



Board Meeting

February 24th, 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, Marvin Wallace, Shane Tomlinson, T.J.
Clements, Royce Bartee, Jill Hall & Kim Hale.

Absent: None

Quorum established.

Staff present: Amber Freeman, Kathy Castleberry, Victoria Yates, Audrea
Neblitt & Sue Ishmael. LaQuita Thornley & Erica Pogue joined through
gotomeeting.

Consultants Present: Lowell Wright.

Chairperson Tara Huddleston asked for a motion on the resignation of Wes
Harden as the Murray County Private Board Member. Victor Cook made a
motion to accept the resignation. Shane Tomlinson seconded the motion.
Roll Call Vote: 10 Yes; 0 No

Chairperson Tara Huddleston asked for Jill Hall to introduce herself and
asked for a motion on Jill Hall as the Murray County Public Representative.
Royce Bartee moved to accept Jill Hall's appointment. Marvin Wallace
seconded. Roll Call Vote: 10 Yes; 0 No

Chairperson Huddleston asked for Kim Hale to introduce herself and asked for a motion on Kim Hale as the Murray County Private Representative. LaToya Davis moved to accept the recommendation of Kim Hale's appointment. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No

Chairperson Huddleston asked for a motion on the January, 2020 Board Minutes. Victor Cook moved to accept the minutes. Marvin Wallace seconded the motion. Roll Call Vote: 9Yes, 0 No, 3 Abstain

Chairperson Tara Huddleston asked for the Finance Report. Lowell Wright led the discussion, highlighting that the Head Start/Early Head Start/Collaboration grant closed in the month of January. The board studied the balance sheets, bank statements and the BOA account. Lowell asked the board if they had any questions. Chairperson Huddleston asked for a motion on the finance report. Victor Cook moved to accept the report. Shane Tomlinson seconded the motion. Roll Call Vote: 12 Yes, 0 No.

Executive Director, LaQuita Thornley, presented the 2020 Cost Allocation Plan. She discussed the number changes in staff and how this affects the Admin allocation. She also discussed the office/square footage allocations, and the changes in the phone allocations, mainly due to the new VoiP system. Tara Huddleston asked for a motion on the Cost Allocation Plan. LaToya Davis moved to approve the 2020 Cost Allocation Plan. Victor Cook seconded the motion. Roll Call Vote: 12 Yes, 0 No.

Amber Freeman discussed the CSBG revision. It was also due to the savings in the new phone system. Chairperson Huddleston asked for a motion on the revision. LaToya Davis made a motion to approve the revision. Royce Bartee seconded the motion. Roll Call Vote: 12 Yes, 0 No.

Head Start Director, Kathy Castleberry, discussed the policy on the Selection of Children. Kathy highlighted the point system, which determines which children need to be in the program the most. Questions & discussion was had on the poverty guidelines, foster parents, 10% disability criteria, 10% over-income criteria, & homelessness. Chairperson Huddleston asked

For a motion on the policy. LaToya Davis made a motion to approve the policy. Shane Tomlinson seconded the motion. Roll Call Vote: 12 Yes, 0 No.

Erica Pogue presented the SODA permission to apply. Erica stated that we usually apply for just the transit portion, but have decided to apply for the added aspects of the grant of Health Promotions Disease Prevention Services, Supportive Services, & Family Caregiver Support Program Services. Chairperson Huddleston asked for a motion on the SODA grant. Victor Cook made a motion to approve the permission to apply. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No

Amber Freeman discussed the Code of Ethics & Confidentiality Statement and the Conflict of Interest Statement. Board Members were given time to look through the statements and ask any questions they had before signing both statements

Amber Freeman presented the Articles of Incorporation to the Board, this is done yearly at our annual meeting.

Amber Freeman reviewed INCA's Agency Mission Statement. She discussed the aspects of what made a good mission statement, and what parts of our statement fit this criteria.

Certificates were given to all Board Members who have served one year or more.

Amber Freeman gave INCA's Impact Report for 2019. This report highlights the services and outcomes in all of INCA's programs.

Program Reports:

- Victoria Yates: introduced by Kathy Castleberry as the new HR Manager
- Amber Freeman: ROMA report is the impact report. Also highlighted why the Census is important to our programs and communities.

- Erica Pogue: encouraged everyone to go to the oktransit website and fill out survey and to join the coalition
- Kathy Castleberry: discussed webinar on Quality Funding for HS/EHS. There are some opportunities for grants that we will consider.
- Audrea Neblitt: Increase in Food Boxes, looking to add Coal County

Tara Huddleston called for adjournment. All were in favor.

Meeting Adjourned

Report & Handouts included in Board Packet:

- Letter for Wes Harden
- Letter for Jill Hall
- Letter for Kim Hale
- January 2020 Board Minutes & Voting Sheet
- Financials for January 2020
- Cost Allocation Plan for 2020
- CSBG Revision
- Selection of Children Policy
- SODA Grant Letter
- Code of Conduct/Ethics & Confidentiality Statement
- Conflict of Interest Policy
- Articles of Incorporation
- INCA Mission Review Slide Show
- IMPACT Report
- Board Report
- JAMM Journal
- CACFP Report