



BOARD OF DIRECTORS MINUTES

JANUARY 28TH, 2019

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

Tara Huddleston, Chairperson, called the meeting to order and requested for a roll call.

Present: Tara Huddleston, Victor Cook, Jena Newman, Wes Harden, LaToya Davis, Shane Tomlinson, Betty Stephens, Chris Duray, T. J. Clements & Marvin Wallace. Shane Tomlinson and T.J. Clements approved and voted after appointments approved.

Absent: Cathy Awalt & Oma Dell Burns

Quorum established.

Staff in Attendance: JoAnn Barnes, Erica Pogue, Wanda Gray, Kathy Castleberry, LaQuita Thornley, Brenna Moore, Amber Freeman, Sue Ishmael & Crystal Cortes.

Consultants: Lowell Wright

Chairperson Huddleston asked for discussion and a motion on the acceptance of Tara Huddleston as the Atoka County Selected Board Member. LaToya Davis so moved. Victor Cook seconded the motion. Roll Call Vote: 7 Yes, 0 No, Tara abstained.

Chairperson Huddleston asked for discussion and a motion to accept T. J. Clements as the Johnston County Appointed Board Member. T. J. was introduced by Executive Director LaQuita Thornley as the new commissioner in Johnston County. Wes Harden so moved. Chris Duroy seconded the motion. Roll Call Vote: 8 Yes

Chairperson Huddleston asked for discussion and a motion to accept Shane Tomlinson as the Atoka County Appointed Board Member. Shane was introduced by Director Thornley as the new commissioner in Atoka County. Victor Cook so moved. Wes Harden seconded the motion. Roll Call Vote: 9 Yes.

Chairperson Huddleston asked for discussion and a motion to approve the November 26th board minutes. Victor Cook so moved. Betty Stephens seconded the motion. Roll Call Vote: 9 Yes, 0 No, 1 Abstain
Lowell Wright, financial consultant, discussed the November and December 2018 financial reports. Discussion was had on the reimbursement system that our grants work on. Chairperson Huddleston asked for a motion to approve the financial reports. Chris Duroy so moved. Betty Stephens seconded the motion. Roll Call Vote: 7 Yes, 0 No, 3 Abstain

Lowell Wright discussed the Agency Wide Budget. The financial committee added that some categories had remained the same from last year due to the fact that there was a surplus in that category from last year. Chairperson Huddleston asked for a motion to approve the Agency Wide Budget. Wes Harden so moved. Chris Duroy seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Chairperson Huddleston asked for discussion and motion concerning a mileage increase to \$0.50. JoAnn Barnes stated that this kept us with the State mileage rate. Chris Duroy moved to approve. Jena Newman seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Chairperson Huddleston asked for discussion and a motion on Permission to apply for OKACAA & ODOC funding to assist the VITA program in the amount of \$6,337.00. LaQuita Thornley, presented the budget. The mission of the program was discussed. Victor Cook moved to approved. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Chairperson Huddleston asked for discussion on request to remove Roy Wayne Blevins authority to sign checks for the Agency. Chris Duroy so moved. T. J. Clements seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Chairperson Huddleston asked for discussion and a motion for RSVP's Permission to apply for the Dollar General PACT Literacy Grant for

\$15,000. Wanda Gray, RSVP Director presented the grant project. Victor Cook moved to approve. Wes Harden seconded the vote. Roll Call Vote: 10 Yes, 0 No.

Chairperson Huddleston asked for discussion and a motion for RSVP's Permission to apply for the Keep America Beautiful Grant for \$2,200. Wanda Gray discussed her plans for RSVP Volunteers planting milkweed to help the Monarch Butterfly population. Chris Duroy moved to approve. Betty Stephens seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Chairperson Huddleston asked for discussion and a motion on the Head Start/Early Head Start COLA increase of 1.77%. Betty Stephens moved to approve. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Chairperson Huddleston asked for discussion and a motion on the update on the Computer/Internet/Email Policy. Kathy Castleberry pointed out that her Agency needs the filter type listed (Barracuda). Wes Harden moved to approve. Marvin Wallace seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Chairperson Huddleston asked for discussion and a motion on the updates to the Tobacco Policy. Erica Pogue presented the change to the policy which added Vaping to the title and the wording in the policy. The Policy was reviewed by the Planning Committee, Victor Cook, planning committee member moved to approve. Wes Harden seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Chairperson Huddleston asked for discussion and a motion to on the Record Retention Policy. Director Thornley stated that there were no changes to the policy, it was reviewed by leadership and the planning committee. Betty Stephens, chairperson of planning committee moved to approve. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Chairperson Huddleston asked for discussion and a motion on the Community Needs Assessment: Approval to Prioritize Top Needs. Amber Freeman presented the top 10 needs, data collected and the top three needs determined by leadership and the planning committee. Victor Cook stated that the Planning Committee recommended the proposed top three needs to the board. Marvin Wallace seconded the motion. Roll Call Vote: 10 Yes, 0 No.

The presentation of the Agency Wide Customer Satisfaction Survey Results were given by Erica Pogue, including the Plan of Action on improvements.

Board training on Board Officers & Committee Member Responsibilities was presented by LaQuita Thornley. She also informed the board that the next meeting in February would be the annual meeting and elections would be held.

Program Reports (maintained in agency records) were as follows:

- LaQuita Thornley- Plan of Action derived from Board Self-Assessment
- Brenna Moore- Workers Compensation Experience Rating
- Amber Freeman- ROMA Report
- Erica Pogue- Housing Monitoring Report
- Kathy Castleberry- Staffing Updates
- Wanda Gray- Membership growth report
- LaQuita Thornley- explained RAVE and the audit findings

Chairperson Huddleston called for adjournment, all were in favor.