

# INCA COMMUNITY SERVICES, INC.

## **Board of Directors Agenda**

**April 25, 2022 - 5:30 P.M.**

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

## **Special Meeting AGENDA**

1. Call Meeting to Order
2. Establish Quorum
3. Consideration/Possible Action: Acceptance of March 28, 2022 Board Minutes
4. Consideration/Possible Action: Revised Minutes from January 31, 2022
5. Consideration/Possible Action: Acceptance of Financial Report for March, 2022
6. Consideration/Possible Action: 18375 ESG20 Cares #2; additional monies \$34925.20
7. Consideration/Possible Action: Succession Plan
8. Consideration/Possible Action: 2022 COLA & Quality Improvement \$75,970.00
9. Informative: New Committee Assignments
10. Training: Overview of Organization- History & Program

11. Consideration/Possible Action: Policies
  - a. Whistleblower Policy
  - b. Job Description - RSVP Project Director
  - c. Job Description - RSVP Volunteer Coordinator (Full Time)
  - d. Job Description - RSVP Volunteer Coordinator (Part Time)
12. Program Highlight/Customer Satisfaction Report: ESG
13. Program Reports:
  - a. LaQuita Thornley: Program Reports
  - b. Erica Pogue: JAMM Transit/Housing Report/Human Resources
    - i. Staffing Report
    - ii. DBE Matters and Achievement
  - c. Amber Freeman: Communication/Strategic Plan
    - i. ROMA
    - ii. Strategic Planning Committee
  - d. Kathy Castleberry: Head Start/Early Head Start Report
    - i. ACF-PI-HS-22-02 FY 2022 Head Start Funding Increase
    - ii. ACF-IM-HS-22-03-ACF Administration for Children and Families
  - e. Kristy Mobbs: RAVE Report
  - f. Shawna Latham: RSVP Report
14. Adjourn to Executive Session
  - a. Executive Director Job Description
  - b. Executive Director Performance Evaluation
  - c. Review of Compensation
15. Return from Executive Session
  - a. Acknowledge the minutes of the executive session
16. Adjourn: Next Meeting: May 23rd
  - a. Finance Committee
  - b. CHDO Committee

