



## **Board Meeting**

**October 26, 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: Chris Duroy, LaToya Davis, T.J. Clements, Royce Bartee, Oma Dell Burns, Shane Tomlinson, Jena Newman, Kim Hale, Tara Huddleston, and Jill Hall (entered late).

Absent: Victor Cook & Marvin Wallace

Quorum established.

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

Consultants Present: Lowell Wright.

Policy Council Representative: April Tamplen

Chairperson Huddleston asked for a motion to approve Kristin Hajny as Corporate secretary for the Board. Discussion. Royce Bartee made a motion to accept Kristin Hajny. Shane Tomlinson seconded. Roll Call Vote: 9 Yes, 0 No.

Chairperson Huddleston asked for a motion on the September 28th, 2020 Board Minutes. Oma Dell Burns made a motion to accept the minutes. LaToya Davis seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Lowell Wright, financial consultant, discussed the September 2020 financial report. Kim Hale made a motion to accept. Shane Tomlinson seconded. Roll Call Vote: 10 Yes, 0 No

Executive Director LaQuita Thornley presented the Risk Management Summary to the board. The Planning Committee had met and reviewed the summary in detail and was given the overall review and recommendations provided by Nonprofit Risk Management. The Leadership team and the Planning Committee will Rank the Recommendations and bring back to the board.

Erica Pogue presented the Human Rights Committee Recommendations to the board. Chairperson Huddleston asked for a motion. Kim Hale made motion to accept and Royce Bartee seconded. Roll call vote 10 Yes, 0 No.

Lowell Wright, Financial Consultant, presented the Electronic Purchase Requisition Policy and procedure revision which was reviewed by the planning committee. Chairperson Huddleston asked for a motion. Discussion. Kim Hale made motion to accept and Jena Newman seconded. Roll call vote 10 Yes, 0 No.

Executive Director, LaQuita Thornley presented the Organizational Chart and discussed the restructuring of positions and responsibilities. The planning committee had reviewed the changes and additional positions added due to the CARES funding. Chairperson Huddleston called for a motion. Discussion. Jena Newman made a motion to accept and Kim Hale seconded the motion. Roll call vote 10 Yes, 0 No.

Executive Director LaQuita Thornley presented the new job descriptions connected with the CARES projects and restructuring. The planning committee has reviewed and recommended to the board. Chairperson Huddleston called for a motion. Shane Tomlinson made a motion to accept the following job descriptions: Associate Director/Capacity Director, Associate Director/Transit Director, Head Start Education/Nutrition Director,

RSVP Project Coordinator and Mobility Intern. Kim Hale seconded the motion.

Amber Freeman presented Training: Building Financial Support.

Erica Pogue presented the Health Services Program Highlight and the Customer Satisfaction Report.

#### Board Report:

- LaQuita Thornley, Executive Director:
  - Updated on Oklahoma's waiver to allow remote board meetings. It will end on November 15th.
- Victoria Yates, Human Resources:
  - Staffing Report
  - Started tracking COVID numbers in report
- Amber Freeman, Capacity Director:
  - ROMA Report
- Erica Pogue, Operations Director:
  - DBE Matter & Achievements- Disadvantaged Business Enterprise
  - Ridership Numbers
  - November 30 is the start date in Atoka for PICK
- Kathy Castleberry, Head Start Director:
  - Have opened the second EHS room in Sulphur and the Madill EHS room is scheduled for opening this Wednesday.
  - HS/EHS Continuation grant due at the end of the week.
  - OHS Memo on Wages & Benefits
- Amanda LaFevers, RSVP Project Coordinator:
  - Have started doing the Farmers to Families food boxes in Atoka and Johnston Counties
  - Socktober donations will run through the end of the week.
- Kristy Mobbs, RAVE Director:
  - DDSD will be doing an annual audit
  - Have had two client deaths this past month
  - Still trying to fill staffing positions.

Next meeting is November 30th, 2020.

Chairperson Huddleston called for adjournment. All were in favor.

Report & Handouts included in Board Packet:

- Agenda
- September 2020 Minutes
- September 2020 Financials
- Risk Assessment Summary
- Affirmative Action Plan
- Electronic Purchase Requisition
- Organizational Chart
- Associate Director/Capacity Director
- Associate Director/Transit Director
- Education/Nutrition Manager
- RSVP Project Coordinator
- Mobility Intern
- Fund Development Training
- Health Service Program Highlight
- Board Report
- ROMA Report
- OHS Memo
- CACFP Report