



Board Meeting

January 27, 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, Jena Newman, Victor Cook, LaToya Davis,
Oma Dell Burns, Marvin Wallace, Shane Tomlinson, T.J. Clements &
Royce Bartee.

Absent: Chris Duroy & Wes Harden.

Quorum established.

Staff present: LaQuita Thornley, Crystal Cortes, JoAnn Barnes, Erica
Pogue, Amber Freeman, Teri Scroggins, Kathy Castleberry, Deb Hook,
Wanda Gray & Sue Ishmael.

Consultants Present: Lowell Wright.

Chairperson Tara Huddleston asked for a motion on the resignation of
Betty Stephens as the Murray County Public Board Member. LaToya Davis
made a motion to approve the motion. Shane Tomlinson seconded the
motion. Roll Call Vote: 8 Yes; 0 No

Chairperson Tara Huddleston asked for a motion on Royce Bartee as the
Marshall County Low Income Elected Representative. Victor Cook moved
to accept Royce Bartee's election results. LaToya Davis seconded the
motion. Roll Call Vote: 8 Yes, 0 No, 1 Abstain

Chairperson Huddleston asked for a motion on the November, 2019 Board Minutes. Victor Cook moved to accept the minutes. Shane Tomlinson seconded the motion. Roll Call Vote: 7 Yes, 0 No, 2 Abstain

Chairperson Tara Huddleston asked for the Finance Report. Lowell Wright led the discussion, highlighting that there were no grants closing during the month of November or December. The board studied the balance sheets, bank statements and the BOA account. The Finance Committee had met before the meeting and reviewed financials. Chairperson Huddleston asked for a motion on the finance account. Victor Cook moved to accept the minutes. Shane Tomlinson seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Deb Hook, Head Start Education Manager, gave a report on LapD Assessment. She also explained about the 10 day screen to determine if a child needs any special services and/or referral to testing. Class Observations Scoring System was also explained.

LaQuita Thornley presented the increase in the State Mileage Rate and that our Policy states that we will pay what the State Rate is. Chairperson Huddleston asked for a motion on the IRS Mileage Rate of .575. Victor Cook made a motion to approve. LaToya Davis seconded the motion: Roll Call Vote: 9 Yes, 0 No.

Erica Pogue discussed the OADP budget for our VITA program. Chairperson Huddleston asked for a motion on the OADP Budget. Victor Cook made a motion to approve the budget. Shane Tomlinson seconded the motion. Roll Call Vote: 9 Yes, 0 No

Lowell Wright discussed the Agency Wide Budget, highlighting our Revenue Column and Expense Column. Chairperson Huddleston asked for a motion on the Agency Wide Budget. Oma Dell Burns made a motion to approve the budget. Royce Bartee seconded the motion. Roll Call Vote: 9 Yes, 0 No

Amber Freeman presented training on the Rolls & Responsibilities/Officers & Committee Member Responsibilities. Board Members were given a

hand-out to enable them to have an on-going study guide. Amber also discussed the by-laws concerning these topics.

Erica Pogue reported on the CHDO Resolutions, Proclamations & Policies. She stated that there were no changes to the policies. All board members are required to sign the CHDO Conflict of Interest Affidavit. Chairperson Huddleston asked for a motion on the CHDO packet as a whole. Shane Tomlinson made a motion to approve. Royce Barte seconded the motion. Roll Call Vote: 9 Yes, 0 No

Erica Pogue reported on her Permission to Apply for the 5339(a) grant for new vehicles. The grant will not include the software as mentioned in the attachment. The total amount applying for would be approximately \$334,000.00 and the match funds JAMM would be responsible for are \$56,780.00. Chairperson Huddleston asked for a motion on Permission to Apply. Shane Tomlinson made a motion to approve. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes, 0 No

Wanda Gray presented the United Way Funding/RSVP Grant of \$25,000. Chairperson Huddleston asked for a motion on Permission to Apply. LaToya Davis made a motion to approve. Oma Dell Burns seconded the motion. Roll Call Vote: 9 Yes, 0 No

Wanda Gray presented her objective for the Dollar General Adult Literacy Grant of \$10,000. Chairperson Huddleston asked for a motion on Permission to Apply. Victor Cook made a motion to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 9 Yes, 0 No

Wanda Gray discussed the Disabled Veteran of North America Grant for \$25,000. Chairperson Huddleston asked for a motion on Permission to Apply. Victor Cook made a motion to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 9 Yes, 0 No

LaQuita Thornley presented the Computer/Internet/Email Policy. There are no changes, this is a Head Start requirement to approve each year.

Amber Freeman gave the Agency Wide Customer Satisfaction Survey Results. Our survey results show that our customers are happy with our

staff, accessibility, and services provided. We also had a high percentage of people who said that they are more self-sufficient since receiving our services. Areas of improvement were presented. This year we plan on having the survey completed by customers during the entire year.

Program Reports:

- LaQuita Thornley: Reviewed the highlights of the Board Report by Programs included in packet. Annual Meeting will be in February. JAMM Transit participated in the Transit Ride-A-Long project and attended the state Mobility Matters meetings.
- Teri Scroggins: presented the New Hires, Terminations, FMLA & Workmen's Comp
- Amber Freeman: new website format coming, discussed census awareness
- Erica Pogue: reported the 20 year celebration for JAMM concluded and was highly successful. Trips are increasing, Tushka expansion started January 20th. Ravia expansion will begin soon.
- Kathy Castleberry: closing out Head Start Fiscal Year; reviewed Office of Head Start IMS with board.
- Wanda Gray: Food Boxes increased by 12 in Pontotoc bringing monthly distribution to 392 altogether.

Tara Huddleston asked for a motion on adjournment. Shane Tomlinson made a motion to adjourn. Victor Cook seconded the motion. All were in Favor.

Meeting Adjourned

Report & Handouts included in Board Packet:

- Letter for Betty Stephens
- Letter for Royce Bartee
- November, 2019 Board Minutes & Voting Sheet
- Financials for November, 2019 & December, 2019
- Mileage Reimbursement Rate Letter
- OADP Budget Report
- Agency Wide Budget Report
- Roles & Responsibilities/Officers & Committee Member Responsibilities Slide Show
- CHDO Policies & Resolutions
- JAMM Transit Permission to Apply for Section 5339(a)
- RSVP Permission to Apply for United Way Funding
- RSVP Permission to Apply for Dollar General Adult Literacy Grant
- RSVP Permission to Apply for the Disabled Veteran of North America
- Computer/Internet/Email Policy
- Agency Wide Customer Satisfaction Survey Results Slide Show
- Board Report
- Jamm Journal for November & December
- 2 Office of Head Start Messages
- CACFP Reports- November & December
- Board Bulletin
- Official 2020 Board Meeting Schedule