



## **Board Meeting**

**August 31st, 2020**

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

Present: Tara Huddleston, Chris Duroy, Jena Newman, Victor Cook,  
Marvin Wallace, Oma Dell Burns, Shane Tomlinson, TJ Clements, and  
Royce Bartee.

Absent: LaToya Davis, Kim Hale & Jill Hall

Quorum established.

Staff Present: LaQuita Thornley, Amber Freeman, Crystal Cortes, Erica  
Pogue, Kathy Castleberry, Kristy Mobbs, JoAnn Barnes, Victoria Yates &  
Wanda Gray

Consultants Present: Lowell Wright.

Chairperson Huddleston asked for a motion to accept the election results  
of LaToya Davis for the Johnston County Low Income Seat. Jena Newman  
made a motion to accept the election results. Chris Duroy seconded. Roll  
Call Vote: 9 Yes, 0 No

Chairperson Tara Huddleston asked for a motion on the July 27th, 2020  
Minutes. Victor Cook made a motion to accept the minutes. Marvin Wallace  
seconded the motion. Roll Call Vote: 8 Yes, 0 No, 1 Abstain

Lowell Wright, financial consultant, gave the financial report for the month of July. No program grants ending for the month of July. Chairperson Huddleston asked for a motion on the financial report. Oma Dell Burns made a motion to accept. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Executive Director LaQuita Thornley discussed the budget for SAF HS. Chairperson Huddleston asked for a motion. Victor Cook made a motion to approve the budget. Marvin Wallace seconded. Roll Call Vote: 9 Yes, 0 No

Executive Director LaQuita Thornley discussed the SAF CSBG Budget. Chairperson Huddleston asked for a motion. Royce Bartee made a motion to approve. Jena Newman seconded the motion. Roll Call Vote: 9 Yes, 0 No

Executive Director Thornley discussed the Rx Budget. Chairperson Huddleston asked for a motion. Jena Newman made a motion to approve. Victor Cook seconded the motion. Roll Call Vote: 9 Yes, 0 No

Executive Director Thornley discussed the CSBG 1% allocation. Chairperson Huddleston asked for a motion. Marvin Wallace made a motion to approve. Shane Tomlinson seconded. Roll Call Vote: 9 Yes, 0 No

Head Start Director Kathy Castleberry discussed the proposal of an Early Head Start Expansion. Director Castleberry addressed the need for EHS rooms in Atoka, Davis and Kingston, and the budget proposal for needs. Discussion was had. Chairperson Huddleston asked for a motion on permission to apply. Royce Bartee made a motion to approve. Chris Duroy seconded the motion. Roll Call Vote: 9 Yes, 0 No

LaQuita Thornley discussed the By-Law Review letter from attorney James Thornley. No changes to the By-Laws were needed. Chairperson Huddleston asked for a motion on the Review. Victor Cook made a motion to approve. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes, 0 No

LaQuita Thornley & Capacity Director Amber Freeman discussed the Board Program and Training Schedule. Chairperson Huddleston asked for a motion. Shane Tomlinson made a motion to approve. T.J. Clements seconded the motion. Roll Call Vote: 9 Yes, 0 No

Director Thornley discussed the ESG COVID-19 Standards. These pertain to the new, one-time grant and employee positions for this grant. Chairperson Huddleston asked for a motion. Marvin Wallace made a motion to approve. Oma Dell Burns seconded the motion. Roll Call Vote: 9 Yes, 0 No

LaQuita Thornley discussed the Customer Satisfaction Survey System Policy, the Emergency Assistance Caseworker Job Description, Receptionist/Dispatcher/Relief Driver Job Description and the Corporate Secretary/Purchasing Agent/Capacity Assistant Job Description as one item. Discussion was had. Chairperson Huddleston asked for a motion. Chris Duroy made a motion to approve all four items. Royce Bartee seconded the motion. Roll Call Vote: 9 Yes, 0 No

Capacity Director Amber Freeman discussed the Board Self Evaluations and how the results will be used to benefit the board during meetings and training.

Amber Freeman discussed the Strategic Plan Update/Logic Model Review. Ms. Freeman discussed where we are on goals that were put into the Strategic Plan, with Operations Director Erica Pogue discussing the Transportation goals. Chairperson Huddleston asked for a motion. Victor Cook made a motion to accept the Strategic Plan Update. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes, 0 No

Amber Freeman discussed the Analysis of Agency Outcomes & Goal Achievement Progress. Chairperson Huddleston asked for a motion. Shane Tomlinson made a motion to approve the results. Royce Bartee seconded the motion. Roll Call Vote: 9 Yes, 0 No

Amber Freeman discussed INCA's Volunteer Tracking Report, which is mainly through Head Start and RSVP. Chairperson Huddleston asked for a motion to accept the tracking methods. The fact that volunteering is down due to the pandemic was also discussed. Marvin Wallace made a motion to approve. T. J. Clements seconded. Roll Call Vote: 9 Yes, 0 No

RSVP Director Wanda Gray discussed the RSVP Grant application process. Chairperson Huddleston asked for a motion. Oma Dell Burns made a motion to approve permission to apply for the RSVP Grant. Marvin Wallace seconded. Roll Call Vote: 9 Yes, 0 No

Wanda Gray gave the RSVP Program Highlight & Customer Satisfaction Report, highlighting the Stringtown Volunteers.

#### Board Report:

- LaQuita Thornley, Executive Director:
  - Update on Wx grant for Underserved counties application. INCA was not the recipient of the expansion areas.
- Victoria Yates, Human Resources:
  - FMLA claims have not increased as expected due to COVID,
  - New Hires will increase employment numbers next month
- Amber Freeman, Capacity Director:
  - ROMA Report for July
- Erica Pogue, Operations Director:
  - Meal Deliveries finished with over 104,000 meals delivered
  - Transit Grant will close out in September.
- Kathy Castleberry, Head Start Director:
  - Classrooms are all open except for 2 new EHS rooms
  - Many new health protocols, including teaching students to wear masks
- Wanda Gray, RSVP Director:
  - RSVP will do a Recognition Bag in lieu of a Banquet
- Kristy Mobbs, RAVE Director:
  - New Agency Companions for two Children in Atoka in the process

Next meeting is September 28th, 2020.

*Jara Huddleston*

---

Report & Handouts included in Board Packet:

- Election Results
- July Board Minutes
- July Financial Reports
- SAF HS Budget
- SAF CAA Budge
- Rx Budget
- CSBG 1% Allocation Budget
- EHS Expansion Grant
- ByLaw Review Letter
- INCA Board Yearly Scheduled Agenda Items
- COVID19 ESG-CR Addendum
- Customer Satisfaction Survey System Policy
- Job Descriptions for Emergency Assistance Caseworker, Receptionist, Dispatcher/Relief Driver & Corporate Secretary/Purchasing Agent/Capacity Assistant
- Strategic Plan/Logic Model Update
- Agency Outcomes & Goal Update
- Volunteer Tracking Update
- RSVP Permission Letter
- RSVP Slideshow
- Board Report
- ROMA Report
- Office of Head Start Letter
- CACFP Report