



## **Board Meeting**

**August 19th, 2019**

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

Chairperson Tara Huddleston called the meeting to order at 5:35 pm  
Chairperson Huddleston asked for a Roll Call Vote to establish a quorum.

Present: Tara Huddleston, Chris Duroy, Marvin Wallace, T.J. Clements,  
LaToya Davis, Jena Newman, Victor Cook, Shane Tomlinson, Oma Dell  
Burns & Joel Thompson.

Absent: Betty Stephens & Wes Harden.

Quorum established.

Staff present: LaQuita Thornley, Crystal Cortes, Amber Freeman, Wanda  
Gray, JoAnn Barnes, Teri Scroggins, & Audrea Neblitt.

No Consultants were present.

Chairperson Huddleston asked for a motion on the July 2019 minutes. Jena  
Newman made a motion to accept the minutes. Victor Cook seconded the  
motion. Roll Call Vote: 10 Yes, 0 No.

Senior Bookkeeper gave the financial report. JoAnn stated that no grants  
closed in the month of July. Discussion held. Chairperson Huddleston  
asked for a motion. Jena Newman moved to accept the financial report.  
Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Wanda Gray, RSVP Director, gave the Customer Satisfaction Results for RSVP. The results of the survey was overwhelmingly positive. She also spoke on the Volunteer Recognition Banquet and the opioid documentaries.

Executive LaQuita Thornley discussed the RAVE Starting Salary Scale Increase. Director Thornley stated that the goal was to meet the standard in the communities and to prepare for the eventual increase in minimum wage. Chairperson Huddleston asked for a motion. Victor Cook made a motion to accept the RAVE Starting Salary Scale Increase. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Communications Director, Amber Freeman, gave the Strategic Plan Update. Amber went over the progress in the Early Head Start Adventure, the JAMM Transit Rural Route Expansion, & Affordable Rental Housing Advocates Initiative. Chairperson Huddleston asked for a motion. Oma Dell Burns made a motion to accept the Strategic Plan Update. T. J. Clements seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Amber Freeman presented the CAP Plan Update, which included the Planning Logic Models, the Partnership List Update, the Annual Report Case Demographic Report, & the ROMA Mid-Year Update. The areas presented were JAMM Transit, Emergency Services, & Health Services. We are working on verifying outcomes and setting more appropriate targets for next year. She also presented the INCA Partnership List, explained the Case Demographic Report, comparing 2018 to January- June of 2019. This month's ROMA report is an unduplicated, mid- year update. Chairperson Huddleston asked for a motion. Roll Call Vote: 10 Yes, 0 No.

Director Thornley presented the policies up for review. Director Thornley highlighted the changes in the Applicant Appeals Policy, the highlights of the new ESG Small Purchase Procurement & Inventory Policy, the addition in the Travel Policy, the Community Complaint Policy & Driving Policy & the review of the Customer Satisfaction Survey System Policy. Chairperson Huddleston asked for a motion. Discussion held. Jena Newman made a

motion to accept the policies as written. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Director LaQuita Thornley explained the changes in the job description for the Housing Community Service Manager & the Atoka County Route Supervisor/Assistant/Community Specialist. Chairperson Huddleston asked for a motion. Oma Dell Burns made a motion to accept the job descriptions as written. LaToya Davia seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Director LaQuita Thornley presented the PIR results for Head Start & Early Head Start. Director Thornley highlighted the number of children who went through each program and why the PIR is important and what it is used for.

Director Thornley presented the Head Start/Early Head Start permission to apply to the 2020 Renewal Grant for \$2,103,448 in Head Start & \$242,750 in Early Head Start. Chairperson Huddleston asked for a motion. LaToya Davis made a motion for approval. Victor Cook seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Director Thornley presented the Permission to Apply for the SFY 2020 CAA State Appropriated Head Start Grant for \$45,989. Chairperson Huddleston asked for a motion. LaToya Davis made a motion for approval. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Director Thornley presented the Permission to Apply for the SFY 2020 CAA State Appropriated Funds for \$6,300. Chairperson Huddleston asked for a motion. Shane Tomlinson made a motion for approval. Chris Duroy seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Amber Freeman presented the INCA Board Yearly Scheduled Agenda. Chairperson Huddleston asked for a motion. Discussion held. LaToya Davis made a motion to accept the Yearly Agenda Items. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Amber Freeman discussed our tracking of Volunteer contributions. Chairperson Huddleston asked for a motion. Marvin made a motion to confirm the Volunteer Tracking system. Oma Dell seconded the motion. Roll Call Vote: 10 Yes, 0 No.

RSVP Director presented the Permission to Apply for the CNCS/RSVP Competitive Grant Application. This is the grant that funds the RSVP program and designates our counties. Chairperson Huddleston asked for a motion. Victor Cook made a motion to approve. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No.

#### Program Reports:

LaQuita Thornley presented the ODOC Monitoring report. The agency was described as thriving and the problems and issues were being addressed.


Amber Freeman discussed the communications update.

Teri Scroggins presented the Human Resources Report, with an update on new hires & background tests.

Amber Freeman highlighted the JAMM 20th Anniversary events.

Wanda Gray encouraged members to attend the Opioid documentaries in their area.

Tara Huddleston asked for a motion on adjournment. Shane Tomlinson made a motion for adjournment. LaToya Davis seconded the motion. All in favor.



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## Report & Handouts included in Board Packet:

- Board Bulletin
- July 29th, 2019 Board Minutes & Voting Sheet
- Financials for July 2019
- RSVP Customer Satisfaction Report
- RAVE Starting Salary Scale
- Strategic Plan Update
- CAP Plan Update
  - Logic Models (Planning)
  - Partnership List Update
  - Annual Report Case Demographic Reports
  - ROMA Mid-Year Update
- Applicant Appeals Policy
- ESG Small Purchase Procurement & Inventory
- Travel Policy
- Community Complaint Policy
- Driving Policy
- Customer Satisfaction Policy
- Job Descriptions
  - Housing Community Service Manager
  - Transit Route Supervisor/Assistant/Community Specialist
- Head Start & Early Head Start PIRs
- 2020 Head Start Renewal Grant Letter
- SFY 2020 CAA SAF HS Letter
- SFY 2020 CAA SAF Letter
- Board Meeting Yearly Agenda Items for 2020
- CNCS/RSVP Grant Application Letter
- Board Report
- ODOC Agency Monitoring Letter
- ODOC Weatherization Monitoring Letter
- Saunders Transit Audit Results
- July JAMM Journal
- CACFP Report
- RSVP Contribution Letter from United Way