



Board Meeting

February 22, 2021

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

Chairperson Tara Huddleston called the meeting to order at 5:20 p.m.

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

Present: Chris Duroy, Latoya Davis, Shane Tomlison, Royce Bartee, Jena Newman, and T.J. Clement

Zoom: Tara Huddleston, Victor Cook, and Jill Hall

Absent: Marvin Wallace and Kim Hale

Quorum established.

Staff Present: LaQuita Thornley, Erica Pogue, Amber Freeman, Kathy Castleberry, Kristy Mobbs, and JoAnn Barnes

Consultants Present: Lowell Wright.

Chairperson Huddleston asked for a motion on the resignation of Kim Hale, Murray County, Private Sector Member. Royce Bartee made the motion to accept the resignation. Oma Dell Burns seconded the motion. Roll Call Vote: 9 Yes, 0 No

Chairperson Huddelston asked for nominations for the Election of Officers:

- Nominations for Chairperson - Chris Duroy nominated Tara Huddleston, Jena Newman seconded.
- Nominations for Vice-Chairperson - Royce Bartee nominated Chris Duroy, Shane Tomlinson seconded.
- Nominations for Treasurer - According to by-laws Lowell Wright serves as the Treasurer if there were no other nominations. This is a non voting position.
- No other nominations.

Shane Tomlinson moved to accept the nominations and Royce Bartee seconded. Roll Call
Vote: 9 Yes, 0 No
Chairperson - Tara Huddleston
Vice-Chairperson - Chris Derooy
Treasure - Lowell Wright

Years of Service awards were presented to the board members.

Jill Hall- 1 Year
Oma Dell Burns- 2 Years
T.J. Clement- 2 Years
Shane Tomlinson- 2 Years
Marvin Wallace- 2 Years
LaToya Davis- 3 Years
Victor Cook- 4 Years
Royce Bartee- 5 Years
Jena Newman- 5 Years
Chirs Durooy- 7 Years
Tara Huddleston- 10 Years

Chairperson Tara Huddleston asked for a motion on the January 2021 minutes. LaToya Davis made a motion to accept the minutes. Jena Newman seconded the motion. Roll Call
Vote: 8 Yes, 0 No, 2 Abstain

Financial Consultant, Lowell Wright, presented the financial statements for January 2021. Chairperson Huddleston asked for a motion on the financial report. Victor Cook made a motion to accept the financial report. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No

Executive Director, LaQuita Thornley, reviewed the Cost Allocation Plan which came from the Planning Committee with no changes or additions. Discussion. Chairperson Huddleston asked for a motion on the Cost Allocation Plan. Jena Newman made a motion to approve the Cost Allocation Plan. Oma Dell Burns seconded the motion. Roll Call Vote: 10 Yes, 0 No

Associate Director, Amber Freeman, provided training on the Code of Ethics & Confidentiality Statement and Conflict of Interest. Both documents were signed by members. For those not present, documents will be sent by DocuSign. No action required.

Associate Director, Amber Freeman, reviewed the Articles of Incorporation. No action required.

Transit Director, Erica Pogue, reviewed the JAMM SODA Permission to Apply. Chairperson Tara Huddleston asked for a motion on the JAMM SODA Permission to Apply. LaToya Davis made a motion to approve applying for funds. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No

Executive Director, LaQuita Thornley, presented the ESG and ESG Cares Policies which were reviewed and recommended by the Planning Committee. Chairperson Tara Huddleston asked for a motion on the ESG and ESG Cares Policies. Chris Duroy motioned to apply the ESG and ESG Cares Policies. Royce Bartee seconded the motion. Roll Call Vote: 10 Yes, 0 No

Associate Director, Amber Freeman, presented the CAP Plan, Logic Model, & Community Assessment which was reviewed and recommended by the Planning Committee. Chairperson. Tara Huddleston asked for a motion to approve the CAP Plan, Logic Model & Community Assessment. Victor Cook motioned to approve the CAP Plan, Logic Model & Community Assessment. Royce Bartee seconded the motion. Roll Call Vote: 10 Yes, 0 No

Associate Director, Amber Freeman, reviewed the mission statement with the Board of Directors and asked for any possible changes. None was noted. No action required.

Associate Director, Amber Freeman, presented INCA's Impact Report. No action required.

Board Report:

- LaQuita Thornley, Executive Director: Program, Insurance, and Staffing Reports presented.
- Amber Freeman, Associate Director: Openings, Reports, and Social Media outcomes.
- Erica Pogue, Associate Director: Reported on JAMM.
- Kathy Castleberry, Head Start Director: Head Start notices were presented.
- RSVP Program: Amber Freeman reported.
- Kristy Mobbs, RAVE Director: Audit moved to next week.

Next meeting is March 29, 2021

Chairperson Huddleston called for adjournment. All were in favor.

Request for Recording of Board Meeting may be obtained by contacting Crystal Cortes at c.cortes@incacaa.org.

Report & Handouts included in Board Packet:

- Agenda
- Resignation Email from Kim Hale
- January 2021 Minutes
- January 2021 Financials
- Cost Allocation Plan
- Certificate of Incorporation
- JAMM SODA Permission to Apply Letter
- ESG Addendum to Requirements Cares Act Waivers
- Evaluation of Individual and Families Eligibility
- Partnership Coordination
- Determination of Prevention vs. Rapid Re-Housing
- ESG Small Purchase Procurement and Inventory
- Habitability of Shelter and Housing
- 2021 Community Action Plan
- 2020 Impact Report
- Board of Directors Monthly Report
- Work Comp Premium & Claims Analysis
- Notice from Office of Head Start
- CACFP Report