

Helping People. Changing Lives.
Growing Strong Communities.



INCA Community Services, Inc.

202 S. Capitol, P.O. Box 68
Tishomingo, Oklahoma 73460
(580) 371-2352

Board Meeting Minutes
April 30, 2018

Tara Huddleston, Chairperson, called the meeting to order and asked for a roll call.

Present: Tara Huddleston, Phillip Culbreath, Victor Cook, Roy Wayne Blevins, Kelly Strouse, LaToya Davis, Chris Duroy, Jena Newman, and Betty Stephens. New Board Members Approved During Meeting: Cathy Awalt and Wes Harden. Absent: James Wallace. Quorum established.

Staff in Attendance: Amber Freeman, Wanda Grey, Erica Pogue, Sue Ishmael, and Crystal Cortes. Consultant in Attendance: Lowell Wright

Chairperson Huddleston moved items 5 and 6 to the top of the Agenda.

Chairperson Huddleston discussed the Approval of Selected Murray County Board Member Wes Harden. Chairperson Huddleston asked for a motion to approve Wes Harden as the Selected Murray County Board Member. Phillip Culbreath so moved. Victor Cook seconded the motion. Roll call vote; 9 yes and 0 no.

Chairperson Huddleston discussed the Approval of Election Results for Marshall County Low-Income Board Member Cathy Awalt. Chairperson Huddleston asked for a motion to approve Cathy Awalt as the Marshall County Low-Income Board Member. Betty Stephens so moved. Chris Duroy seconded the motion. Roll call vote; 10 yes and 0 no.

Discussion of previous Board Meeting Minutes. Chairperson Huddleston asked for a motion to approve the March 26, 2018 Board Minutes. Phillip Culbreath so moved. Victor Cook seconded the motion. Roll call vote; 7 yes, 4 abstain, and 0 no.

Lowell Wright, Financial Consultant, reviewed the March 26, 2018 Financial Reports.

Discussion. Chairperson Huddleston asked for a motion to approve the Financial Reports. Victor Cook so moved. Kelly Strouse seconded the motion. Roll call vote; 11 yes and 0 no.

Amber Freeman, Communication and Capacity Director, presented the Organization Charts. Discussion. Chairperson Huddleston asked for a motion to approve the Organization Charts. Phillip Culbreath so moved. Chris Duroy seconded the motion. Roll call vote; 11 yes and 0 no.

Erica Pogue, Operations Director, recapped the Planning Committee meeting held prior to the Board Meeting over the Personnel Policies and Procedures. Included were the policies and procedures for Political Activity, Staff Positions/Job Descriptions, Introductory Period, Employee Classifications, Transfers and Promotion, and Whistleblower. Betty Stephens, Planning Committee Chairperson, recommended to the board to approve the policies and procedures cited. Chairperson Huddleston asked for a motion to approve the Policies and Procedures. Cathy Awalt so moved. Jena Newman seconded the motion. Roll call vote; 11 yes and 0 no.

Erica Pogue, Operations Director, recapped the Planning Committee meeting held prior to the Board Meeting over the Emergency Shelter Grant Policies and Procedures. Included were the policies and/or procedures for Determination of prevention vx Rapid Re-Housing, Determination of Rent/Utilities Cost for Participants, Distribution of Services, Evaluation of Individual and Families Eligibility, Homeless Participation in Program, Partnership Coordination, and Termination of Assistance. Betty Stephens, Planning Committee Chairperson, recommended to the board to approve the policies and procedures cited. Discussion. Chairperson Huddleston asked for a motion to approve the ESG Policy and Procedures. Phillip Culbreath so moved. Jena Newman seconded the motion. Roll call vote; 11 yes and 0 no.

Erica Pogue, Operations Director, presented the Emergency Solutions Grant for \$100,000, asking permission to apply. Discussion. Chairperson Huddleston asked for a motion to approve the application. Chris Duroy so moved. Kelly Strouse seconded. Roll Call vote; 11 yes and 0 no.

Erica Pogue, Operations Director, presented the Job Descriptions for the Head Start positions. Discussion. Chairperson Huddleston asked for a motion to approve. Betty Stephens so moved. LaToya Davis seconded the motion. Roll call vote; 11 yes and 0 no.

Wanda Grey, RSVP Program Director, presented a presentation and discussed the activities of the RSVP Program over the past year as the Program Highlight.

Amber Freeman, Communication and Capacity Director, presented an overview of the History and Programs of the Organization as the training item. She also shared a calendar for the month of May and encouraged members to share on social media for Community Action Month.

Erica Pogue, Operations Director, reviewed the program reports. (Maintained in agency records)

Erica Pogue, Operations Director, reviewed the Transit and Housing Reports, including DBE Matters and Achievements. (Maintained in agency records)

Chairperson Huddleston asked for a motion to convene into Executive Session for the Evaluation and Review of Compensation of the Executive Director. Victor Cook so moved. Chris Duroy seconded the motion. Roll call vote; 11 yes and 0 no.

Chairperson Huddleston Reconvened the meeting after Executive Session.

Meeting adjourned.

Reports and handouts included in the Board Packet: Minutes, Roll Call Votes, March Financial Reports, Bank of America Statements, Landmark Bank Statements, Letter of Reference and Application of Wes Harden for Board position, INCA Board Member Election letters on Cathy Awalt for Board position, Organization Charts, Political Activity Policy, Staff Positions/Job Description Policy, Introductory Period Policy, Employee Classification, Transfers and Promotions Policy, Whistleblower Policy, Determination of Prevention vs Rapid Re-Housing, Determination of Rent/Utilities Cost for Participants, Distribution of Services, Evaluation of Individual and Families Eligibility, Homeless Participation in Program, Partnership Coordination, Termination of Assistance, Emergency Solution Grant, Education Manager Job Description, Compliance Officer Job Description, RSVP Impact Brochure, INCA Community Services History & Programs, Community Action Month Calendar, Count of Activity, INCA Board Report.