

# INCA COMMUNITY SERVICES, INC.

**Board of Directors Agenda**  
**August 29, 2022 - 5:00 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 July 25, 2022 Board Minutes.
4. Consideration/Possible Action: Acceptance of Financial Report for July 2022.
5. Consideration/Possible Action: Acceptance of 18009 CSBG CARES 2020.
6. Consideration/Possible Action: Acceptance of 18180 CSBG 2021 budget revision.
7. Consideration/Possible Action: Acceptance of 18218 DHS 2020 budget revision.
8. Consideration/Possible Action: Acceptance of 2023 Rx budget.
9. Presentation of Audit by Gary Saunders, Saunder & Associates
10. Consideration/Possible Action: Board Program and Training Schedule for next year.
11. Consideration/Possible Action: Receipt of and Acceptance of the Audit results.

12. Consideration/Possible Action: Disclosure of Conflict of Interest - CSBG-CR Contract in Atoka County, landlord is Inca Flex Driver Samuel Jackson.
13. Consideration/Possible Action: Volunteer Tracking Policy.
14. Presentation of the HS/EHS Birth through Kindergarten LAP Assessment Report
15. Training: Accountability and Self-Evaluations
  - a. Head Start Governance
16. Consideration/Possible Action: Policies and Job Descriptions
  - a. Customer Satisfaction Policy
17. Program Highlight: RSVP 2022 Highlights & Upcoming Events
  - a. UWOSCO PaceSetter Campaign Kickoff
18. Program Reports:
  - a. LaQuita Thornley: Program Reports
  - b. Erica Pogue: JAMM Transit/Human Resources
    - i. Staffing Report
    - ii. DBE Matters and Achievement
  - c. Amber Freeman: Communication/Strategic Plan
    - i. Strategic Plan Update
    - ii. CAP Plan-Progress Report on Goal Achievement
  - d. Kathy Castleberry: Head Start/Early Head Start Report
    - i. Masks and Vaccines in Head Start Programs
  - e. Kristy Mobbs: RAVE Report
    - i. DDSD Audit Findings from audit August 10 - 12, 2022
    - ii. Child Placing Audit scheduled for September 21, 2022
  - f. Shawna Latham: RSVP Report
19. Adjourn: Next Meeting: September 26th.
  - a. Human Rights Committee Meeting
  - b. Finance Committee Meeting