



Board Meeting

March 25th, 2019

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

Present: Tara Huddleston, Victor Cook, Jena Newman, Betty Stephens,
Chris Duroy, LaToya Davis, Oma Dell Burns, Marvin Wallace, Shane
Tomlinson & T.J. Clements.

Absent: Wes Harden, One Open Board Seat

Quorum established.

Staff Present: LaQuita Thornley, Crystal Cortes, JoAnn Barnes, Erica
Pogue, Amber Freeman, Wanda Gray, Kathy Castleberry & Sue Ishmael.

Consultants Present: Financial- Lowell Wright

Policy Council Members: Crystal Drake & Linda Sims

Executive Director LaQuita Thornley gave an update on the Marshall
County Low Income Representative. There was a tie in the voting between
Sue Beard and Kristin Pringle. Run-off election will be held next week.

Chairperson Huddleston asked for nominations for the positions of Board
Officers. Betty Stephens moved to nominate a slate of nominees.

Tara Huddleston- Chairperson

Chris Duroy- Vice Chairperson

Crystal Cortes- Corporate Secretary

Lowell Wright- Financial Consultant

Chairperson Huddleston asked if there were any other nominations.

Chairperson Huddleston repeated the request. Marvin Wallace seconded
Betty Stephens nominations. Roll Call Vote: 10 Yes, 0 No

Director Thornley discussed the new Committee assignments for the board. All members are assigned to a committee, each County is represented on each Committee. There is a blank left on some Committees which will be our new committee member.

Chairperson Huddleston asked for any discussion on the February 25th, 2019 Board minutes. Chris Duroy made a motion to accept the minutes. Jena Newman seconded the motion. Roll Call Vote: 5 Yes, 0 No, 5 Abstain

Lowell Wright discussed the February 2019 Financial Report. No programs closed in the month of February. Chairperson Huddleston asked for a motion on the Financial Report. Victor Cook made a motion to accept the minutes. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No

Lowell Wright explained what a Cost Allocation Plan entailed and why it was necessary. Chairperson Huddleston asked for any discussion and a motion on the Cost Allocation Plan. Betty Stephens made a motion to accept the Plan. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No

Chairperson Huddleston asked for discussion on the CSBG Allocation. Amber Freeman discussed why we received the grant and its uses. Chairperson Huddleston asked for a motion on the CSBG Allocation. Jena Newman made a motion to accept the CSBG Allocation. Betty Stephens seconded the motion. Roll Call Vote: 10 Yes, 0 No

Amber Freeman presented the INCA Community Action Plan. Amber discussed how this related to our CNA and Strategic Plan. She explained that this is a narrative document that explains our goals, that we as an Agency understand and implement the ROMA cycle, and helps us to make and adjust our targets. Chairperson Huddleston asked for a motion on the Community Action Plan. Oma Dell Burns made a motion to accept the CAP. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No

LaQuita Thornley discussed the need for the update of the Succession Plan. Director Thornley highlighted the changes in the Plan. Chairperson

Huddleston asked for a motion on the Succession Plan. Jena Newman made a motion to approve the Succession Plan. Betty Stephens seconded the motion. Roll Call Vote: 10 Yes, 0 No

Erica Pogue discussed the CHDO policies and resolutions.

- HUD Continuum of Care- ESG Resolution
- CHDO Resolution
- Fair Housing Proclamations (INCA and INCA LLC)
- Housing /Tenant Participation
- Affirmative Fair Housing Marketing Plan and Resolution
- Utilization Minority Business Plan Resolution
- Housing Conflict of Interest Grievance Procedures
- CHDO Conflict of Interest Affidavit

Chairperson Huddleston asked for a motion on the CHDO policies and resolutions as presented. Victor Cook made a motion to approve the above mentioned documents. Jena Newman seconded the motion. Roll Call Vote: 10 Yes, 0 No

LaQuita Thornley stated that the Policy Council had been presented with the personnel policies. Victor Cook recommended through a motion that the board approve the personnel policies. Jena Newman seconded the motion. Roll Call Vote: 10 Yes, 0 No

Wanda Gray discussed Randy Hatton as a new RSVP Advisory Council member. Chairperson Huddleston asked for a motion on Mr. Hatton. Shane Tomlinson moved to accept Hatton. Jena Newman seconded the motion. Roll Call Vote: 10 Yes, 0 No

Wanda Gray discussed the RSVP Grant to Center for Wellness and Recovery at OSU Medicine for \$10,000. Chairperson Huddleston asked for a motion on the grant. Victor Cook motioned to approve the request for the grant. Betty Stephens seconded the motion. Roll Call Vote: 10 Yes, 0 No

Lowell Wright presented training on Fiscal Responsibilities.

Amber Freeman gave the 2018 Impact Report for INCA. Amber discussed how this report shows the impact that INCA has in our communities.

LaQuita Thornley presented the Board "Years of Service" Certificates.

Program Reports:

LaQuita Thornley- Audit is the week of May 13th. Insurance bid was won by Mollett Hunter.

Amber Freeman- ROMA Report totals for January & February

Erica Pogue- 5311 Grant due Monday- it is increased by \$111,000.

Kathy Castleberry- Training on Head Start staff. 7786 hours of training so far this year. 5 staff received their CDA certificates. Training can be individualized on a case by case basis. One issue in scoring require us to be in competition to retain our Head Start program after January 31st, 2020.

Wanda Gray gave the RSVP report. She presented the story of Alice Tyner receiving a donated car from the United Way.

Call for Adjournment- All In Favor

A handwritten signature in cursive script that reads "Jara Huddleston". The signature is written in black ink and is positioned at the bottom of the page.