



Board Meeting

January 31, 2022

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

Chairperson Tara Huddleston called the meeting to order at 5:30 pm.

Chairperson Tara Huddleston asked for a Roll Call Vote to establish a quorum.

Present: Tara Huddleston, Chris Duroy, Victor Cook, Oma Dell Burns, LaToya Davis, Shane Tomlinson, Jena Newman, Royce Bartee, Marvin Wallace, Rolanda Rogers and Kent McKinley.

Absent: T. J. Clements

Quorum established.

Staff Present: Erica Pogue, JoAnn Barnes, & Crystal Cortes
LaQuita Thornley & Amber Freeman (by Zoom)

Consultants Present: Lowell Wright (by Zoom)

Chairperson Tara Huddleston asked for a motion on the appointment of Shane Tomlinson as the Atoka Public Member. Royce Bartee motioned to approve. LaToya Davis seconded the motion. Roll Call Vote: 9 Yes, 0 No

Chairperson Tara Huddleston asked for a motion on the appointment of Tara Huddleston as the Atoka Private Member. Marvin Wallace motioned to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No

Chairperson Tara Huddleston asked for a motion on the November 2021 minutes. Victor Cook motioned to approve the November 2021 minutes. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes, 0 No, 2 Abstain.

Financial Consultant, Lowell Wright, presented the financial statements for November & December 2021. Mr Wright stated that the HS/EHS program grant was ending January 31. Discussion was had. Chairperson Tara Huddleston asked for a motion on the financial report. Oma Dell Burns motioned to approve the financial statements. Royce Bartee seconded the motion. Roll Call Vote: 11 Yes, 0 No.

Associate Director Erica Pogue discussed the CSBG 21 Budget Revision. Chairperson Tara Huddleston asked for a motion. Royce Bartee motioned to approve. Marvin Wallace seconded the motion. Roll Call Vote: 11 Yes, 0 No

Finance Director JoAnn Barnes discussed the ESG 21 Budget Revision. Chairperson Tara Huddleston asked for a motion. Kent McKinley seconded the motion. Roll Call Vote: 11 Yes, 0 No

Associate Director Amber Freeman discussed the modifications to the CSBG CR. Chairperson Tara Huddleston asked for a motion. Jena Newman made a motion to approve. Rolanda Rogers seconded the motion. Roll Call Vote: 11 Yes, 0 No

Financial Consultant Lowell Wright discussed the Agency Budget for 2022. Chairperson Tara Huddleston asked for a motion. Jena Newman seconded the motion. Roll Call Vote: 11 Yes, 0 No

Associate Director Amber Freeman discussed the United Way Grant for RSVP and what they were anticipating using the funds for. Chairperson Tara Huddleston asked for a motion. Royce Bartee made a motion to approve. Marvin Wallace seconded the motion. Roll Call Vote: 11 Yes, 0 no

Associate Director Erica Pogue discussed the Affirmative Action Plan/EEO Report/Title VI Policy. She stated that our racial representation in our employees and board members fairly represents our communities. Chairperson Tara Huddleston asked for a motion. Shane Tomlinson motioned to approve. Royce Bartee seconded the motion. Roll Call Vote: 11 Yes, 0 No

Chris Duroy motioned to table the presentation of the Strategic Plan & Agency Goals. Royce Bartee seconded the motion. Roll Call Vote: 11 Yes, 0 No

Associate Director Erica Pogue presented the IRS Mileage Rate for the year 2022. Chairperson Tara Huddleston asked for a motion. LaToya Davis made a motion to approve. Jena Newman seconded the motion. Roll Call Vote: 11 Yes, 0 No

Associate Director Erica Pogue presented the CHDO Policies. Discussion was had. Chairperson Tara Huddleston asked for a motion. Rolanda Rogers made a motion to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 11 Yes, 0 No

Associate Director Erica Pogue presented the Computer/Internet/Email Policy. This is renewed yearly for Head Start to cover that we keep a filter (Barracuda) for Head Start. She discussed the Infectious Disease Policy. This policy states steps the Agency has taken to mitigate the spread of contagious diseases, as well as what we expect from employees. Erica discussed the Administrative Assistant/Corporate Secretary/Purchasing Agent position. Victor Cook made a motion that the Planning Committee recommended all three items for approval. Jena Newman seconded the motion. Roll Call Vote: 11 Yes, 0 No

Associate Director Amber Freeman conducted training on Board Responsibilities and Committee Responsibilities. Members are encouraged to ask questions. Discussion was had.

Associate Director Amber Freeman presented the Agency Wide Customer Satisfaction Report.

Associate Director Erica Pogue highlighted items in the Board Report for discussion. She also discussed the JAMM program, PICK, and the upcoming launch of an App for our town routes.

Associate Director Amber Freeman discussed the hire of Shawna Latham as the RSVP Director.

HS/EHS Director Kathy Castleberry discussed the fact that we have kept classrooms open for the most part during the Covid spike..

Associate Director Erica Pogue gave a brief overview of what is happening with the RAVE program.

Next meeting will be February 28.

Adjourned.

Report & Handouts included in Board Packet:

- Letters on Shane Tomlinson
- Letter on Tara Huddleston
- November 2021 Minutes
- Financials for November & December 2021
- CSBG 21 Budget Revision
- ESG 21 Budget Revision
- CSBG CR Budget Modification
- Agency Budget
- RSVP/United Way Permission to Apply Letter
- Affirmative Action Plan Packet
- IRS Mileage Rate
- Fair Housing Resolutions (ESG)
- Fair Housing Proclamations (INCA, INCA LLC)
- Housing Tenant Participation Plan
- Affirmative Fair Housing Marketing Plan & Resolution
- Community Services Utilization Minority Business Plan Resolution
- Housing Conflict of Interest Grievance Procedures
- CHDO Conflict of Interest Affidavit
- CHDO Resolution
- Computer/Internet/Email Policy
- Infectious Disease Policy
- Administrative Assistant/Corporate Secretary/Purchasing Agent
- Board Responsibilities- Officers & Committee Responsibilities
- Customer Satisfaction Reports: Agency
- DHS LIHEAP 19 Monitoring Notification Letter
- ODOC Monitoring Letter on DHS/LIHEAP
- Insured Claims Analysis
- HS Enrollment Email
- CACFP Report