



Board Meeting January 25, 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: Tara Huddleston, Chris Duroy, Jena Newman, LaToya Davis, Oma Dell Burns, Marvin Wallace, Shane Tomlinson, TJ Clements, Royce Bartee, and Kim Hale.

Absent: Victor Cook and Jill Hall

Quorum established.

Staff Present: LaQuita Thornley, JoAnn Barnes, Amber Freeman, and Erica Pogue.
Via Zoom: Kathy Castleberry, Kristy Mobbs, and Victoria Yates.

Consultants Present: Lowell Wright.

Chairperson Tara Huddleston asked for a motion on the November 2020 minutes. Marvin Wallace made a motion to accept the minutes. Oma Dell Burns seconded the motion. Roll Call Vote: 8 Yes, 0 No, 2 Abstain

Financial Consultant, Lowell Wright, presented the financial statements for November and December 2020. Chairperson Huddleston asked for a motion on the financial report. Latoya Davis made a motion to accept the financial report. Royce Bartee seconded the motion. Roll Call Vote: 10 Yes, 0 No

Executive Director, LaQuita Thornley, presented the IRS Mileage Rate for 2021. Effective January 1, 2021 mileage is \$.56 per mile. Kim Hale made a motion to accept the mileage change. Royce Bartee seconded. Roll Call Vote: 10 Yes, 0 No

Financial Consultant, Lowell Wright, presented the Agency Wide Budget for February 2021 through January 2022, reviewed and recommended by the financial committee. Chairperson Huddleston asked for a motion on the report. Royce Bartee made a motion to accept the report. Shane Tomlinson seconded. Roll Call Vote: 10 Yes, 0 No

Executive Director, LaQuita Thornley, presented the Policies and Procedures, the Computer/Internet/Email Policy and the COVID-19 Emergency Medical Assistance Procedures, reviewed and recommended by the planning committee. Chairperson Huddleston asked for a motion on the Policies and Procedures. Kim Hale made a motion to accept the Policies and Procedures. LaToya Davis seconded. Roll Call Vote: 10 Yes, 0 No

Executive Director, LaQuita Thornley, presented the Housing Navigator and Receptionist III job descriptions Chairperson Huddleston asked for a motion on the job descriptions reviewed and recommended by the planning committee. Oma Dell Burns made a motion to accept the job descriptions. Marvin Wallace seconded. Roll Call Vote: 10 Yes, 0 No.

Associate Director, Amber Freeman, presented the request to apply for the United Way Grant of \$25,000.00 to support the RSVP program. Chairperson Huddleston asked for a motion. Kim Hale made a motion to apply for the grant. Shane Tomlinson seconded. Roll Call Vote: 10 Yes, 0 No

Executive Director, LaQuita Thornley, presented the CSBG Budget for the 1st Quarter in the amount of \$40,089.00. Chairperson Huddleston asked for a motion on the budget. Jena Newman made a motion to approve the budget. Kim Hale seconded. Roll Call Vote: 10 Yes, 0 No

Associate Director, Erica Pogue, presented the following Housing Documents: Fair Housing Resolutions: ESG and CHDO/OHFA, Fair Housing Proclamation: INCA and INCA LLC, Housing Tenant Participation Plan, Affirmative Fair Housing Marketing Plan and REsolution, Community Services Utilization Minority Business Plan REsolution, Housing Conflict of Interest Grievance Procedures, CHDO Conflict of Interest Affidavit. Chairperson Huddleston asked for a motion on the documents. Jena Newman made a motion to approve the documents. LaToya Davis seconded. Roll Call Vote: 10 Yes, 0 No

Associate Director, Amber Freeman, presented the ROMA Planning Logic Models and Unduplicated Outcome Reports for the tracking of family, agency, and/or community outcomes supporting Community Action Organizational Standard 9.2. Chairperson Huddleston asked for a motion on the tracking device. Kim Hale made a motion to approve. Royce Bartee seconded. Roll Call Vote: 10 Yes, 0 No

Associate Director, Amber Freeman, presented the Agency Wide Customer Satisfaction Report for analysis by the Board. Key Findings were discussed, along with yearly analysis and review on how COVID has affected customers, and whether recommendations on changes were needed.

Board Report:

- LaQuita Thornley, Executive Director: Reported on the Oklahoma House Speaker's Ball and the Board Officer Elections to be held in February.
- Victoria Yates, Human Resources: Presented the staffing report
- Amber Freeman, Capacity Director: Presented the ROMA report.
- Erica Pogue, Operations Director: More decontamination systems installed and received the 5310 Approval Letter
- Kathy Castleberry, Head Start Director: Office of Head Start Memos
- LaQuita Thornley, reported on the RSVP Program: We received the notice from the RSVP competition award for 3 more years of services (included in packet).
- Kristy Mobbs, RAVE Director: Received another child in the Ada area. As of the last DDSD meeting, 5,842 people were on the statewide waiting list, 296 in the counties we serve. In person child placing audits will be in February.

Next meeting is February 22, 2021

Chairperson Huddleston called for adjournment. All were in favor.

Report & Handouts included in Board Packet:

- Agenda
- November 2020 Minutes
- November & December 2020 Financials
- IRS Mileage Hanout
- Agency Wide Budget
- Computer/Internet/Email Policy
- COVID-19 Emergency Medical Assistance Policy & Procedures
- Housing Navigator Job Description
- Receptionist III Job Description
- RSVP/United Way Permission to Apply Letter
- Letter & Budget for CSBG First Quarter
- Fair Housing Resolutions
 - ESG
 - CHDO/OHFA
- Fair Housing Proclamation
 - INCA
 - INCA LLC
- Housing Tenant Participation Plan
- Affirmative Fair Housing Marketing Plan and Resolution
- Community Services Utilization Minority Business Plan Resolution
- Housing Conflict of Interest Grievance Procedures
- CHDO Conflict of Interest Affidavit
- ROMA Planning Logic Models with Unduplicated Services & Outcomes
- 2020 Agency Wide Customer Satisfaction Survey Slide Show
- Program Report for January
- Speaker's Ball Selection Letter
- ROMA Report
- 5310 Letter
- Office of Head Start Memos
- CACFP Report
- Americorps/RSVP Acceptance Letter