

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 May 22, 2017 at 5:00 p.m. at INCA Community Services, INCA HEAD START TRAINING CENTER, 109 South Capitol, Tishomingo, Oklahoma. This is a dinner meeting.

AGENDA Revision

1. Call Meeting to Order
2. Establishment of Quorum
3. Consideration/possible action- April 24, 2017 Board Minutes
4. Consideration/possible action- April 30, 2017 Financial Report
5. Consideration/possible action – Head Start without Early Head Start and Early Head Start Budget revision
6. Consideration/possible action – Job Descriptions
 - Administrative Assistant
 - Practice Based Coach
 - Teacher 4-year-old Classroom/Class Observer
 - Teacher Assistant 4-year-old Classroom/Class Observer
7. Consideration/possible action – Policies and Procedures
 - Work Schedule
 - Time and Attendance
 - Review of Whistle Blower Policy
8. Board Community Relations
 - How to be an effective ambassador to the community
 - Promoting INCA's mission and its programs
 - Promote cooperative action with other organizations
9. Program Highlight – Dana Trent, Community Services Director
 - Free Tax Preparation (VITA) Program
 - Housing/Weatherization (WX) / Emergency Solutions Grant (ESG)
10. Strategic Planning – Amber Freeman, Communication and Outreach Director
 - Logic Models
11. Program Reports – Informative no action needed
 1. LaQuita Thornley
 - i. National Performance Indicators and CAPTAIN CSBG Demographic Report
 2. Brenna Moore – Staffing
 3. Erica Pogue – JAMM Transit Report
 4. Kathy Castleberry – Head Start Report
 5. Wanda Gray – RSVP Report

6. Dana Trent – Community Service Report
7. Kristy Mobbs - RAVE

12. 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.