value for the Pleasant View Apartments per recommendation from USDA.
18. Presentation of Head Start/Early Head Start Community Needs Assessment 2024 Update.
19. Presentation of Head Start/Early Head Start Annual Report.
20. New Business (any matter not known about or which could not have been reasonably foreseen prior to the time of agenda posting)
21. Adjournment

Posted \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_