

# INCA COMMUNITY SERVICES, INC.

**Board of Directors Agenda**  
**September 27, 2021- 5:30 P.M.**  
202 S. Capitol, P.O. Box 68  
Tishomingo, Oklahoma 73460  
580-371-2352

## **AGENDA**

Join Zoom Meeting

<https://us06web.zoom.us/j/81463226306?pwd=cm9oL0hoTzUyN0xyMXdKU1F1b2FrUT09>

Meeting ID: 814 6322 6306

Passcode: 038055

One tap mobile

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1. Call Meeting to Order
2. Establish Quorum
3. Consideration/Possible Action: Acceptance of Jill Hall (Murray County Public) Resignation Letter
4. Consideration/Possible Action: Acceptance of August 30, 2021 Board Minutes
5. Consideration/Possible Action: Acceptance of Financial Report for August, 2021
6. Consideration/Possible Action: Acceptance of Rx Budget
7. Consideration/Possible Action: Acceptance of SAF-HS 2022
8. Consideration/Possible Action: Approval of Head Start COVID carryover funds for \$170,487.69
9. Consideration/Possible Action: CSBG 2020 Revision

10. Training: Governance and Oversight
  - a. By-Laws- received by Board
  - b. Open Meeting Laws and Legal Update
11. Consideration/Possible Action: Community Needs Assessment
  - a. Final Needs Prioritized
12. INCA's Policies and Procedures/Job Descriptions
  - a. Infectious Disease Control Policy
  - b. RAVE Covid 19 Work Plan (revision of Return to Work Plan)
  - c. Attendance and Time Policy
  - d. Leave Without Pay Policy
  - e. Sick Leave Benefit Policy
  - f. COVID 19 Policy
  - g. Vaccination Policy
13. Training: Head Start Governance for Board Members
14. Program Reports:
  - a. LaQuita Thornley: Program Reports
    - i. Kristy Mobbs received OKACAA Guy Davis Award for Leadership
    - ii. National Vaccine Mandate
  - b. Kalee Sundeen
    - i. Staffing Report
  - c. Amber Freeman: Communication/Strategic Plan
    - i. RSVP Report
    - ii. AmeriCorps Monitoring
  - d. Erica Pogue: JAMM Transit and Housing Report
    - i. DBE Matters and Achievement
  - e. Kathy Castleberry: Head Start/Early Head Start Report
    - i. CACFP Memorandum
  - f. Kristy Mobbs: RAVE Report
    - i. Child Placing Audit - September 21, 2021
15. Next Meeting: October 25