



Board Meeting

April 27th, 2020

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

Chairperson Tara Huddleston called the meeting to order at 4:10 pm
Chairperson Huddleston asked for a Roll Call Vote to establish a quorum.

Present: Tara Huddleston, Chris Duroy, Jena Newman, Victor Cook,
Marvin Wallace, T.J. Clements, Royce Bartee, Jill Hall, Kim Hale and
LaToya Davis (after roll call).

Absent: Oma Del Burns & Shane Tomlinson.

Quorum established.

Staff Present: LaQuita Thornley, Erica Pogue, Kathy Castleberry, JoAnn
Barnes, Kristy Mobbs, Wanda Gray, Victoria Yates, Amber Freeman &
Crystal Cortes.

Consultants Present: Lowell Wright.

Chairperson Tara Huddleston asked for a motion on the April 3, 2020
Minutes. Victor Cook made a motion to accept the minutes. Jill Hall
seconded the motion. Roll Call Vote: 9 Yes, 0 No, 1 Abstain (LaToya Davis
was not present at this time).

Lowell Wright, financial consultant, gave the financial report for the months
of February and March. Chairperson Huddleston asked for a motion on the
financial report. Royce Bartee made a motion to accept. Jena Newman
seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Executive Director LaQuita Thornley described the CSBG Budget. Chairperson Huddleston asked for a motion on the budget. Jena Newman made a motion to accept the revision. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Director Thornley presented the CSBG CARES Supplemental Funding which will be distributed through ODOC. At this time we do not know the amount of funding to be made available for COVID-10 but wanted to ask for permission to apply when it was available. Chairperson Huddleston asked for a motion on the item. Kim Hale made a motion to approve. Victor Cook seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Director Thornley discussed, with input from Marshall County Commissioner Chris Duroy, the tornado damage in Marshall County from the April 23rd tornado. We are in the process of gathering information to apply for the grant, Director Thornley at this time, asks for permission to apply for the grant once we are ready and to acknowledge that an INCA employee lost their home and would qualify for services. Chairperson Huddleston asked for a motion on the item. Chris Duroy made a motion to give permission to apply. Royce Bartee seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Operations Director Erica Pogue discussed the ODOC/CD PY'20 Weatherization Assistance Program Grant for \$66,705. Chairperson Huddleston asked for a motion on the item. Jena Newman made a motion to approve. Kim Hale seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Director Thornley discussed the ESG Policies & Procedures. There are no changes to them. Chairperson Huddleston asked for a motion. Victor Cook made a motion to approve the update. Royce Bartee seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Director Thornley discussed the ESG ODOC Continuum of Care Grant for \$100,000. Chairperson Huddleston asked for a motion on the item. LaToya Davis made a motion to accept the letter of intent. Kim Hale seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Director Thornley discussed the COVID-19 ESG Supplemental Grant. Chairperson Huddleston asked for a motion on the item. Kim Hale made a motion to accept. Royce Bartee seconded the vote. Roll Call Vote: 10 Yes, 0 No.

Head Start Director Kathy Castleberry presented the grant opportunities for the CARES Act Supplemental Summer Program Funding and the CARES Act One-Time Funding Application. The Summer Program would be to help prepare those children entering Kindergarten. She stated that if we were not able to use the funds, we would not be penalized. With the CARES Funding we would look at purchasing technology to aid with at home learning and teaching. Chairperson Huddleston asked for a motion on the two Head Start Grants. LaToya Davis made a motion to accept. Kim Hale seconded the motion. Roll Call Vote: 10 Yes, 0 No.

RSVP Director Wanda Gray discussed the Community Care Corps Grant for \$115,000. This would organize volunteers to help seniors who need services completed for them. Chairperson Huddleston asked for a motion on the item. Jill Hall made a motion to approve. Victor Cook seconded the motion. Roll Call Vote: 10 Yes, 0 no.

Director Thornley discussed the Succession Plan. Chairperson Huddleston asked for a motion on the item. Kim Hale made a motion to accept. LaToya seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Director Thornley discussed the Organizational Charts. Chairperson Huddleston asked for a motion on the item. Royce Bartee made a motion. Jill Hall seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Operations Director Erica Pogue presented the CARES Funding from ODOT for \$2,129,094. Chairperson Huddleston asked for a motion on the item. Marvin Wallace made a motion to accept. Jill Hall seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Board Report:

LaQuita Thornley: commended her employees for their hard work during this difficult time.

Victoria Yates, Human Resources: commented on the hiring process being at a semi-freeze, only filling positions essential at the moment
Amber Freeman, Capacity Director: went over the ROMA report for the first quarter of 2020.

Erica Pogue, Operations Director: discussed safety measures being implemented. She also discussed helping with food routes for schools and seniors. Upgrading safety features on vehicles was also discussed.

Kathy Castleberry, Head Start Director: discussed the Starting Salary Scale, which changed due to the COLA increase approved at the last board meeting. Discussed some of the information from OHS concerning COVID. She also stated that all employees in Marshall County were contacted after the tornado, who then started contacting families.

Wanda Gray, RSVP Director: CSFP boxes were given in April for both April and May. All box recipients in Marshall County were contacted after the tornado. RSVP volunteers have been making masks and delivering them.

Kristy Mobbs, RAVE Director: her employees are still working, as they are considered essential. Clothing Banks are still closed, and those staff are helping JAMM with food boxes. RAVE is still being assigned clients, but she is not able to staff them at the present.

Next meeting is May 18, 2020.

Adjournment, ALL IN FAVOR

Report & Handouts included in Board Packet:

- April 3, 2020 Board Minutes
- Financials for February & March
- CSBG Revision Summary COVID CSBG Supplemental Funding Opportunity
- DOE-WAP Letter
- ESG Standards & Procedures
- ODOC Permission to Apply for ESG Letter
- COVID-19 ESG Supplemental Grant Letter
- HS CARES Act Supplemental Summer Program Letter and CARES Act One-Time Funding Application
- RSVP Community Care Corps Grant Letter
- Succession Plan
- Organizational Charts
- CARES ODOT Letter
- Board Report
- CSBG Desktop Review Monitoring Letter
- ESG 19 Desktop Review Monitoring Letter
- DOE 19 Close Out Letter
- ROMA Report
- JAMM Journals for March & April
- Head Start Starting Salary Scale
- OHSM- FY 2020 Head Start Funding Increase Letter
- Notice from the Admin for Children & Families- Addressment of COVID 19
- CACFP Reports for February & March