

# Helping People. Changing Lives.



## **INCA Community Services, Inc.**

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### **Board Meeting Minutes August 20th, 2018**

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

Present: Tara Huddleston, Victor Cook, Jena Newman, Wes Harden, James Wallace, LaToya Davis, Cathy Awalt, Oma Dell Burns and Phillip Culbreath.

Absent: Betty Stephens, Chris Duroy and Roy Wayne Blevins

Quorum established.

Staff in Attendance: LaQuita Thornley, JoAnn Barnes, Kathy Castleberry, Erica Pogue, Wanda Gray, Amber Freeman, and Crystal Cortes.

Consultants in Attendance: Lowell Wright.

Chairperson Huddleston asked for a motion to approve the July 30th, 2018 Board Minutes. Victor Cook so moved. Phillip Culbreath seconded the motion. Roll Call Vote: 7 yes, 0 no and 2 abstentions.

Lowell Wright discussed the financial report through July 31st, 2018. Wright briefly reviewed the financial committee discussion. Chairperson Huddleston asked for a motion to approve the Financial Reports. Phillip Culbreath so moved. James Wallace seconded the motion. Roll call vote: 9 yes and 0 no.

JoAnn Barnes, senior bookkeeper reviewed the Employee Benefit Plan Audit for the years ended in 2016 and 2017. Chairperson Huddleston asked for a motion to approve the audit. Cathy Awalt so moved. Wes Harden seconded the motion. Roll call vote: 9 yes and 0 no.

Erica Pogue, [Operations Director](#), presented the RX Grant Budget for \$9,523.48. Chairperson Huddleston asked for a motion to approve the audit. Phillip Culbreath so moved. LaToya Davis seconded the motion.

Roll call vote: 9 yes and 0 no.

LaQuita Thornley, [Executive Director](#), presented the RSVP grants of \$171,429.00. She discussed the facts that the two regions are now combined into one region and that we service nine counties in RSVP. Chairperson Huddleston asked for a motion to approve the audit. Victor Cook so moved. James Wallace seconded the motion. Roll call vote: 9 yes and 0 no.

Erica Pogue, [Operations Director](#), presented the Transit Myleonet Annual Audit. Chairperson Huddleston asked for a motion to approve the audit. LaToya Davis so moved. Wes Harden seconded the motion. Roll call vote: 9 yes and 0 no.

Victor Cook, planning committee representative, discussed and recommended to the board to approve the Head Start Nutrition, Health, Policies and Procedures discussed at the planning committee meeting. Tara Huddleston asked for a motion to approve. Victor Cook so moved. Oma Dell Burns seconded the motion. Roll call vote: 9 yes and 0 no.

Amber Freeman gave the Customer Satisfaction Survey Results for Weatherization.

Program Reports (maintained in agency records) were reviewed.

- LaQuita Thornley reviewed the Staffing Report
- Amber Freeman gave the ROMA report on data collection.
- Erica Pogue discussed the transit report, stating that school transit had started. She also discussed that all rental properties were currently occupied.
- Kathy Castleberry gave the Head Start report, stating that most classes had started and that there was still a need to fill some vacancies. Head Start review would be in October.
- Wanda Gray discussed RSVP activities and gave each board member an invitation to the 9/11 commemoration, Red, White, Blue & You.

Chairperson Huddleston called for adjournment, all were in favor.

Reports and handouts included in the Board Packet: July 30th Board Meeting Minutes; July 31st Financial Report; Employee Benefit Plan Audit for years ended in 2016 and 2017; Rx Grant Budget; RSVP Budget Narrative; Saunders & Associates Mylenet Annual Audit Letter; the following Head Start Policies and Procedures: Health Exam and Wellness, Breastfeeding/Storage/Management of Breastfeeding Policy, Child and Adult Care Food Program, Child Nutritional Services, Cross Contamination of Food, Diet and Nutrition History, Family Style Meal Service, Food Safety and Sanitation- Safe Drinking Water, Food Service Purchasing, Identification of Nutritional Needs Services Policy, Menu Approval and Substitutions, Menu as Served, No Food Brought in From the Outside, Nutrition Education for

Children Parent Involvement in Nutrition, Provision of Nutritional Needs, Refrigeration and Freezer Temperatures, Safe Food Preparation, WIC Referral, Disabilities- Additional Services to Parents, Coordination and Collaboration with Local Agencies Responsible for Implement IDEA, Special Diet/Food Allergy Accommodations, Safe Facilities, Volunteers, & Staff Qualifications and Competency Requirements; Weatherization Customer Survey Results (presentation), Board Report, Mid-Year ROMA Report.

*Jara Huddleston*