



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 February 29, 2016 at 5:00 p.m. at INCA Community Services, 109 South Capitol, Tishomingo, Oklahoma. This is a dinner meeting.

AGENDA

1. Call Meeting to Order
2. Establishment of Quorum
3. Consideration/possible action- January 25, 2016 Board Minutes
4. Consideration/possible action- January 31, 2016 Financial Report
5. Consideration/possible action – Contract 16507 DOE 15 Budget Revision and Contract Modification - \$51,422.00
6. Consideration/possible action – 2016 Oklahoma Asset Development Budget - \$7,921.00
7. Consideration/possible action – JAMM Transit State of Good Repairs FY 2012 ODOT - \$473,515.00 with \$96,985.00 match for a total of \$570,500.00.
8. Consideration/possible action – JAMM Transit permission to apply for the SODA Senior Medical Transportation Grant - \$42,000.00
9. Consideration/possible action – Emergency Solutions Grant Conflict of Interest – INCA Employee
10. Consideration/possible action – 2016 Head Start Subpart B: (1) Health Plans (2) Disabilities Plan (3) Mental Health Plan (4) Education Plan (5) Nutrition Plan (6) Curriculum Plan
11. Consideration/possible action – INCA Community Services Vision and Mission Statement
12. Consideration/possible action – INCA Community Services Cost Allocation Plan
13. Consideration/possible action – Policies and Procedures – Criminal Reference Checks
14. Consideration/possible action – Job Descriptions
15. Presentation: INCA Community Services Annual Report – Amber Freeman
16. Action Needed - Board Members – Code of Ethics, Confidentiality Statement and Conflict of Interest
17. Program Reports – Informative no action needed
 1. Human Resource-Brenna Moore
 2. Community Services, Housing and Weatherization – Dana Trent
 - i. CAPTAIN CSBG Demographic Report
 - ii. Annual Monitoring Clearance Letter: Contract 16185 DHS 14; 15852 SCBG 14; 16051 SAF/CAA-HS 15; 16183 ONG 14; 16172 DOE 14; 16050 CAA 15; 16182 CSBG 14
 - iii. Volunteer Income Tax Assistance (VITA) Monitoring clearance Letter: Murray County Site Review and Return Review
 3. Head Start-Kathy Castleberry
 - i. Head Start Award letter from Department of Health and Human Services - \$2,225,704.00
 4. RAVE-Kristy Mobbs
 5. RX Oklahoma- Navigator - MIPPA-Debbie Perkins

6. RSVP-Mary Jo Massey
7. Transit-Erica Pogue

18. Comments

19. 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.