



Board Meeting February 28, 2022

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

Vice Chairperson Chris Duroy called the meeting to order at 5:30 pm.

Vice Chairperson Chris Duroy asked for a Roll Call Vote to establish a quorum.

Present: Chris Duroy, Shane Tomlinson, Jena Newman, Royce Bartee, Rolanda Rogers, Kent McKinley, T.J. Clements and LaToya Davis.

Absent: Oma Dell Burns, Marvin Wallace, Victor Cook, and Tara Huddleston

Quorum established.

Staff Present: LaQuita Thornley, Erica Pogue, Amber Freeman, & Crystal Cortes
Kathy Castleberry, Kristy Mobbs & Shawna Latham (by Zoom)

Consultants Present: Lowell Wright (by Zoom)

Executive Director LaQuita Thornley presented Years of Service to Board Members who have been on the board for more than one year.

Vice Chairperson Chris Duroy asked for a motion on the January 2022 minutes. Royce Bartee motioned to approve the January 2022 minutes. Jena Newman seconded the motion. Roll Call Vote: 7 Yes, 0 No, 1 Abstain.

Financial Consultant, Lowell Wright, presented the financial statements for January 2022. Vice Chairperson Chris Duroy asked for a motion on the financial report. Royce Bartee motioned to approve the financial statements. Shane Tomlinson seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Executive Director LaQuita Thornley discussed the Cost Allocation Plan. She discussed what it was and what it is used for. She noted changes in program staff that would affect costs, as well as movement in the Tishomingo office that had an effect. Vice Chairperson Chris Duroy asked for a motion.

Jena Newman made a motion to approve. T. J. Clements seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Co Associate Director Amber Freeman discussed the CSBG 1st & 2nd Allocation of \$79,614. Vice Chairperson Chris Duroy asked for a motion. LaToya Davis made a motion to approve. Jena Newman seconded the motion. Roll Call Vote: 8 Yes, 0 No

Co Associate Director Amber Freeman presented the finalized CNA and CAP to the Board. Vice Chairperson Chris Duroy asked for a motion. Royce Bartee made a motion to formally accept the CNA and CAP. Shane Tomlinson seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Co Associate Director Amber Freeman presented the Strategic Plan & Agency Goals, and how this was the ending of the cycle on this plan. We will begin on a new Strategic Plan soon and the board will be involved. Amber talked about each of our five goals and the updates on the goals.

Associate Director Erica Pogue discussed the JAMM SODA annual grant. The conference has been rescheduled to March due to the weather. Vice Chairperson Chris Duroy asked for a motion. LaToya Davis made a motion to approve. T. J. Clements seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Executive Director LaQuita Thornley discussed the Organizational Charts for the Agency. She discussed the changes to the HR position. Other changes were minor, mainly title changes, or combining titles. Vice Chairperson Chris Duroy asked for a motion. Royce Bartee motioned to approve the organizational charts. LaToya Davis seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Executive Director discussed the Articles of Incorporation and what they stand for. All board members were given a copy.

Associate Director Erica Pogue discussed the Murray County Transit Operations Assistant Job Description. Vice Chairperson Chris Duroy asked for a motion. T. J. Clements made a motion to approve. LaToya Davis seconded. Roll Call Vote: 8 Yes, 0 No.

Co Associate Director Amber Freeman discussed the Code of Ethics, Confidentiality, and Conflict of Interest statements. Board members were asked to read through, sign, and turn in before leaving.

Co Associate Director Amber Freeman reviewed the Mission Statement and highlighted some key points.

Co Associate Director Amber Freeman discussed the ROMA report and that the complete Impact Report will be presented in March.

Board Report:

Executive Director gave a Covid update. She also discussed the Weatherization program. She also notified the board that some administrative leave was given in February due to inclement weather.

Co Associate Director Erica Pogue gave a covid update on staff, that we have had few positive covid tests since we have started doing weekly testing. She stated that we have close to 50 openings for job employment throughout the Agency.

JAMM is working on the mobile app. Hope to have it out at the end of March. Would be the first in the state to have their own app. JAMM has three new vehicles.

Associate Director Amber Freeman introduced the new RSVP Director that would give her report tonight.

HS/EHS Director Kathy Castleberry discussed the meetings she is attending to prepare for HS monitoring, which begins for Inca on March 28th.

Kristy Mobbs, RAVE Director, reported that RAVE is preparing for a child placement audit on March 9th. One of three programs in the state doing child placement.

Shawna Latham, RSVP Director, discussed that she has been doing training to learn about the Americorps/RSVP program and the CSFP food program. She has been doing community outreach in Johnston County.

Next meeting will be March 28.

Adjourned.

Report & Handouts included in Board Packet:

- January 2022 Minutes
- Financials for January 2022
- Cost Allocation Plan
- CSBG Allocation
- CNA & CAP Handouts
- Final Strategic Plan Update
- JAMM SODA Letter
- Organizational Charts
- Articles of Incorporation
- Job Description: Murray County Operations Assistant
- Mission Statement Review Slides
- ROMA Report
- Board Report
- Wx Letter
- CSBG CARES Monitoring Dashboard Handout
- OHS FA1 Monitoring Review Letter
- OHS Memo on Documenting Services to Enrolled Pregnant Women
- CACFP Report