

INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda

October 26, 2020

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

AGENDA

1. Call Meeting to Order
2. Establish Quorum
3. Consideration/Possible Action: Acceptance of Kristin Hajny as Corporate Secretary
4. Consideration/Possible Action: Acceptance of September 28th Board Minutes
5. Consideration/Possible Action: Acceptance of Financial Report for September, 2020
6. Risk Assessment Presentation
7. Consideration/Possible Action: Human Rights Committee Recommendation
8. Consideration/Possible Action: Electronic Purchase Requisition
9. Consideration/Possible Action: Organizational Chart

10. Consideration/Possible Action: all job descriptions
 - a. Associate Director/Capacity Director
 - b. Associate Director/Transit Director
 - c. Education Manager
 - d. RSVP Project Coordinator
 - e. Mobility Intern
11. Training: Building Financial Support
12. Program Highlight & Customer Satisfaction Report: Health Services Programs
13. Program Reports: Informative, no action needed
 - a. LaQuita Thornley: Program Reports
 - b. Victoria Yates: Human Resources
 - i. Staffing Report
 - c. Amber Freeman: Communication/Strategic Plan
 - i. ROMA Report
 - d. Erica Pogue: JAMM Transit & Housing Report
 - i. DBE Matters & Achievement
 - e. Kathy Castleberry: Head Start/Early Head Start
 - i. Office of Head Start Memo
 - f. Wanda Gray: RSVP Report
 - g. Kristy Mobbs: RAVE Report
 - i. DDSD Quality Assurance Audit -During the quarter
 - ii. 2 new children move in to new Atoka AC home - October 27th
14. Next Meeting: November 30th
 - a. Finance Committee