



Special Board Meeting

May 23, 2022

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

Chairperson Tara Huddleston called the meeting to order at 5:30 pm.

Chairperson Tara Huddleston asked for a Roll Call Vote to establish a quorum.

Present: Tara Huddleston, Chris Duroy, Jena Newman, Victor Cook, LaToya Davis, Oma Dell Burns, Marvin Wallace, Shane Tomlinson, Royce Bartee, & Rolanda Rogers.

Absent: T. J. Clements & Kent McKinley

Quorum established.

Staff Present : On-site: Amber Freeman, Victoria Gonzales, Crystal Cortes & Sue Ishmael.
Zoom: LaQuita Thornley, Erica Pogue, Jana Thompson

Consultants Present: Lowell Wright
Head Start Policy Council Liaison: Janessa Michalk

Chairperson Tara Huddleston asked for a motion on the April 2022 minutes. LaToya Davis made a motion to approve. Royce Bartee seconded the motion. Roll Call Vote: 9 Yes, 0 No, 1 Abstain

Financial Consultant, Lowell Wright, presented the financial statements for April 2022. A Finance Committee was held before the board meeting. No programs closed in April. Discussion was had. Chairperson Tara Huddleston asked for a motion. Royce Bartee made a motion to approve the financial report. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Executive Director LaQuita Thornley presented SAF-HS 22 budget for additional monies bringing the total to \$48,367.00. Discussion was had. Chairperson Tara Huddleston asked for a motion. Victor Cook made a motion to approve. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Associate Director Erica Pogue presented the Weatherization DHS 2021 Budget Revision. Chairperson Tara Huddleston asked for a motion. Discussion was had. Marvin Wallace made a motion to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Community Service Manager Jana Thompson presented the Oklahoma Asset Development Program Contract (Volunteer Income Tax Preparation) from the Oklahoma Association of Community Action Agencies for \$11,066.00. Discussion was had. Chairperson Tara Huddleston asked for a motion. Royce Bartee made a motion to approve. Oma Dell Burns seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Executive Director LaQuita Thornley presented the letter and request to transfer the grantee status of the Weatherization Program to LIFT. Discussion was had. Questions were addressed. Chairperson Tara Huddleston asked for a motion. Marvin Wallace made a motion to approve. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Executive Director LaQuita Thornley presented Permission to Request Removal of Federal Lien on Kingston Head Start Building on the campus of Kingston Public Schools . Vice Chairperson Chris Duroy asked for clarification on the history of Kingston building. History of purchasing, Office of Head Start lein, moving of modular building from Farris to Kingston, and current condition of the building was outlined. Chairperson Tara Huddleston asked for a motion. Chris Duroy made a motion to approve. Marvin Wallace seconded the motion. Roll Call Vote: 10 Yes, 0 No

Executive Director LaQuita Thornley presented Permission to Apply For ESG 22 Funding and Resolution. Discussion was held. Chairperson Tara Huddleston asked for a motion. Latoya Davis made a motion to approve. Jena Newman seconded the motion. Roll Call Vote: 10 Yes, 0 No Chairperson.

Associate Director Amber Freeman presented training to the board on Community Relations, “How to be an Effective Ambassador to the Community”, and ways to promote INCA’s mission and its program.

Associate Director Erica Pogue presented Head Start/ Early Head Start ERSEA Policy. The one policy change, SNAP now approved to be a qualifying determination, was discussed. Chairperson Tara Huddleston asked for a motion. Jena Newman made a motion to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Associate Director Amber Freeman and Director Jana Thompson presented the Program Highlight/Customer Satisfaction Report: VITA.

Board Reports (included in attachments):

Executive Director LaQuita Thornley discussed the recent information on the delay on purchasing transit vehicles. She also discussed the VITA program.

Associate Director Erica Pogue highlighted items in the Board Report for discussion. She gave the staffing report for HR. She also discussed the JAMM program assisting with transporting summer school kids. Erica gave a brief overview of new hires and recent terminations.

Education Manager Crystal Cortes discussed HS preparing for summer training and August enrollment.

Co Associate Director Amber Freeman discussed May being Community Action Month. She highlighted Community Action social media posts and thanked board members for interacting with the posts.

Co Associate Director Amber Freeman discussed the ROMA report and monthly total services.

Co Associate Director Amber Freeman discussed the RSVP CSFP Compliance Review of the food box distribution.

Jana Thompson discussed the Housing/ESG report.

Chairperson Tara Huddleston called for adjournment. All In Favor.

Meeting Adjourned.

Next meeting will be on June 27.

Adjourned.

Report & Handouts included in Board Packet:

- April 2022 Minutes
- Financials for April 2022
- ESG Cares #2 Handout
- ODOC/CD Letter
- SAF-HS 2022 Revision
- DHS Budget Revision
- OADP/ODOC Budget
- Weatherization Letter
- RESOLUTION: Homeless Emergency Services
- TRaining: Be An INCA Ambassador slide show
- Policy: Head Start & Early Head Start ERSEA
- VOLunteer Income Tax Assistance slide show
- ROMA Monthly Total Services
- CACFP Report
- Food Distribution Program Compliance Review letters