

INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda

May 18th, 2020

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

AGENDA

Board Members attending by Video Conference: Tara Huddleston, Jena Newman, & Jill Hall

Board Members attending by Teleconference: Chris Duroy, Victor Cook, & Kim Hale

Board Members at the Murray County Office: Marvin Wallace

Board Members at the Johnston County Site: Royce Bartee, Oma Dell Burns, LaToya Davis, TJ Clement, and Shane Tomlinson

Public may join by video at <https://my.jive.com/meet/803166965> OR

By phone at 1-646-749-3129; Access Code 379-374-005803-166-965

1. Call Meeting to Order
2. Establish Quorum
3. Informative: Committee Assignments
3. Consideration/Possible Action: Acceptance of April 27th Board Minutes
4. Consideration/Possible Action: Financial Report for April, 2020
5. Consideration/Possible Action: Financial Manual
6. Training: Lowell Wright- Fiscal Responsibility
7. Consideration/Possible Action: Policies & Procedures-
 - A. Record Retention & Destruction Policy
 - B. COVID-19 Return to Work Policy
 - C. RAVE COVID-19 Return to Work Plan
8. Informative: Head Start Budgets
 - a. Head Start Summer Program Grant- \$76,716
 - b. Head Start/Early Head Start- COVID-19 Grant- \$104,400
9. Training: Community Relations (Community Action Month)
10. Program Highlight & Customer Satisfaction: VITA

11. Program Reports: Informative; no action needed
 - A. LaQuita Thornley: Program Reports
 - B. Victoria Yates: Human Resources
 - a. Staffing Report
 - C. Amber Freeman: Communication/Strategic Plan
 - a. ROMA Report
 - b. Census 2020 Update
 - D. Erica Pogue: JAMM Transit and Housing Report
 - a. DBE Matters and Achievement
 - b. JAMM Journal
 - c. PICK Collaboration
 - E. Kathy Castleberry: Head Start/Early Head Start
 - a. Virtual Training
 - F. Wanda Gray: RSVP Report
 - G. Kristy Mobbs: RAVE Report

12. Next Meeting: June 22nd

13. Adjourn

14. Convene in CHDO Meeting