

# INCA COMMUNITY SERVICES, INC.

**Board of Directors Agenda**  
**August 28, 2023 - 5:30 P.M.**  
202 S. Capitol, P.O. Box 68  
Tishomingo, Oklahoma 73460  
580-371-2352

## **AGENDA**

1. Call Meeting to Order
2. Establish Quorum
3. Training: Accountability/Self-Evaluations
4. Program Highlight & Customer Satisfaction Report: Head Start/EHS
5. Consideration/Possible Action: Acceptance of July, 31, 2023 Board Minutes
6. Consideration/Possible Action: Acceptance of Financial Report for July 2023
7. Consideration/Possible Action: Executive Committee's Recommendations for Hiring of Head Start Director
8. Consideration/Possible Action: Policies and Procedures
  1. Vendor/Bidder Grievance Policy
9. Consideration/Possible Action: Job Descriptions and Salary Scale
  1. Lead Food Technician
  2. ROMA/Marketing Coordinator
10. Consideration/Possible Action: CSBG Budget Revision
11. Consideration/Possible Action: ESG-CR Budget Additional Funds \$15,680.72
12. Consideration/Possible Action: Head Start 5 Year Goals
13. Consideration/Possible Action: Head Start/Early Head Start Continuation Grant \$2,883,188
14. Consideration/Possible Action: SFY '24 Rx for Oklahoma
15. Program Reports:
  1. Shawna Latham: RSVP Report
    - a. Fresh Market Oasis
  2. Kathy Castleberry: Head Start/Early Head Start Report
    - a. CACFP Reports

- b. 2022 - 2023 EHS/HS Program Information Reports
- 3. Wanda Gray: Community Services Report
  - a. CACFP Box Update
  - b. ESG 2022-INCA CAA-00018, 18668 ESG 22 Monitoring Results
  - c. ESGCR2 Award Letter
- 4. Kristy Mobbs: RAVE Report
  - a. Child placing licensing upcoming audit - September 21, 2023
- 5. Shelley Prince: Human Resource Update
  - a. Staffing Report
- 6. Erica Pogue: JAMM Transit/Housing/Human Resources
  - a. Housing Report
    - i. 2023 HOME Site Visit Monitoring / Contracts #1306-09 (Mannsville) and #1541-16 (Madill)
    - ii. 2023 HOME Monitoring-Contract #1306 HOME 09 County West Duplex
    - iii. 2023 HOME Monitoring-Contract #1541-16 (Madill Rental)
  - b. JAMM Transit
- 17. Adjourn Next Meeting: September 25, 2023