

INCA COMMUNITY SERVICES, INC.



Board Meeting

March 28, 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, Shane Tomlinson, Royce Bartee, Rolanda Rogers, Kent McKinley, T.J. Clements, Marvin Wallace and Oma Dell Burns

Absent: LaToya Davis and Jena Newman

Quorum established.

Staff Present: On-site: LaQuita Thornley, Erica Pogue, Amber Freeman, & Crystal Cortes
Virtually: Kathy Castleberry, Kristy Mobbs JoAnn Barnes & Shawna Latham

Consultants Present: Lowell Wright

Chairperson Tara Huddleston asked for a motion on the February 2022 minutes. Rolanda Rogers motioned to approve the February, 2022 minutes. T.J. Clements seconded the motion. Roll Call Vote: 6 Yes, 0 No, 4 Abstain.

Executive Director LaQuita Thornley discussed the movement of the April Board meeting from the 18th to the 25th. Chairperson Tara Huddleston asked for a motion. Marvin Wallace made a motion to approve the change. Royce Bartee seconded the motion. Roll Call Vote: 10 Yes, 0 No

Financial Consultant, Lowell Wright, presented the financial statements for February 2022. Discussion was had. Chairperson Tara Huddleston asked for a motion on the financial report. Victor Cook motioned to approve the financial statements. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Lowell Wright discussed the changes to the Financial Manual. The manual has been put into a format similar to the agency's other policies and procedures. He discussed the changes made in the purchasing process, procurement standard and electronic purchase order request procedures. The financial committee has reviewed and recommended these updates. Discussion was had.

Chairperson Tara Huddleston asked for a motion. Chris Duroy made a motion to approve. Royce Barteo seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Lowell Wright, Financial Consultant, presented training on Fiscal Responsibilities. Each member was given a copy of the training, and Lowell discussed in detail the fiscal responsibilities that Board Members take on when becoming a board member for INCA Community Services.

Associate Director, Erica Pogue presented information on the Insurance & Workmans Comp Broker Services. The bid was awarded to Mollet Hunter.

Associate Director, Erica Pogue presented the JAMM Salary Scale Increase proposal. Chairperson Tara Huddleston asked for a motion. Royce Barteo made a motion to approve. Chris Duroy seconded. Roll Call Vote: 10 Yes, 0 No.

Executive Director LaQuita Thornley presented the changes to job descriptions, which had been reported during the Planning Committee. She presented the following policies for approval: The Record Retention & Destruction Policy, ESG-CV Waiver Policy Updates, ESG Policy Updates, CSBG-CARES Emergency Assistance Policy. The planning committee reviewed in depth and recommended approval by the Board of Directors. Tara Huddleston asked for a motion. Victor Cook, Chairman of the Planning Committee made a motion to approve. Royce Barteo seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Associate Director, Amber Freeman gave the INCA Impact Report for 2021. Our RAVE program highlights the needed Agency Companion Home for Children and the new service of Emergency Respite services for child welfare. Erica Pogue discussed the new software (Ecolane) program for scheduling and tracking rides in JAMM Transit.

Board Reports:

Executive Director LaQuita Thornley discussed the CompSource Safety Pays dividend from CompSource Mutual. This was an exclusive benefit available to policyholders with favorable claims history during the most recent policy term. She also presented the Years of Service Awards for members who were not at the annual board meeting.

Associate Director, Erica Pogue gave the staffing report for HR. To be considered fully staffed, we would need 225 employees, we are currently sitting at 173. JAMM's mobile app is up and running. Housing, full tenancies.

Associate Director Amber Freeman pointed out the QR code for the JAMM app on the cover of the board report and discussed the strategic planning process coming up.

HS/EHS Director Kathy Castleberry discussed the positivity of the new staff employed this school year. FA1 Review started this morning and will last all week.

Kristy Mobbs, RAVE Director, discussed the Child Placement Audit. 3 of 10 Homes were monitored, no findings reported. 73 clients served, 68 adults and 5 children in the program.

Shawna Latham, RSVP Director, discussed the DHS audit for the CFSP program. She also discussed coordinating efforts in Marshall County with tornado relief.

Next meeting will be April 25.

Adjourned.



Report & Handouts included in Board Packet:

- February 2022 Minutes
- Board Meeting Change Handout
- Financials for February 2022
- Financial Policies
- Fiscal Training Packet
- Handout on Broker Services
- JAMM Salary Scale Handout
- Medical/Health Services Manager Job Description
- Associate Director/Human Resource Director/Transit Director Job Description
- Record Retention & Destruction Policy
- ESG-CV Waiver Policy Updates
- ESG Policy Updates
- CSBG-CARES Emergency Assistance Policy
- Compsource Safety Award Letter
- CACFP Report
- Child Placing Audit Survey Results

