



## Board Meeting

**April 26, 2021**

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, Victor Cook, Oma Dell Burns, T.J.Clements, & Royce Barte

Zoom: Tara Huddleston

Absent: Shane Tomlinson, Jena Newman, Marvin Wallace & Jill Hall

Quorum established.

Staff Present: LaQuita Thornley, Amber Freeman, Crystal Cortes & Krista Vann

Zoom: Erica Pogue, Kathy Castleberry & Kristy Mobbs

Consultants Present: Lowell Wright

Chairperson Tara Huddleston asked for a motion on Krista Vann as Corporate Secretary. Royce Barte made a motion to accept. LaToya Davis seconded the motion. Roll Call Vote: 7 Yes, 0 No.

Chairperson Tara Huddleston asked for a motion on the March 2021 minutes. Victor Cook motioned to approve the February 2021 minutes. Oma Dell Burns seconded the motion. Roll call vote: 7 Yes, 0 No, 0 Abstain

Financial Consultant, Lowell Wright, presented the financial statements for March 2021. Chairperson Huddleston asked for a motion on the financial report. Royce Barte motioned to approve the financial statements for March 2021. Chris Duroy seconded the motion. Roll call vote: 7 Yes, 0 No.

Executive Director LaQuita Thornley presented the CSBG Revision. Chairperson Huddleston asked for a motion on the CSBG Revision. Victor Cook motioned to approve the CSBG Revision. LaToya Davis seconded the motion. Roll call vote: 7 Yes, 0 No.

Amber Freeman presented the ESG CARES Revision. Chairperson Huddleston asked for a motion on the ESG CARES Revision. Discussion was held. Oma Dell made a motion to approve the ESG CARES revision. Chris Duroy seconded the motion. Roll call vote: 7 Yes, 0 No

Executive Director Thornley presented the Organizational Chart for the Agency. Chairperson Huddleston asked for a motion to approve. Royce Bartee made a motion to approve. LaToya Davis seconded the motion. Roll call vote: 7 Yes, 0 No

Executive Director Thornley presented the Succession Plans and went through the changes Discussion was held. Chairperson Huddleston asked for a motion to approve. Victor Cook made a motion to approve. LaToya Davis seconded the motion. Roll call vote: 7 Yes, 0 No

Erica Pogue presented the RTAP Grant, asking for permission to apply for \$100,000. Executive Director Thornley led a discussion about the need and how this pilot project would benefit our community. Chairperson Huddleston asked for a motion to approve. LaToya Davis made a motion to approve. T.J. Clements seconded the motion. Roll call vote: 7 Yes, 0 No

Executive Director Thornley presented the Whistleblower Policy and stated that administrative staff had reviewed and checked on possible federal ruling changes and our attorney had also reviewed and determined no changes were necessary. Chairperson Huddleston asked for a motion to approve. Royce Bartee made a motion to approve. Oma Dell seconded the motion. Roll call vote: 7 Yes, 0 No

Program Reports were submitted and reviewed by the board and the directors presented the following:

LaQuita Thornley told the board that Jonathan Edwards a candidate which was approved could not serve on the board due to his residence not being within or service area which is in or bylaws. We thanked him for his interest and participation.

INCA's 401K Plan annual review was held with Mutual of America and the administrative staff. Mrs. Thornley shared highlights of the review with the board of directors. Report included in attachments.

LaQuita Thornley, shared the year end workers compensation report and pleased to say that the number of workers compensation cases had again decreased this year and that many had been closed.

In absence of a human resource director, Mrs. Thornley shared the HR report and discussed the difficulty of filling open positions. She also shared the update on COVID related absences and closings.

Amber Freeman, Associate Director, shared the first quarter ROMA Report outlining services and outcomes. She also reported on the RSVP program, Senior food boxes and tax program which were outlined in detail in the Program Report (attached).

Erica Pogue, Associate Director, updated the board on the conversion from paper to a routing software program for JAMM Transit. Each driver will have a tablet, which shows the address, name and map to the pickup. This will eliminate nearly all the drivers paperwork and reduce errors. She also highlighted the PICK project which is similar to an uber starting in June and additional funding opportunity from SODA.

Kathy Castleberry, Head Start Director, referred to the managers written reports which were included and told the board we had our first classroom closure due to COVID since spring break. She discussed the openings in Head Start staff positions and the minimum number of staff who had applied for summer assistant positions.

Crystal Cortez, Head Start Education and Nutrition Manager, reviewed the CACFP report and the CACFP monitoring. There were no issues with the monitoring. She also pointed out that the sites with kitchens have been able to keep food costs down.

Kristy Mobbs, RAVE Director, referred to her written program report and did emphasize she had 14 openings. Hiring was becoming a major issue.

Next meeting will be held May 24th.

Report & Handouts included in Board Packet:

- Agenda
- March 2021 Minutes
- March 2021 Financials
- Organizational Chart
- Succession Plan
- RTAP Resolution
- Whistleblower Policy
- INCA's History
- Board Report
- 401K Handouts
- Workmans Comp Report
- ROMA Quarterly Report
- CACFP Monitoring Letter
- CACFP Report