



Board Meeting

June 28, 2021

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, LaToya Davis, Victor Cook, Oma Dell Burns, T.J.Clements, Royce Bartee & Shane Tomlinson, Jena Newman, Rolanda Rogers, Marvin Wallace

Absent: Jill Hall and Tara Huddleston

Quorum established.

Staff Present: LaQuita Thornley, Amber Freeman, Krista Vann, Kalee Sundeen, Erica Pogue
Zoom: Kathy Castleberry

Consultants Present: Lowell Wright, Mr. Saunders

Vice Chairperson Chris Duroy asked for a motion to appoint Rolanda Rodgers from Murray County to board. Royce Bartee moved to approve Rolanda Rogers as the Public Member of the Board from Murray County. Shane Tomlinson seconded the motion. Roll Call Vote: 8 Yes, 0 No

Vice Chairperson Duroy asked for a motion to move the auditor Mr. Saunders to the front of the meeting. Victor Cook motioned to approve. Oma Dell Burns seconded the motion. Roll call vote: 8 Yes, 0 No.

Mr. Saunders from Saunder and Associates presented the Audit to the INCA Board of Directors.

Vice Chairperson Chris Duroy asked for a motion on the audit results. Victor Cook motioned to approve, Marvin Wallace seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Vice Chairperson Duroy asked for a motion to move back to the original Agenda. Victor Cook motioned to approve, Oma Dell Burns seconded the motion. Roll Call vote: 8 Yes, 0 No.

Vice Chairperson Duroy asked for a motion on the May 2021 minutes. Victor Cook motioned to approve the May 2021 minutes. Oma Dell Burns seconded the motion. Roll call vote:7 Yes, 0 No, 1 Abstain

Financial Consultant, Lowell Wright, presented the financial statements for May 2021. Vice Chairperson Duroy asked for a motion on the financial report. Royce Bartee motioned to approve the financial statements for April 2021. Oma Dell Burns seconded the motion. Roll call vote:8 Yes, 0 No.

Erica Pogue, Associate Director presented a request to apply for the Oklahoma Revolving Fund from the Oklahoma Department of Transportation. Vice Chairperson Duroy asked for a motion. Jena Newman motioned to approve, LaToya Davis seconded. Roll call vote: 8 yes, 0 no.

Erica Pogue, Associate Director, presented SODA's Additional CARES Funds asking for permission to apply for the additional funding. She explained what the money is used for and why we should apply for the grant. Vice Chairperson Duroy asked for a motion on SODA Acceptance of Additional CARES Funds letter asking for permission to apply for the grant. Jena Newman motioned to approve. Royce Bartee seconded. Roll Call Vote: 8 yes, 0 no.

Victor Cook presented to the Board the discussion on the Policies from the Planning Committee. Victor Cook recommended to the board to approve all policies. These are the Agency Mobile Device Policy, Cell Phone Use Policy, Head Start Rest Time Policy and Funeral Leave Policy. Oma Dell Burns seconded the motion. Roll Call Vote: 8 Yes, 0 No.

LaQuita Thornley presented to the Board the Letter from the agency's attorney stating that all policies have been reviewed. Vice Chairperson Duroy asked for a motion to accept the letter of statement. LaToya Davis made a motion to approve. Jena Newman seconded. Roll Call Vote: 8 Yes, 0 No.

Amber Freeman presented the training on ROMA to the Board.

Laquita Thornley presented the RAVE salary scale changes. Vice Chairperson Duroy asked for a motion on the RAVE salary scale. Victor Cook motioned to approve the RAVE Salary Scale. Shane Tomlinson seconded the motion. Roll call vote:8 Yes, 0 No.

Amber Freeman presented the VITA customer Satisfaction Report and explained what VITA is and what services the organization provided to the community.

Program Reports were submitted and reviewed by the board and the directors presented the following:

LaQuita Thornley updated on agency wide events and discussed the challenge of hiring. We have 24 open positions throughout the agency. We are still following CDC Guidelines and social distancing.

Kalyee Sundeen gave her HR Report.

Amber Freeman gave the Communication and Capacity Report and also gave the RSVP report.

Erica Pogue gave the JAMM report. Currently we are up and running with the Ecolane scheduling and dispatching software.

Erica Pogue also reported on Housing. Currently all of the units are full in each of the counties.

Kathy Castleberry gave the Head Start and Early Head Start report, which is detailed in the Board Report included in the packet.

Next meeting will be held July 26th.

Report & Handouts included in Board Packet:

- Agenda
- Information on Rolanda Rodgers (New Board Member)
- May 2021 Minutes
- May 2021 Financials
- Audit Draft
- JAMM (State) Revolving Fund
- SODA Grant Letter
- Agency Mobile Device Policy
- Cell Phone Use Policy
- Funeral Leave Policy
- Attorney Letter
- ROMA Slides
- RAVE Salary Scale
- Board Report