



Board Meeting

July 27th, 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: Tara Huddleston, Chris Duroy, Jena Newman, Victor Cook, LaToya Davis, Oma Dell Burns, Shane Tomlinson, Royce Bartee, Kim Hale, Jill Hall (after roll call), & Marvin Wallace (after roll call).

Absent: T.J. Clements

Quorum established.

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

Consultants Present: Lowell Wright, James Thornley & Greg Saunders.

Greg Saunders, from Saunders & Associates, PLLC Certified Public Accountants prented the audit via Zoom. Mr. Saunders stated that we have good internal controls and no non-compliance issues. Chairperson Huddleston asked for a motion to receive and accept the Audit ending in January of 2020. Chris Duroy made a motion to accept. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes; 0 No

Chairperson Tara Huddleston asked for a motion on the June 22, 2020 Minutes. LaToya Davis made a motion to accept the minutes. Kim Hale seconded the motion. Roll Call Vote: 8 Yes, 0 No, 2 Abstain

Lowell Wright, financial consultant, gave the financial report for the month of June. Chairperson Huddleston asked for a motion on the financial report. Kim Hale made a motion to accept. Jill Hall seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Lowell Wright gave a synopsis of the 990 form. He highlighted the summary page. Chairperson Huddleston asked for a motion on the INCA 990. Kim Hale made a motion to approve. Jena Newman seconded. Roll Call Vote: 11 Yes, 0 No

Kristy Mobbs, RAVE Director, gave the budget for the new RAVE grant. Discussion was had. Chairperson Huddleston asked for a motion on the budget. Latoya Davis made a motion to accept the budget. Oma Dell seconded the motion. Roll Call Vote: 11 Yes, 0 No

James Thornley, law consultant, gave training on Governance and Oversight. Mr. Thornley highlighted the new, temporary rules from the State of Oklahoma Open Meetings on Online Meeting during the COVID pandemic, which ends November 15th. By-Laws were given out and acknowledgements signed. Members not present were emailed by-laws and will send acknowledgements back through docusign.

Executive Director LaQuita Thornley stated that the Planning Committee had met on Friday, July 24th. Director Thornley stated that the Client Access Policy was tabled, it was being added to another policy. She asked Victoria Yates to discuss the Exposure Response Policy. Chairperson Huddleston asked for a motion on the Exposure Response Policy. Jena Newman made a motion to approve the policy. Shane Tomlinson seconded the policy. Roll Call Vote: 11 Yes, 0 No

Erica Pogue, Program Director, explained the Maintenance Service Worker Job Description. Chairperson Huddleston asked for a motion on the Maintenance Service Worker Job Description. Royce Bartee made a motion to approve the job description. Jena Newman seconded the motion. Roll Call Vote: 11 Yes, 0 No

Operations Director Erica Pogue gave the Weatherization Reopening Plan. Chairperson Huddleston asked for a motion on the plan. Kim Hale made a motion to approve the reopening plan for Weatherization. Jill Hall seconded the motion. Roll Call Vote: 11 Yes, 0 No

Erica Pogue discussed the Weatherization Applications. This included an application for unserved counties and a separate application for our counties. Some discussion was had. Chairperson Huddleston asked for a motion on the applications. Kim Hale made a motion to approve the applications. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No, 1 Abstain

Erica Pogue discussed the ESG CARES Grant. This would be additional funds to help with services we currently provide, adding Coal county for this grant. Chairperson Huddleston asked for a motion on the grant. Kim Hale made a motion to approve. Oma Dell Burns seconded the motion. Roll Call Vote: 11 Yes, 0 No

Amber Freeman, Capacity Director, gave the COVID-19 Community Needs Assessment and the 2020 CAP with COVID-19 Addendum. Chairperson Huddleston asked for a motion. Kim Hale made a motion to accept. Jill Hall seconded the motion. Roll Call Vote: 11 Yes, 0 No.

RAVE Director, Kristy Mobbs, gave the Program Highlight and Customer Satisfaction Report for RAVE.

Board Report:

- LaQuita Thornley, Executive Director:
 - Update on COVID cases of staff
- Victoria Yates, Human Resources:
 - Job Opening Updates
 - Many employee's pending due to slow process during COVID
- Amber Freeman, Capacity Director:
 - ROMA Mid Year Report

- Erica Pogue, Operations Director:
 - Waiting on shields for Transit
 - Decontamination Systems are in, awaiting installation
 - PICK project starting slowly
- Kathy Castleberry, Head Start Director:
 - Lack of state guidelines makes it difficult to make decisions
 - HS/EHS expansion funding opportunity
 - Office of HS is being lenient on enrollment and attendance
- Wanda Gray, RSVP Director:
 - RSVP will do a Recognition Bag in lieu of a Banquet
- Kristy Mobbs, RAVE Director:
 - Adding a client in Bryan County

Next meeting is August 31st, 2020.

Board adjourned regular board meeting and convened into Executive Session for discussion on the Executive Director Evaluation and Review of Compensation

Report & Handouts included in Board Packet:

- Audit Draft with graphs
- June 22 Board Minutes
- June Financial Reports
- INCA 990 Draft Form
- RAVE Budget
- Bylaws
- COVID-19 Exposure Response Plan
- Maintenance Service Worker Job Description
- Wx Reopening Plan
- Wx Application Handouts
- ESG Handout
- COVID-19 CNA
- 2020 CAP with COVID Addendum
- Board Report
- ROMA Report
- Office of Head Start Expansion Letter
- ED Evaluation Survey