

INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda
February 27, 2023 - 5:00 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. Consideration/Possible Action: Acceptance of Jesse Dunlap as the Atoka County Public Board Member
4. Consideration/Possible Action: Acceptance of Miranda Russell as the Marshall County Low-Income Board Member
5. Training: Board Roles and Responsibilities/Officers and Committee Member Responsibilities
6. Election of Officers
 - i. Chairperson
 - ii. Vice-Chairperson
 - iii. Treasurer - Lowell Wright (non-voting)
 - iv. Secretary - Victoria Gonzales (non-voting)
7. Consideration/Possible Action: Acceptance of November 28, 2022 Board Minutes
8. Consideration/Possible Action: Acceptance of Financial Report for November 2022, December 2022, and January 2023
9. Consideration/Possible Action: Head Start Starting Salary Scale
10. Consideration/Possible Action: Acceptance of Agency Wide Budget
11. Consideration/Possible Action: IRS Mileage Rate Increase to \$0.62 per mile

12. Consideration/Possible Action: CSBG 23 first allocation
13. Consideration/Possible Action: CSBG 22 budget line item revision
14. Consideration/Possible Action: ESG 22 budget line item revision
15. Consideration/Possible Action: JAMM Transit SODA ARPA \$25,000
16. Consideration/Possible Action: Permission to Apply 2023-2024 United Way \$27,000
17. Consideration/Possible Action: Agency Review
 - a. Articles of Incorporation/Mission Statement
 - b. Code of Ethics and Confidentiality Statement/Conflict of Interest
18. Consideration/Possible Action: Community Action Plan (CAP)
19. Consideration/Possible Action Head Start Policies and Procedures:
 - a. Head Start Vaccination Policy
20. Consideration/Possible Action ESG Policies and Procedures:
 - a. ESG Program Policies & Procedures
 - b. ESG Purchase, Procurement and Inventory
 - c. Determination of Prevention vs Rapid Re-Housing
 - d. Determination of Rent/Utilities Cost for Participants
 - e. Distribution of Services
 - f. Evaluation of Individual and Families Eligibility
 - g. Habitability of Shelter and Housing
 - h. Conflict of Interest
 - i. Homeless Participation in Program
 - j. Performance Measures
 - k. Partnership Coordination (Emergency Shelter Providers, Mainstream, Local and Domestic Violence Resources)
 - l. ESG Program Policies & Procedures Directory
 - m. Termination of Assistance
 - n. Financial Management
 - o. Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

21. Consideration/Possible Action Agency Policies and Procedures:
 - a. Computer/Internet/Email Policy
 - b. Cost Allocation Plan
22. Consideration/Possible Action: Job Descriptions
 - a. Community Service Director
 - b. Community Service Specialist
 - c. RSVP/CSBG Volunteer Coordinator/Data Entry Clerk
23. Program Highlight/Training
 - a. 2022 INCA Impact Report
 - b. Agency Wide Customer Satisfaction Results
24. Program Reports:
 - a. LaQuita Thornley: Program Reports
 - i. Board of Directors - Years of Service
 - ii. Board Committees
 - b. Erica Pogue: JAMM Transit/Human Resources
 - i. Staffing Report
 - ii. CompSource claims report
 - iii. DBE Matters and Achievement
 - i. Claims between ODOT Office of Mobility and Public Transit (OMPT) and all transit agencies - Letter
 - c. Amber Freeman: Communication/Planning
 - i. CSBG CARES monitoring closing
 - ii. ROMA
 - iii. Social Media/Communications
 - d. Kathy Castleberry: Head Start/Early Head Start Report
 - i. ACF-PI-HS-23-01 Administration for Children and Families
 - ii. CACFP Reports for November 2022, December 2022, and January 2023
 - e. Kristy Mobbs: RAVE Report
 - f. Shawna Latham: RSVP Report
 - g. Wanda Gray: Community Services Report
25. Adjourn: Next Meeting: March 27, 2023
 - a. Finance Committee Meeting