

## **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 July 31, 2017 at 5:00 p.m. at INCA Community Services, INCA HEAD START TRAINING CENTER, 109 South Capitol, Tishomingo, Oklahoma. This is a dinner meeting.

### **AGENDA Revision**

1. Call Meeting to Order
2. Establishment of Quorum
3. Consideration/possible action- June 26, 2017 Board Minutes
4. Consideration/possible action- June 30, 2017 Financial Report
5. Consideration/possible action – Community Service Block Grant (CSBG) Budget Revision
6. Consideration/possible action – Department of Human Services (DHS) Low Income Housing Assistance Program (LIHEAP) Weatherization (WX) Program Budget Revision
7. Consideration/possible action – State Appropriated Funds (SAF) for Community Action Agencies (CAA) in the amount of \$7,000.00
8. Consideration/possible action – State Appropriated Funds (SAF) for Head Start (HS) in the amount of \$44,966.00
9. Consideration/possible action – Revolving Fund Application - Oklahoma Department of Transportation
10. Consideration/possible action – Job Descriptions - RAVE
11. Consideration/possible action – INCA Head Start Internet Content Filter-Barracuda
12. Consideration/possible action – INCA's Criminal Records Check
13. Consideration/possible action – Policy and Procedures
  - Community Complaint Policy
  - Employment Favoritism Policy
  - Military Leave Policy
  - Nepotism Policy
  - Travel Policy
  - Workplace Harassment Policy
14. Board Oversight and Governance
  - Legal Responsibilities & Update – Bylaws, Open Meeting Act and Conducting a meeting
15. Program Highlight
  - RAVE (Developmental Disability Service Program)

## 16. Program Reports – Informative no action needed

1. LaQuita Thornley
  - i. National Performance Indicators and CAPTAIN CSBG Demographic Report
  - ii. Letter from the Oklahoma Department of Commerce (ODOC) regarding CSBG 3<sup>rd</sup> Allocation
  - iii. Letter from the Oklahoma Department of Commerce (ODOC) regarding Community Action Agencies State Appropriated Funds (CAA/SAF)
  - iv. Policies and Procedures Distributed
2. Brenna Moore – Staffing
3. Erica Pogue – JAMM Transit Report
4. Kathy Castleberry – Head Start Report
  - i. Head Start Customer Satisfaction Survey
  - ii. Letter from the Oklahoma Department of Commerce (ODOC) regarding Head Start State Appropriated Funds (CAA/SAF)
5. Wanda Gray – RSVP Report
  - i. RSVP Customer Satisfaction Survey
  - ii. Award letter RSVP Expansion Grant
6. Dana Trent – Community Service Report
  - i. Monitoring Letter from the Oklahoma Housing Finance Agency (OHFA)for INCA LLC Apartments in Mannsville – Contract 1306 HOME 09
  - ii. Monitoring Clearance Letter from the Oklahoma Housing Finance Agency (OHFA)for INCA’s Rental Home in Sulphur – Contract 1158 HOME 07
  - iii. Monitoring Clearance Letter from the Oklahoma Housing Finance Agency (OHFA)for INCA’s Rental Homes in Atoka – Contract 1143 HOME 06
  - iv. Letter from the Oklahoma Department of Commerce (ODOC) Department of Human Service Low Income Home Energy Assistance (DHS/LIHEAP) awarded additional funds.
7. Kristy Mobbs – RAVE
  - i. RAVE Customer Satisfaction Surveys
8. Amber Freeman – Communication/Strategic Plan Report
  - i. Strategic Plan Updates

## 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.