

INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda

January 31, 2021- 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. Consideration/Possible Action: Acceptance of Shane Tomlinson as the Atoka County Public Board Member
4. Consideration/Possible Action: Acceptance of Atoka County Private Board Member
5. Consideration/Possible Action: Acceptance of November 29, 2021 Board Minutes
6. Consideration/Possible Action: Acceptance of Financial Report for November and December, 2021
7. Consideration/Possible Action: Approval of CSBG 21 Budget Revision
8. Consideration/Possible Action: Approval of ESG 21 Budget Revision
9. Consideration/Possible Action: CSBG CR Budget Modification
10. Consideration/Possible Action: Agency Budget

11. Consideration/Possible Action: Permission to Apply - United Way Grant
12. Consideration/Possible Action: Acceptance of Affirmative Action Plan/EEO Report/Title VI Policy
13. Presentation: Strategic Governance
 - a. Planning & Review of Strategic Plan
 - b. Agency Goals
14. Consideration/Possible Action: IRS Mileage Rate
15. Consideration/Possible Action: CHDO Policies
 - a. Fair Housing Resolutions (ESG)
 - b. Fair Housing Proclamations (INCA, INCA LLC)
 - c. Housing Tenant Participation Plan
 - d. Affirmative Fair Housing Marketing Plan & Resolution
 - e. Community Services Utilization Minority Business Plan Resolution
 - f. Housing Conflict of Interest Grievance Procedures
 - g. CHDO Conflict of Interest Affidavit
 - h. CHDO Resolution
16. Consideration/Possible Action: Policies
 - a. Computer/Internet/Email Policy
 - b. Infectious Disease Policy
 - c. Administrative Assistant/Corporate Secretary/Purchasing Agent
17. Training: Board Responsibilities- Officers & Committee Responsibilities
18. Customer Satisfaction Reports: Agency

19. Program Reports:
 - a. LaQuita Thornley: Program Reports
 - i. COVID Update
 - ii. DHS LIHEAP 19 Monitoring Notification Letter
 - b. Erica Pogue
 - i. Staffing Report
 - ii. Insured Claims Analysis
 - c. Amber Freeman: Communication/Strategic Plan
 - i. RSVP Report
 - ii. ROMA
 - iii. ODOC Monitoring Letter on DHS/LIHEAP
 - d. Erica Pogue: JAMM Transit and Housing Report
 - i. DBE Matters and Achievement
 - e. Kathy Castleberry: Head Start/Early Head Start Report
 - f. Kristy Mobbs: RAVE Report
20. Adjourn: Next Meeting: February 28