

# INCA COMMUNITY SERVICES, INC.

## **Board of Directors Agenda**

**July 31, 2023 - 5:30 P.M.**

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

## **AGENDA**

1. Call Meeting to Order
2. Establish Quorum
3. Training: Governance and Oversight
  - a. Bylaws
  - b. Open Meeting Laws and Legal Update
4. Training: Results Oriented Management and Accountability
5. Program Highlight & Customer Satisfaction Report - RAVE
6. Consideration/Possible Action: Acceptance of Jackie Matthews Low Income Sector Marshall County
7. Consideration/Possible Action: Acceptance of June 26, 2023 Board Minutes
8. Consideration/Possible Action: Acceptance of Financial Report for June 2023
9. Consideration/Possible Action: RAVE Budget Approval
10. Consideration/Possible Action: CSBG Budget Revision
11. Consideration/Possible Action: Permission to Apply for CoC Rapid Rehousing Bonus Application - \$41,378.00
12. Consideration/Possible Action: Partnership List Update
13. Consideration/Possible Action: Volunteer Tracking Policy
14. Consideration/Possible Action: USDA Corrective Action Plan
15. Consideration/Possible Action: Customer Satisfaction Policy/Procedure Instruments
16. Consideration/Possible Action: Permission to Apply- Mutual of America Community Partnership Award

17. Consideration/Possible Action: Job Descriptions

1. HTS I
2. HTS II
3. HTS III
4. HTS IV
5. HTS V
6. Job Coach
7. Community Based Job Coach
8. Program Coordinator
9. Program Director
10. Workshop Slot Client
11. Homemaker/Respite
12. DLS I
13. DLS II
14. Human Resource Assistant/EEO Officer/Title VI Coordinator

18. Program Reports:

1. Shawna Latham: RSVP Report
2. Kathy Castleberry: Head Start/Early Head Start Report
  - a. CACFP Reports
3. Wanda Gray: Community Services Report
  - a. CACFP Box Update
4. Kristy Mobbs: RAVE Report
5. Shelley Prince: Human Resource Update
  - a. Staffing Report
  - b. Work Comp Premiums & Claims Analysis
6. Erica Pogue: JAMM Transit/Housing/Human Resources
  - a. Monitoring review 18218\_DHS\_LIHEAP\_PY20
  - b. Monitoring review 1857 CSBG22; 18637 SAF/CAA23 and 18645 SAF/CAA-HS 23
  - c. Housing Report
  - d. JAMM Transit
    - i. DBE Matters and Achievement

19. Executive Session

1. An Executive Session as authorized by Title 25 O.S. Section 307(B)(1), discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, namely, a progress report of the performance of Executive Director, Erica Pogue

20. Return from Executive Session

1. Acknowledge minutes of executive session
2. Consideration and/or Possible Action: Progress Report of Executive Director

21. Next Meeting: August 28, 2023