



Special Board Meeting

July 27, 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, Jena Newman, Victor Cook, LaToya Davis, Oma Dell Burns, Marvin Wallace, Shane Tomlinson, Royce Bartee, & Kent McKinley.

Absent: Rolanda Rogers, Tara Huddleston & T.J. Clements

Quorum established.

Staff Present:

On-site: Amber Freeman, Victoria Gonzales, Shawna Latham, & Erica Pogue.

Zoom: Kathy Caslteberry & JoAnn Barnes.

Consultants Present:

Zoom: Lowell Wright

Vice Chairperson Chris Duroy asked for a motion on the acceptance of Oma Dell Burns as the Private Sector Representative for Johnston County. Royce Bartee made a motion to approve. Jena Newman seconded the motion. Roll Call Vote: 8 Yes, 0 No, 1 Abstain

Vice Chairperson Chris Duroy asked for a motion on the June 2022 minutes. Shane Tomlinson made a motion to approve. Victor Cook seconded the motion. Roll Call Vote: 7 Yes, 0 No, 2 Abstain

Victor Cook, chair of the Finance Committee, presented the financial information for June 2022. The following programs ended in June, SAF, SAF-HS, RX-OK, & RSVP. All program funds were obligated with the exception of the RSVP grant. The RSVP grant will carry forward \$32,977.00 into the next fiscal year. Discussion was had. Vice Chairperson Chris Duroy asked for a motion. Shane Tomlinson made a motion to approve the financial report. Victor Cook seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Associate Director Amber Freeman presented the letter for the CSBG Cares funds additional monies in the amount of \$25,000.00. Vice Chairperson Chris Duroy asked for a motion. LaToya Davis made a motion to approve. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Headstart/ Early Headstart Director Kathy Castleberry presented the request to apply for HS/EHS 2023-2024 Application for Federal Funding. Discussion was had. Vice Chairperson Chris Duroy asked for a motion. Victor Cook made a motion to approve. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes. 0 No.

Associate Director Amber Freeman presented training to the board on Fund Development. Slideshow attached.

Associate Director Erica Pogue presented the updates to the Employee Personal Information Policy. Policy was discussed. Vice Chairperson Chris Duroy asked for a motion. Jena Newman made a motion to approve. Oma Dell Burns seconded the motion. Roll Call Vote: 9 Yes, 0 No

Associate Directors Erica Pogue and Amber Freeman presented the Program Highlight/Customer Satisfaction Report: RAVE. (See attached).

Board Reports (included in attachments):

Associate Director Erica Pogue highlighted items in the Board Report for discussion. She gave the staffing report for HR. Erica gave a brief overview of new hires and recent terminations. Discussion was had comparing 2021 and 2022 turnover percentages. She also discussed the JAMM program and upcoming vehicle air conditioner repairs.

Associate Director Amber Freeman stated the social media report could be found in the Board Reports and discussed the upcoming mid-year ROMA report.

Associate Director Amber Freeman discussed the INCA ESG Monitoring report from the ODOC. Discussion was had.

Headstart/ Early Headstart Director Kathy Castleberry discussed the Head Start F1 Monitoring Report. She also discussed the hiring process and progress made.

Associate Director Erica Pogue, highlighted the employment progress for RAVE and customer satisfaction surveys going out.

RSVP Director Shawna Latham discussed the RSVP seeking out more volunteers to assist with various activities including food boxes. She also discussed community events RSVP has been involved with, and preparation for volunteer recognition.

Associate Director Erica Pogue discussed the Housing/ESG report.

Vice Chairperson Chris Duroy called for adjournment. All In Favor.

Meeting Adjourned.

Next meeting will be on August 29th.
Adjourned.

Report & Handouts included in Board Packet:

- INCA Community Recommendation Request Letter
- Johnston County Sentinel Letter of Recommendation
- June 2022 Minutes
- Financials for June 2022
- Oklahoma Commerce CSBG CARES Letter
- Administration for Children & Families HS Grant Letter
- Employee Personal Information Policy
- INCA ESG Monitoring Response Letter
- Oklahoma Commerce ESG Monitoring Closure Letter
- Oklahoma Commerce ESG Monitoring Observation Letter
- CACFP Report
- Office of Head Start Monitoring Review Letter
- Oklahoma Human Services Performance Survey Notification Letter
- ROMA Monthly Total Services
- Training: Fund Development Slides
- Program Highlight/Customer Satisfaction Report: RAVE Slides
- Board of Directors Monthly Report
- Non-Competing Continuation Grant Letter