



Board Meeting

March 29, 2021

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

Chairperson Tara Huddleston called the meeting to order at 5:15 p.m.

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

Present: Chris Duroy, Jena Newman, Victor Cook, LaToya Davis, Oma Dell Burns, Marvin Wallace, TJ Clements, Royce Bartee, and Johnathan Edwards

Zoom: Tara Huddleston

Absent: Jill Hall and Shane Tomlinson

Quorum established.

Staff Present: Amber Freeman and Erica Pogue

Zoom: Kathy Castleberry and Kristy Mobbs

Consultants Present: Lowell Wright.

Chairperson Tara Huddleston asked for a motion on Jonathan Edwards as the Murray County Private Board Member. The Governance Committee reviewed his application and recommended his placement on the board. Victor Cook made the motion to approve Johnathan Edwards as the Murray County Private Board Member. Marvin Wallace seconded the motion. Roll call vote: 9 yes, 0 no.

Chairperson Tara Huddleston asked for a motion on the February 2021 minutes. Jena Newman motioned to approve the February 2021 minutes. Latoya Davis seconded the motion. Roll call vote: 7 yes, 0 no, 3 abstain

Financial Consultant, Lowell Wright, presented the financial statements for February 2021. The Finance Committee reviewed and had recommended the approval of the financial report. Discussion was had. Chairperson Huddleston asked for a motion on the financial report.

Chris Duroy motioned to approve the financial statements for February 2021. Victor Cook seconded the motion. Roll call vote: 10 yes, 0 no.

Lowell Wright, Fiscal Consultant, reviewed the Finance Manual. Chairperson Tara Huddleston asked for a motion on the Finance Manual. Royce Bartee motioned to approve the Finance Manual. Oma Dell Burns seconded the motion. Roll call vote: 10 yes, 0 no.

JoAnn Barnes, Financial Director, presented the VITA contract and budget. Discussion was had. Chairperson Tara Huddleston asked for a motion on the VITA Contract and Budget. Latoya Davis made the motion to approve the VITA Contract and Budget. Jonathan Edwards seconded the motion. Roll call vote: 10 yes, 0 no.

Kathy Castleberry, Head Start/Early Head Start Director, presented the HS/EHS COLA increases. Discussion was had. Chairperson Tara Huddleston asked for a motion on the HS/EHS COLA increase. Oma Dell Burns motioned to approve the HS/EHS COLA increases. Marvin Wallace second the motion. Roll call vote: 10 yes, 0 no.

Erica Pogue, Transit Director presented the JAMM Salary Scale change. Discussion was had. Chairperson Tara Huddleston asked for a motion on the JAMM Salary Scale change. Victor Cook motioned to approve the JAMM Salary Scale change. Latoya Davis seconded the motion. Roll call vote: 8 yes, 2 no.

Lowel Wright, Fiscal Consultant, presented the Fiscal Responsibility Training.

Amber Freeman, Associate Director, reviewed the Committee Assignments. No action taken.

Erica Pogue, Associate Director, presented the Duplication of Benefits Policy, CSBG Cares Addendum, and ESG CARES Addendum. Victor Cook recapped the Planning Committee meeting and recommended approval. Chairperson Tara Huddleston asked for a motion to approve the policies presented. Jena Newman made a motion to approve the policies. Latoya Davis seconded the motion. Roll call: vote 10 yes, 0 no.

Erica Pogue, Associate Director, presented the conflict of interest disclosure resolution for 17916 ESG 20 for Theadore Jackson. Discussion was had. Chairperson Tara Huddleston asked for a motion on the conflict of interest disclosure and resolution. Latoya Davis motioned to approve the conflict of interest disclosure and resolution. Chris Duroy seconded the motion. Roll call vote: 10 yes, 0 no.

Erica Pogue, Associate Director, presented the Record Retention and Destruction Policy. The policy had been reviewed by the planning committee and recommended approval. No changes were made, no action was taken.

Amber Freeman, Associate Director, presented the Program Highlight & Customer Satisfaction Report for the Emergency Solutions Grant program.

Program Reports:

A. LaQuita Thornley - Reported by Erica Pogue

Monitoring reports were included for DOE and ODOC stating no findings. Staffing report was given on where we stand with job openings, transfers, and terminations.

B. Amber Freeman-

Reported on ROMA and community needs assessment.

C. Erica Pogue-

Reported on JAMM and Housing.

D. Kathy Castleberry-

Reported on Head Start

E. Kristy Mobbs-

Reported on findings within the audit and all corrections had been made.

Next Meeting: April 26th, CHDO following

Report & Handouts included in Board Packet:

- Agenda
- February 2021 Minutes
- February 2021 Financials
- Financial Manual
- VITA Contract and Budget
- HS/EHS COLA Information
- JAMM Salary Scale
- Fiscal Responsibility Report
- Committee Assignments Report
- Duplication of Benefits
- CSBG CARES Addendum
- ESG CARES Addendums
- Conflict of Interest Disclosure and Resolution
- Record Retention and Destruction Policy
- Monitoring Letter - ODOC
- Monitoring Letter - DOE
- Board of Directors Monthly Report
- ROMA Report
- Community Needs Assessment
- OHS Memo - Duration Requirement
- Child Placing License Audit Findings
- Oklahoma Human Services Letter