



INCA Community Services, Inc.

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

As required by Section 311 (A9), Title 25 of the Oklahoma Statutes, notice is hereby given, that INCA Community Services, Inc. will hold a regular meeting of the Board of Directors on May 21st, 2018 at 5:00 p.m. at INCA Community Services Training Center, 106 South Capital, Tishomingo, OK. This is a dinner meeting.

AGENDA

1. Call Meeting to Order
2. Establishment of Quorum
3. Consideration/Possible Action - Acceptance of Resignation letter from Kelly Strouse, Johnston County Selected Board Member
4. Consideration/Possible Action - Approval of Selected Johnston County Selected Board Member Dwight Campbell
5. Consideration/Possible Action - April 30, 2018 Board Minutes
6. Consideration/Possible Action - April 30, 2018 Financial Report
7. Consideration/Possible Action - Financial Manual
8. Consideration/Possible Action - FTA Section Section 5339(a) - \$201,235.00
9. Consideration/Possible Action - Head Start Cost of Living Allocation (COLA) - 2.6%
10. Consideration/Possible Action - Job Descriptions
 - a. Mentor Teacher
11. Consideration/Possible Action - \$25,000 - CSBG Discretionary Grant - STOP

12. Consideration/Possible Action - Policies and Procedures

- a. Recruitment
- b. Interview
- c. New Hire

13. Consideration/Possible Action - RSVP - Cotton Electric Grant in the amount of \$10,000

14. Training - Fiscal Responsibilities

15. Training - Community Relations

- a. How to be an effective ambassador to the community
- b. Promoting INCA's mission and its programs
- c. Promote cooperative action with other organizations

16. Program Reports – Informative no action needed

- a. LaQuita Thornley – Program Reports
- b. Brenna Moore – Staffing Report
- c. Amber Freeman – Communication/Strategic Plan Report
 - i. VITA Customer Satisfaction Survey Results
- d. Erica Pogue – JAMM Transit and Housing Report
 - i. DBE Matters and Achievement
 - ii. OHFA Monitoring Letter
- e. Kathy Castleberry – Head Start/Early Head Start Report
- f. Wanda Gray – RSVP Report
 - i. Dollar General Literacy Foundation Summer Program Grant - \$2,000
- g. Kristy Mobbs – RAVE
 - i. Monitoring Results
 - ii. Waiting List being updated and a 7% increase from state

17. Adjourn

Mission Statement: INCA Community Service, Inc. shall operate programs to alleviate the causes of poverty and enhance the public health and welfare by opening to everyone the opportunity to work, have safe and affordable housing, transportation, training and education, and the opportunity to live in decency and dignity.

Vision Statement: The opportunity exists for our communities and citizens to maintain dignity, a quality lifestyle, be self-sufficient and to benefit from a more productive, responsible and economically stable society.