



## **Board Meeting**

**October 25, 2021**

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

Chairperson Tara Huddleston called the meeting to order at 5:35 pm.

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

Present: Tara Huddleston, Chris Duroy, Victor Cook, Oma Dell Burns, LaToya Davis, Shane Tomlinson, Rolanda Rogers, Jena Newman, Royce Bartee, and Kent McKinley.

Absent: Marvin Wallace & T. J. Clements

Quorum established.

Staff Present: LaQuita Thornley, Amber Freeman, Kalee Sundeen, Crystal Cortes & Victoria Boaldin.

Zoom: Kathy Castleberry, JoAnn Barnes, Erica Pogue & Kristy Mobbs

Consultants Present: Lowell Wright

Chairperson Tara Huddleston asked for a motion on the renewal of Jena Newman as the Marshall County Private member. LaToya Davis made a motion to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 8 Yes, 0 No

Chairperson Tara Huddleston asked for a motion on the acceptance of the election results of Marvin Wallace as the Murray County Low Income Representative. Royce Bartee made a motion to accept. Shane Tomlinson seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Chairperson Tara Huddleston asked for a motion to accept Kent McKinley as the Murray County Public member. Victor Cook made a motion to accept. Oma Dell Burns seconded the motion. Roll Call Vote: 9 Yes, 0 No

Chairperson Tara Huddleston asked for a motion on the September 2021 minutes. LaToya Davis motioned to approve the September 2021 minutes. Oma Dell Burns seconded the motion. Roll Call Vote: 7 Yes, 0 No, 3 Abstain.

Financial Consultant, Lowell Wright, presented the financial statements for August 2021. Mr Wright stated that the following program grants were ending: CSBG, CSBG Captain, Legal Aid, ESG, DHS, CACFP and we exceeded our In Kind obligations. Discussion was had. Chairperson Tara Huddleston asked for a motion on the financial report. Shane Tomlinson motioned to approve the financial statements. Victor Cook seconded the motion. Roll Call Vote: 10 Yes, 0 No.

LaQuita Thornley, Executive Director, discussed the Conflict of Interest Resolution for the ESG contract for Sammual Jackson. Chairperson Tara Huddleston asked for a motion. Jena Newman made a motion to approve. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Executive Director, LaQuita Thornley presented the Risk Assessment Executive Summary.

Associate Director, Amber Freeman presented the training on fund development.

Amber Freeman gave the Customer Satisfaction Results for Head Start/Early Head Start.

Program Report Section:

LaQuita Thornley led an informative discussion on the status of the Presidential Head Start COVID vaccine mandate. Kalee Sundeen, HR Manager; Amber Freeman, Associate Director discussed the communication plan instigated to keep employees informed about the vaccine manade and allow them the opportunity to ask questions and express their opinions. Kathy Castleberry, Head Start Director presented information on the local, state and federal level concerning the Head Start COVID vaccine. She also discussed the fact that INCA as an Agency could fall under the OSHA vaccine mandate dealing with businesses of over 100 employees. She also discussed the renewal of the Legal Aid grant.

Kalee Sundeen, Human Resource manager, discussed what she and Amber had discussed with the Head Start staff during the Vaccine Mandate meeting. She also discussed staff new hires and the openings left to fill. Most COVID issues now deal with children in classrooms being exposed at home, and not staff being affected.

Amber Freeman, Associate Director, directed them to the social media report in the Board Report.

Erica Pogue, Associate Director, discussed the safety meeting with JAMM drivers & staff. JAMM is in need of drivers to keep up with the demand of the routes. The hope is to activate the app for the Ecolane system soon. Van shortage is delaying the purchase of new vehicles.

Kathy Castleberry, Head Start Director, discussed the DHS stabilization grant application process. The continuation grant is ready to submit. Enrollment is low in Head Start. Early Head Start is fully enrolled.

Kristy Mobbs said that the RAVE program is up to 70 clients, and is adding more. Needs more staff to handle new clients.

Jena Newman moved and Royce Bartee seconded that the board move into Executive Session concerning the sale of property. All members were in favor.

Oma Dell Burns made the motion to move back into the general Board Meeting. Jena Newman seconded the motion. All agreed.

Chairperson Tara Huddleston asked for a motion concerning the sale of the Kingston property. Royce Bartee moved to sell the Kingston property for \$49,000 with the buyer assuming all related closing costs, including appraisal. LaQuita Thornley will negotiate and have the authority to sell the property. Victor Cook seconded the motion. Roll Call Vote: 10 of 10.

Announcement: CHDO meeting will be held directly after the board meeting.

Next meeting will be held on November 30, 2021.

Meeting adjourned.

Report & Handouts included in Board Packet:

- Letter on Jena Newman
- Voting Results on Marvin Wallace
- Nomination Results on Kent McKinley
- Sept. 2021 Board Minutes
- Sept. 2021 Financials
- ESG Contract
- Risk Assessment
- Financial Support Training Slides
- Head Start Program Slides
- Board Report
- ODOC Letter on Wx Funds
- AmeriCorps Monitoring Letter
- QA Monitoring Report
- JAMM Revolving Fund Notification
- CACFP Report
- Kingston Property Sale Appraisal