



Board of Directors Minutes

February 25th, 2019

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

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

Amber Freeman presented the final CNA report including the top needs. She reviewed the different sources of the qualitative and quantitative data used in the report. She also reiterated from last month's board meeting the prioritized needs and CNA report they voted to approve.

The Code of Ethics & Confidentiality Statement/Conflict of Interest training was presented by Amber Freeman. Board Members reviewed and signed statement.

Program Reports (maintained in agency records) were as follow:

- Erica Pogue- asked the Board to take notice of the Audit in May and the 2019 HHS Poverty Guidelines to better give them an idea of what is considered low income.
- Brenna Moore- staffing report and insurance update
- Amber Freeman- ROMA report
- Erica Pogue- JAMM newsletters and new vehicle report
- Kathy Castleberry- staffing updates
- Wanda Gray- update on grant activities
- Kristy Mobbs- RAVE report

Chairperson Huddleston asked for a roll call to establish a quorum.

Present: Tara Huddleston, Chris Duroy, Jena Newman, Wes Harden, Oma Dell Burns and T. J. Clements.

Absent: Marvin Wallace, LaToya Davis, Betty Stephens, Shane Tomlinson and Victor Cook. One open board seat.

Quorum established.

Staff in attendance: Erica Pogue, Crystal Cortes, JoAnn Barnes, Amber Freeman, Wanda Gray, Kathy Castleberry, Kristy Mobbs, Brenna Moore & Sue Ishmael.

Consultants: Lowell Wright

Chairperson Huddleston asked for a motion on the January 28th Board Minutes. Jena Newman moved to accept the minutes. T. J. Clements seconded the motion. Roll Call Vote: 5 Yes, 0 No, 1 Abstained

Lowell Wright, financial consultant, gave the financial report. Lowell Wright stated that the Head Start/Early Head Start financial year had come to a close in January. Chairperson Huddleston asked for a motion on the financial report. Jena Newman moved to approve the financial report. Chris Duroy seconded the motion. Roll Call Vote: 6 Yes, 0 No

Erica Pogue, program director, reviewed the change in the VITA budget. JoAnn Barnes stated that one agency declined their grant and that money was divided among the other agencies. Chairperson Huddleston asked for a motion on the VITA Budget Revision. Chris Duroy moved to accept the revision. Jena Newman seconded the motion. Roll Call Vote: 6 Yes, 0 No

Chairperson Huddleston asked for any discussion on the RAVE Budget. Discussion was had on adding the number of employees to the report in the future to help with the salary allocation. Kristy Mobbs, RAVE director, explained how many employees each customer could require. Chairperson Huddleston asked for a motion on the RAVE budget. Oma Dell Burns moved to accept the RAVE budget. Wes Harden seconded the motion. Roll Call Vote: 6 Yes, 0 No

Chairperson Huddleston asked for discussion and a motion on the CSBG Budget FY 2019 of \$32,665.00. Chris Duroy moved to accept the CSBG budget. Wes Harden seconded the motion. Roll Call Vote: 6 Yes, 0 No

Erica Pogue requested permission to apply for the JAMM SODA Transportation grant. She stated that she applies for the same amount as previously given, and there is the possibility that more could be given. Chairperson Huddleston asked for a motion. Chris Duroy moved to approve

the permission to apply. Wes Harden seconded the motion. Roll Call Vote: 6 Yes, 0 No

Erica Pogue requested permission to apply for the SODA Nutrition grant. This would be a new service providing nutritional meals for the elderly, which was in or top 10 priorities. Erica stated that we were still studying the feasibility of the project put because of the application turnaround time wanted the board's approval to proceed. Would bring it back to the board next month after RFP was received. Discussion was held. Chairperson Huddleston asked for a motion. Chris Duroy moved to approve the permission to apply. Wes Harden seconded the motion. Roll Call Vote: 6 Yes, 0 No

Amber Freeman presented the Review of the Mission/Vision Statements for the Agency. The Board were asked questions to give them the opportunity to decide if our statements match our mission/vision. Chairperson Huddleston asked for a motion. Jena Newman moved to accept the statements with no changes. T.J. Clements seconded the motion. Roll Call Vote: 6 Yes, 0 No.

Amber Freeman explained the Articles of Incorporation. Since there were no changes to the Mission/Vision Statements, there was no need to change the Articles. Chairperson Huddleston asked for a motion. Oma Dell Burns motioned to accept the Articles as written. Jena Newman seconded the motion. Roll Call Vote: 6 Yes, 0 No

Chairperson Huddleston asked for discussion on the RAVE Job Description for a Community-Based Job Coach. Kristy Mobbs explained the position and how it would benefit other departments and services. Chairperson Huddleston asked for a motion. Jena Newman moved to approve the RAVE Job Description. T.J. Clements seconded the motion. Roll Call Vote: 6 Yes, 0 No

Erica Pogue reviewed the four Personnel Policies, stating the change or need for each. Chairperson Huddleston asked for any discussion and a motion. Chris Duroy moved to approve the policies. Oma Dell Burns seconded the motion. Roll Call Vote: 6 Yes, 0 No

Presentation of Certificates will be moved to next month.

Chairperson Huddleston called for adjournment, all were in favor.

Tara Huddleston - Tara Huddleston, Chairperson