



Board Meeting

April 29th, 2019

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

Chairperson Tara Huddleston called the meeting to order at 5:40 pm
Chairperson Huddleston asked for a Roll Call Vote to establish a quorum.

Present: Tara Huddleston, Chris Duroy, Jena Newman, Victor Cook,
LaToya Davis, Wes Harden, Oma Dell Burns, Marvin Wallace & Shane
Tomlinson.

Absent: Betty Stephens, T.J. Clements & One Open Board Seat
Quorum established.

Staff present: LaQuita Thornley, Crystal Cortes, Amber Freeman, Wanda
Gray, JoAnn Barnes, Erica Pogue & Audrea Neblett.

Consultants present: Financial- Lowell Wright

RSVP Policy Council Members present: Norma Wallace, James Wallace,
Janet Hatton, Randy Hatton, Verna Sowder, Gussie Hall & Wendall Hall.

Chairperson Huddleston gave an update on the Marshall County Low
Income Representative. Nominee resigned this morning due to family
health issues. Will run election again in May.

Chairperson Huddleston asked for any discussion on the March 25th, 2019
Board minutes. Victor Cook made a motion to accept the March 25th board
minutes. Jena Newman seconded the motion. Roll Call Vote: 8 Yes, 0 No,
1 Abstain.

Chris Duroy made a motion to move the RSVP Highlight to this point in the
Agenda. Victor Cook seconded the motion. Motion carried.

Wanda Gray gave a powerpoint presentation on the volunteer services and areas of the RSVP program. She introduced the RSVP members present. Verna Sowder, an Advisory Council Member, gave a testimonial on the importance of volunteering and what it means to her.

Lowell Wright discussed the March 2019 Financial Report. One program ended in March, the Weatherization/DOE grant fund. All funds were expended. Chairperson Huddleston asked for discussion on the financial report. Oma Dell Burns made a motion to accept the minutes. Shane Tomlinson seconded the motion. Roll Call Vote: 9 Yes, 0 No.

LaQuita Thornley explained the revision to the CSBG budget. Chairperson Huddleston asked for discussion on the budget revision. Discussion held. Victor Cook made a motion to accept the CSBG budget revision. LaToya Davis seconded the motion. Roll Call Vote: 9 Yes, 0 No

LaQuita Thornley pointed out the changes to the ESG Policies & Procedures (Standards). These are reviewed/updated yearly in order to apply for the ESG grant. They were reviewed in detail by the Planning Committee. Chairperson Huddleston asked for discussion on the policies. Marvin Wallace made a motion to approve the ESG Policies & Procedures. Wes Harden seconded the motion. Roll Call Vote: 9 Yes, 0 No

Wanda Gray asked for permission to apply for the \$10,000 Firehouse Subs Grant. This grant would be used to buy an inflatable smokehouse, which could be taken to different schools for education on fire safety. Chairperson Huddleston asked for discussion on the grant. Discussion held. Victor Cook made a motion to approve the permission for the grant. Chris Duroy seconded the motion. Roll Call Vote: 9 Yes, 0 No.

LaQuita Thornley discussed the need to review/update the Whistleblower policy on an annual basis. Policy was reviewed by the leadership team and sent to CAPLAW For review. No updates were needed. LaQuita Thornley discussed the changes in the Head Start Tuition Assistance Policy. Changes are all noted on the handout. The most notable change was the amount per semester was increased to \$1,700, still including 2 books. Changed Training Manager to Education Manager. Victor Cook gave the

Planning Committee's recommendation to approve both the policies. Chris Duroy seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Amber Freeman did training on an overview of the history of community action and of INCA.

Erica Pogue went through the changes in the Organizational Charts, including staff changes and title changes. Tara Huddleston asked for discussion on the organizational charts. Discussion held. Oma Dell Burns made a motion to approve. LaToya Davis seconded the motion. Roll Call Vote: 9 Yes, 0 No

Program Reports:

LaQuita Thornley - ODOC Monitoring and Audit dates are set.

Amber Freeman - ROMA report for January through March; we will be giving quarterly reports on goals for outcomes

Erica Pogue - 20th year anniversary, new logo, promotions will be coming with some monthly appreciation celebrations. April 25th was "Get on Board Day" with free rides. Working on the Veteran's Connect Rides promotions.

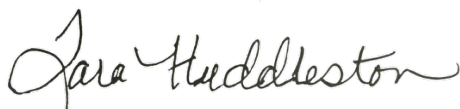
Kathy Castleberry- given by LaQuita Thornley- encouraged board to attend Head Start Graduations, discussed the Transportation Waiver Data Documentation.

Wanda Gray- mentioned her newsletter with dates of events.

Chairperson Huddleston asked for a motion to convene into Executive Session for the Evaluation and Review of Compensation of the Executive Director. Victor Cook so moved. Chris Duroy seconded the motion. Roll call vote; 11 yes and 0 no.

Chairperson Huddleston reconvened the meeting after Executive Session.

Meeting adjourned.



Reports and handouts included in Board Packet:

- March 25th, 2019 Minutes & Voting Sheet
- Financial Report for March, 2019
- CSBG Budget Revision
- ESG Standards & Procedures
- Resolution- Homeless Emergency Service
- RSVP- permission to apply for Firehouse Subs Grant
- Whistleblower Policy
- Tuition Assistance Policy
- INCA Community Services- History & Programs
- Organizational Chart
- RSVP Presentation
- Board Report
 - ROMA Report
 - JAMM Journal
 - Head Start Headline
 - Transportation Waiver Data Documentation
 - CACFP Report
 - RSVP & GO!