

## **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 March 27, 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**

1. Call Meeting to Order
2. Establishment of Quorum
3. Consideration/possible action- February 27, 2017 Board Minutes
4. Consideration/possible action- February 28, 2017 Financial Report
5. Consideration/possible action – Agency Wide Budget Revision in the amount of \$7,381,693.00
6. Financial Oversight for the Board of Directors – Fiduciary Responsibilities
7. Consideration/possible action – SODA Transportation Grant Budget in the amount of \$35,000.00
8. Consideration/possible action – Retired Senior Volunteer Program (RSVP) United Way Grant in the amount of \$15,000.00
9. Consideration/possible action - Retired Senior Volunteer Program (RSVP) expansion grant in the amount of \$80,000.00
10. Consideration/possible action – 2016 Oklahoma Asset Development Program (OADP) Budget Revision in the amount of \$11,177.00
11. Consideration/possible action – Emergency Solution Grant (ESG) Homeless Program Budget Revision in the amount of \$131,145.00
12. Consideration/possible action – Contract 16642 DOE 16 Budget Revision in the amount of \$50,648.55
13. Consideration/possible action - 2017 Housing Tenant Participation Plan
14. Consideration/possible action – Resolutions
  - Formal process for homeless or formerly homeless beneficiaries to advise INCA Community Services
  - Formal process for low-income beneficiaries to advise the Community Housing Development Organization (CHDO)
  - Utilization Minority Business Plan
  - USDA Housing Preservation Grant (HPG) Funds

15. Consideration/possible action

- a) INCA Affirmative Fair Housing and Marketing Plan
- b) INCA's Housing Conflict of Interest Grievance Procedure
- c) Section 3 Compliance Plan

16. Consideration/Possible Action – Proclamations

- Declaring the month of April Fair Housing Month for INCA Community Services, Inc.

17. Board Oversight and Governance

- Roles and Responsibilities of the Board
- Review of current committees and committee chairs

18. Program Reports – Informative no action needed

- 1. LaQuita Thornley
  - i. National Performance Indicators and CAPTAIN CSBG Demographic Report
  - ii. Remodel – Tishomingo Office
- 2. Brenna Moore – Staffing
- 3. Erica Pogue – JAMM Transit Report
  - i. State of Oklahoma Aging Services Division
- 4. Kathy Castleberry – Head Start Report
- 5. Wanda Gray – RSVP Report
- 6. Dana Trent – Community Service Report
  - i. Housing and Weatherization
  - ii. RX Oklahoma- Navigator - MIPPA – Dana Trent
  - iii. Volunteer Income Tax Sites Information
- 7. Kristy Mobbs - RAVE

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.