



## **Special Board Meeting**

**June 27, 2022**

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

Vice Chairperson Chris Duroy called the meeting to order at 5:30 pm.

Vice Chairperson Chris Duroy asked for a Roll Call Vote to establish a quorum.

Present: Chris Duroy, Jena Newman, Victor Cook, LaToya Davis, Oma Dell Burns, Shane Tomlinson, Royce Bartee, & Rolanda Rogers.

Absent: Tara Huddleston, Marvin Wallace, T. J. Clements & Kent McKinley

Quorum established.

Staff Present: On-site: Amber Freeman, Victoria Gonzales, LaQuita Thornley, Erica Pogue.  
Zoom: Kathy Caslteberry, Kristy Mobbs, JoAnn Barnes

Consultants Present Via Zoom: Lowell Wright

Vice Chairperson Chris Duroy asked for a motion on the May 2022 minutes. LaToya Davis made a motion to approve. Victor Cook seconded the motion. Roll Call Vote: 8 Yes, 0 No

Financial Consultant, Lowell Wright, presented the financial statements for May 2022. No programs closed in May. He stated that the SAF and RSVP grant end in June. All funds in SAF were obligated. Funds were remaining in the RSVP grant, and we are requesting funds be carried forward into the next fiscal year. Discussion was had. Vice Chairperson Chris Duroy asked for a motion. Victor Cook made a motion to approve the financial report. Shane Tomlinson seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Executive Director LaQuita Thornley presented the ESG 21 budget revision. Discussion was had. Vice Chairperson Chris Duroy asked for a motion. LaToya Davis made a motion to approve. Victor Cook seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Executive Director LaQuita Thornley presented the CSBG 21 budget revision. Discussion was had. Vice Chairperson Chris Duroy asked for a motion. LaToya Davis made a motion to approve. Oma Dell Burns seconded the motion. Roll Call Vote: 8 Yes, 0 No

Executive Director LaQuita Thornley presented the ESG CR2 budget revision. Discussion was had. Vice Chairperson Chris Duroy asked for a motion. Royce Bartee made a motion to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 8 Yes, 0 No

Associate Director Erica Pogue presented a request to apply for the Oklahoma Revolving Fund from the Oklahoma Department of Transportation. Vice Chairperson Chris Duroy asked for a motion. Victor Cook made a motion to approve. LaToya Davis seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Associate Director Erica Pogue presented a request to apply for the Section 5339a Grant. Discussion was had.. Vice Chairperson Chris Duroy asked for a motion. LaToya Davis made a motion to approve. Royce Bartee seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Associate Director Erica Pogue presented a request to apply for the Low No Emissions Grant. Discussion was had. Vice Chairperson Chris Duroy asked for a motion. Shane Tomlinson made a motion to approve. Oma Dell Burns seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Executive Director LaQuita Thornley, presented the RAVE budget for the upcoming fiscal year. Discussion was had. Vice Chairperson Chris Duroy asked for a motion. Royce Bartee made a motion to approve. Oma Dell Burns seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Executive Director LaQuita Thornley, presented the Revision FY '22 Community Services Block Grant (CSBG). Vice Chairperson Chris Duroy asked for a motion. Jena Newman made a motion to approve. Rolanda Rogers seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Executive Director LaQuita Thornley, presented a request to apply for SAF-HS/ SAF-CAA (State). Discussion was had. Vice Chairperson Chris Duroy asked for a motion. Victor Cook made a motion to approve. LaToya Davis seconded the motion. Roll Call Vote: 8 Yes, 0 No.

The Executive Director presented the letter for IRS Mileage Rate Increase from \$0.585 to \$0.625 per mile. Vice Chairperson Chris Duroy asked for a motion. Royce Bartee made a motion to approve. Chris Duroy seconded the motion. Roll Call Vote: 8 Yes, 0 No

Associate Director Amber Freeman presented training to the board on Result Oriented Management and Accountability (ROMA) Slideshow attached.

Associate Director Erica Pogue presented the changes to the ESG Program Standards & Procedures Administrative, Transit Infectious/COVID-19 Disease Policy, COVID-19 Vaccination and Face Covering Policy, and the Head Start Area Assistant Job Description. Victor Cook, chair of the Planning Committee, said they had reviewed them in detail and the committee recommended approving the above listed policies and job description. Vice Chairperson Chris Duroy asked for a motion. Jena Newman made a motion to approve. Oma Dell Burns seconded the motion. Roll Call Vote: 8 Yes, 0 No

Co Associate Director Amber Freeman presented the Program Highlight/Customer Satisfaction Report: Housing and Weatherization. (See attached).

Board Reports (included in attachments):

Executive Director LaQuita Thornley discussed recent birthdays amongst staff and board members. She wished everyone one happy birthday and expressed appreciation to all.

Associate Director Erica Pogue highlighted items in the Board Report for discussion. She gave the staffing report for HR. She also discussed the JAMM program. Erica gave a brief overview of new hires and recent terminations.

Associate Director Amber Freeman stated the social media report could be found in the Board Reports and discussed the ROMA report and monthly total services.

Co Associate Director Amber Freeman discussed the RSVP seeking out more volunteers to assist with various activities including food boxes. She also discussed community events RSVP has been involved with, and preparation for volunteer recognition.

Associate Director Erica Pogue discussed the Housing/ESG report.

Headstart/ Early Headstart Director Kathy Castleberry discussed the ACF-IM-HS-22-04 issued April 2022 about competitive bonuses for Headstart workforce. She also discussed the hiring process and progress made.

Associate Director Erica Pogue, highlighted the employment progress for RAVE and customer satisfaction surveys going out.

Vice Chairperson Chris Duroy called for adjournment. All In Favor.

Meeting Adjourned.

Next meeting will be on July 25th. .

Adjourned.

Report & Handouts included in Board Packet:

- May 2022 Minutes
- Financials for May 2022
- ESG 21 Budget Handout
- CSBG 21 Budget Handout
- ESG CR2 Budget Handout
- JAMM Transit- Public Transit Revolving Fund Grant Handout
- JAMM Transit- Section 5339a Grant Handout
- JAMM Transit- Low No Emissions Grant Handout
- Rave Budget
- Oklahoma Commerce - CSBG Allocation Letter
- SAF-Hs Budget
- SAF-CAA Budget
- Oklahoma Department of Commerce IRS Mileage Letter
- Training: ROMA Slide show
- ESG Program Standards & Procedures Administrative Handout
- Transit Infectious/COVID- 19 Disease Policy
- Covid- 19 Vaccination and Face Covering Policy
- Head Start Area Assistant Job Description
- Program Highlight/Customer Satisfaction Report: Housing & Weatherization Slideshow
- Board of Directors Monthly Report
- ROMA Monthly Total Services
- CACFP Report
- ACF-IM-HS-22-04 Competitive Bonuses for the Head Start Workforce