



Board Meeting

July 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 Tara Huddleston asked for a Roll Call Vote to establish a quorum.

Present: Tara Huddleston, Chris Duroy, LaToya Davis, Victor Cook, Oma Dell Burns, Royce Bartee, Rolanda Rogers, & Marvin Wallace.

Absent: Jena Newman, T.J. Clements, Shane Tomlinson & Jill Hall

Quorum established.

Staff Present: LaQuita Thornley, Amber Freeman, Kalee Sundeen, Erica Pogue, JoAnn Barnes & Crystal Cortes

Zoom: Kathy Castleberry

Consultants Present: Lowell Wright

Chairperson Huddleston asked for an explanation of the need to amend the April minutes. Executive Director Thornley stated that we needed to state in them that the board went into Executive Session for discussion of the Executive Director job performance and salary. Chairperson Huddleston asked for a motion. Royce Bartee made a motion to approve the amended minutes. Oma Dell Burns seconded the motion. Roll Call Vote: 8 Yes, 0 No

Chairperson Huddleston asked for a motion on the June, 2021 minutes. Marvin Wallace made a motion to approve. LaToya Davis seconded the motion. Roll Call Vote: 7 Yes, 0 No, 1 Abstain

Financial Consultant Lowell Wright presented the financial report for June, 2021. He stated that SAF, DOE, and SODA grants ended in the month of June. All funds in SAF and DOE were obligated, Funds were remaining in the SODA grant, and we are requesting funds be carried forward into the next fiscal year. Chairperson Huddleston called for a motion. Chris Duroy made a motion to approve. Rolanda Rogers seconded the motion. Roll Call Vote: 8 Yes, 0 No

Transit/Associate Director Erica Pogue presented the 5339(a) permission to apply letter. These funds will help to replace two 9 passenger vans. Discussion was had. Chairperson Huddleston asked for a motion. Chris Duroy made a motion to approve. Victor Cook seconded the motion. Roll Call Vote: 8 Yes, 0 No

The INCA 990 was presented to the Board. Financial Consultant Lowell Wright stated that Saunders and Associates had discussed the 990 in the previous meeting. He asked if there were any questions pertaining to the 990. Chairperson Huddleston asked for a motion. Royce Bartee made a motion to approve. LaToya Davis seconded the motion., Roll Call Vote: 8 Yes, 0 No

Executive Director LaQuita Thornley discussed the decision to transfer the INCA Financial accounts from Simmons Bank to Ameristate Bank. Discussion was had. Chairperson Huddleston asked for a motion. Chris Duroy made a motion in favor of the change. Royce Bartee seconded the motion. Roll Call Vote: 8 Yes, 0 no

Capacity /Associate Director Amber Freeman explained the Self Evaluation Forms for the board to fill out. Data from this will be discussed at the next meeting.

Executive Director, LaQuita Thornley stated that the changes to the Medical Benefits Policy and the COVID 19 Policy, and that the Planning Committee had gone through them in detail. Victor Cook recommended from the Planning Committee that they be approved. Chairperson Huddleston asked for a motion. Chris Duroy motioned to approve. Victor Cook seconded. Roll Call Vote: 8 Yes, 0 No

Capacity/Associate Director Amber Freeman discussed the ESG CR Phase II Grant for \$300,000. Chairperson Huddleston asked for a motion. Victor Cook made a motion to approve. LaToya Davis seconded. Roll Call Vote: 8 Yes, 0 No

Executive Director LaQuita Thornley presented the CSBG CARES Quarterly Monitoring report. She stated that we will be spending down the grant more rapidly going forward. Informed the Board that Erica and Amber will fill in director responsibilities during her vacation.

Human Resource Manager Kalee Sundeen stated that the hiring process has been going well, especially with HS starting back up. We will have more pending employees after drug tests tomorrow. One Covid case reported in the Agency. We have taken precautions to keep containment on spread.

Associate Director Amber Freeman stated that the social media report was in the board report. INCA is currently looking for an RSVP director and two other positions in RSVP. ESG desktop monitoring reported that there were no major findings.

Associate Director Erica Pogue is looking for drivers in all counties, and is in need of a Marshall County PICK driver. Housing Monitoring report will be at the next meeting.

Head Start Director Kathy Castleberry discussed that Pre Service started last Thursday with an outside trainer. Started again today with INCA Staff training. Still going through the hiring process. HS/EHS has the opportunity to apply for a childcare grant through the state of Oklahoma, and will consider applying during the next application rounds. We will be understanding with children about wearing masks in the classrooms. Discussed national HS looking at the poverty levels. OHS wants children in person learning and not virtual.

Next meeting on August 30th.

Meeting adjourned to move into CHDO committee meeting.

Report & Handouts included in Board Packet:

- Agenda
- Amended April 2021 Minutes
- June 2021 Minutes
- Financial Report Documents
- Permission to Apply 5339(a) ODOT Handout
- Inca IRS 990
- Signee List for Ameristate Bank
- Self Evaluation Forms
- Medical Benefits Policy
- COVID 19 Policy
- ESG CR Phase II Grant Handout
- Program Highlight & Customer Satisfaction Report: Housing & Wx Slideshow
- Board Report
- CSBG CR Quarterly Monitoring Letter
- ESG 20 Fiscal Desktop Monitoring Letter