



Board Meeting

August 30, 2021

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

Chairperson Tara Huddleston called the meeting to order at 5:30 pm.

Chairperson Tara Huddleston asked for a Roll Call Vote to establish a quorum.

Present: Tara Huddleston, Chris Duroy, LaToya Davis, Victor Cook, Oma Dell Burns, T.J.Clements, Royce Bartee, Shane Tomlinson, Jena Newman, Rolanda Rogers & Marvin Wallace

Absent: Jill Hall

Quorum established.

Staff Present: LaQuita Thornley, Amber Freeman, Kalee Sundeen & Crystal Cortes
Zoom: Kathy Castleberry, JoAnn Barnes, Erica Pogue & Kristy Mobbs

Consultants Present: Lowell Wright

Chairperson Tara Huddleston asked for a motion to July 2021 minutes. Marvin Wallace motioned to approve the July 2021 minutes. LaToya Davis seconded the motion. Roll Call Vote: 8 Yes, 0 No, 3 Abstain

Financial Consultant, Lowell Wright, presented the financial statements for July 2021. Chairperson Tara Huddleston asked for a motion on the financial report. Royce Bartee motioned to approve the financial statements for April 2021. Shane Tomlinson seconded the motion. Roll Call Vote: 11 Yes, 0 No.

Kristy Mobbs, RAVE Director, presented the RAVE budget for the upcoming fiscal year. Chairperson Tara Huddleston asked for a motion. Shane Tomlinson made a motion to approve the budget. Rolanda Rogers seconded the motion. Roll Call Vote: 11 Yes, 0 No.

Executive Director LaQuita Thornley presented the SAF-HS budget for 2022 of \$48,367. Chairperson Tara Huddleston asked for a motion. Victor Cook Made a motion to approve. LaToya Davis seconded the motion. Roll Call Vote: 11 Yes, 0 No.

Director Thornley presented the SAF-CAA budget for \$6,048. Chairperson Tara Huddleston asked for a motion. Oma Dell Burns made a motion to approve. T. J. Clements seconded the motion. Roll Call Vote: 11 Yes, 0 No.

Director Thornley presented the ESG 20 budget revision and discussed the reasons for the changes. Chairperson Tara Huddleston asked for a motion. LaToya Davis made a motion to approve. Marvin Wallace seconded the motion. Roll Call Vote: 11 Yes, 0 No.

Director Thornley presented the ESG 20 CARES budget revision and discussed the reasons for the changes. Chairperson Tara Huddleston asked for a motion. Victor Cook made a motion to approve. Royce Bartee seconded the motion. Roll Call Vote: 11 Yes, 0 No.

Director Thornley presented the CSBG 20 revision. Chairperson Tara Huddleston asked for a motion. LaToya Davis made a motion to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 11 Yes, 0 No.

Co-Associate Director Amber Freeman presented the CSBG CR revision. Chairperson Tara Huddleston asked for a motion. LaToya Davis made a motion to approve. Chris Duroy seconded the motion. Roll Call Vote: 11 Yes, 0 No.

Co-Associate Director Amber Freeman presented the permission to apply for the CSBG Discretionary Grant- LASO for \$90,000. The need for a place for clients to access Legal Aid has proven great. Chairperson Tara Huddleston asked for a motion. Oma Dell Burns made a motion to approve. Royce Bartee seconded the motion. Roll Call Vote: 11 Yes, 0 No

Co-Associate Director Erica Pogue presented the permission to apply for the 5310 CRRSAA grant in the amount of \$3,624. Chairperson Tara Huddleston asked for a motion. Jena Newman made a motion to approve. Rolanda Rogers seconded the motion. Roll Call Vote: 11 Yes, 0 No.

Head Start Director Kathy Castleberry presented the permission to apply for the Head Start Grant in the amount of \$2,561,946. Chairperson Tara Huddleston asked for a motion. T. J. Clements made a motion to approve. Marvin Wallace seconded the motion. Roll Call Vote: 11 Yes, 0 No.

The Training on Governance & Oversight is postponed until the next meeting.

Director Thornley presented the Board Program & Training Schedule for 2022. Chairperson Tara Huddleston asked for a motion. Jena Newman made a motion to approve. Royce Bartee seconded the motion. Roll Call Vote: 11 Yes, 0 No.

Co-Associate Director Amber Freeman presented the Strategic Plan and CAP Plan Update. She discussed where we were on various goals and why.

Co-Associate Director Amber Freeman presented the BOD Self Evaluation Results.

Co-Associate Director Amber Freeman presented the Community Needs Assessment. Victor Cook presented the top five needs that the Planning Committee discussed. Much discussion was had and there was not a consensus. The board did a private vote. This was given to Amber who will tally and bring the results for the finalization of the CNA at the next meeting.

Director Thornley presented the Volunteer Tracking Report.

Director Thornley discussed the Policies and Job Description that were presented to the Planning Committee. Victor Cook made the recommendation to approve the policies. LaToya Davis seconded the motion. Roll Call Vote: 11 Yes, 0 No

RAVE Director Kristy Mobbs gave the RAVE Program Highlight and Customer Satisfaction results.

LaQuita Thornley discussed the passing of Bill Buck, Inca's first Executive Director.

Kalee Sundeen discussed the need for new hires, especially Head Start. Gave the discussion of COVID cases affecting the Agency.

Amber Freeman had no other information to add

Erica Pogue gave the JAMM report. School routes have started back.

Kathy Castleberry discussed the upcoming monitoring and staffing needs.

Kristy Mobbs discussed the child placement audit that was completed and that another one would be in September.

Next meeting will be held on September 27th.

Report & Handouts included in Board Packet:

- Agenda
- July 2021 Minutes
- July 2021 Financials
- RAVE Budget
- Budgets on SAF-HS, SAF-CAA, ESG 20 Revision, ESG 20 CR Revision, CSBG 20 Revision, CSBG CR Revision
- CSBG Discretionary Permission to Apply Letter
- 5310 CRRSAA Permission to Apply Letter
- HS Grant Permission to Apply Letter
- Board Program & Training Schedule
- Strategic Plan & CAP Update
- BOD Self Evaluation Results
- CNA
- Volunteer Tracking Report
- Holiday Policy
- COVID-19 Policy Update
- Assistant Bookkeeper/Corporate Secretary Job Description
- Customer Satisfaction Policy/Procedures
- RAVE Program Highlight & Customer Satisfaction Report
- Board Report
- OHFA Monitoring Letters
- HS Monitoring Notification
- CACFP Report
- DDSD Quality Assurance Audit Findings