

Helping People. Changing Lives.



INCA Community Services, Inc.

202 S. Capitol, P.O. Box 68
Tishomingo, Oklahoma 73460
(580) 371-2352

As required by Section 311 (A9), Title 25 of the Oklahoma Statutes, notice is hereby given, that INCA Community Services, Inc. will hold a regular meeting of the Board of Directors on February 26, 2018 at 5:00 p.m. at INCA Community Services, 371 W. 10th Street, Atoka, Oklahoma. This is a dinner meeting.

AGENDA

1. Call Meeting to Order
2. Establishment of Quorum
3. Consideration/Possible Action - January 29, 2018 Board Minutes
4. Consideration/Possible Action - January 31, 2018 Financial Report
 - o Finance Committee Report
5. Consideration/Possible Action - Cost Allocation Plan
6. Consideration/Possible Action - ODAP (Tax Preparation) Grant - \$6,998.00
7. Consideration/Possible Action - CSBG Allocation - \$31,630.00
8. Consideration/Possible Action - INCA Head Start Internet Content - Barracuda
9. Consideration/Possible Action - ERSEA Selection Criteria
 - o Approval or Denial Dependent on Policy Council Decision
10. Consideration/Possible Action - SODA Grant Application - \$49,830.00
11. Consideration/possible action - RSVP Permission to Apply for Monarch Watch Grant - 200 Milkweed plants.
12. Consideration/possible Action - Policies and Procedures
 - o Breastfeeding and Lactation Policy
 - o Annual Leave

- Family & Medical Leave Act (FMLA) Policy
- JAMM Transit - ADA Policy
- Impasse Policy
- Computer/Internet/Email Policy

13. Program - INCA 2017 Annual Report

14. Training

- Overview of Organization
 - Mission Statement
 - Articles of Incorporation
- Board Oversight and Governance
 - Conflict of Interest
 - Code of Ethics and Confidentiality Statement

15. Program Reports – Informative no action needed

- LaQuita Thornley - Program Reports
- Brenna Moore – Staffing Report
- Amber Freeman – Communication/Strategic Plan Report
- Erica Pogue – JAMM Transit and Housing Report
- Kathy Castleberry – Head Start/Early Head Start Report
- Wanda Gray – RSVP Report
 - Federal Progress Report Response - Region VI
- Kristy Mobbs – RAVE
 - Child Placement Audit
 - Quality Assurance Performance Survey

16. Adjourn

Mission Statement: *INCA Community Service, Inc. shall operate programs to alleviate the causes of poverty and enhance the public health and welfare by opening to everyone the opportunity to work, have safe and affordable housing, transportation, training and education, and the opportunity to live in decency and dignity.*

Vision Statement: *The opportunity exists for our communities and citizens to maintain dignity, a quality lifestyle, be self-sufficient and to benefit from a more productive, responsible and economically stable society.*