



## **Board Meeting**

**July 29th, 2019**

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

Chairperson Tara Huddleston called the meeting to order at 5:30 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, T.J. Clements, Joel  
Thompson & Shane Tomlinson.

Absent: Betty Stephens & Wes Harden.  
Quorum established.

Staff present: Crystal Cortes, Amber Freeman, Wanda Gray, JoAnn  
Barnes, Erica Pogue, Teri Scroggins, Kristy Mobbs, Kathy Castleberry &  
Sue Ishmael.

Consultants present: Financial- Lowell Wright & Attorney - James Thornley

Chairperson Tara Huddleston discussed the renewal of Oma Dell Burns as  
the Private Sector Member from Johnston County. Chairperson Huddleston  
asked for a motion. Chris Duroy moved to approve Oma Dell's nomination.  
LaToya Davis seconded the motion. Roll Call Vote: 9 Yes, 0 No, 1 Abstain

Chairperson Huddleston asked for a motion on the June 2019 minutes.  
Jena Newman made a motion to accept the minutes. Victor Cook seconded  
the motion. Roll Call Vote: 7 Yes, 0 No, 3 Abstains.

Kristy Mobbs presented the RAVE Customer Satisfaction Results. She said that they had 100% participation on her surveys. Her surveys were very positive on Kristy and her staff, and the RAVE program overall.

Lowell Wright gave the financial report. Special note was programs that were ending, total revenue & expenditure, the bank & credit card statements. Chairperson Huddleston asked for a motion. Victor Cook moved to accept the financial report. Oma Dell Burns seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Kristy Mobbs, RAVE Director, presented her budget for July 2019- June 2020. Shane Tomlinson moved to accept the RAVE Budget. Marvin Wallace seconded the motion. Roll Call Vote: 10 Yes, 0 No

JoAnn Barnes, Bookkeeper, went through the CSBG Revision, updating to fit the OKIE Grants format. Chairperson Huddleston asked for a motion. Jena Newman moved to accept the CSBG Revision. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No

JoAnn Barnes presented the DHS/LIHEAP 2018 revision. This covers the Weatherization program. Chairperson Huddleston asked for a motion. Victor Cook moved to accept the revision. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Erica Pogue, Operations Director, discussed the Release of Mortgages for Donnie Cates & Mary Conn. Chairperson Huddleston asked for a motion. Oma Dell Burns made a motion to approve the releases. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Erica Pogue discussed the Mobility on Demand Sandbox Grant application. Discussion followed. Chairperson Huddleston asked for a motion. Victor Cook moved to approve the permission to apply. Marvin Wallace seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Erica Pogue discussed the Public Transit Revolving Fund Grant application. LaToya Davis made a motion to approve the permission to apply for the Revolving Fund Grant. Chris Duroy seconded the motion. Roll Call Vote: 10 Yes, 0 No.

James Thornley presented training to the Board of Directors and Agency Leadership on the Open Meeting Act. Bylaws were given to each Board Member present. Mr. Thornley did not recommend any changes to the Bylaws. Absent members will receive theirs at the next meeting.

Erica Pogue discussed the Policies & Procedures. Due to an error of wording on the agenda, no action was taken.

Wanda Gray spoke on the RSVP FY19 Baseline Funding increase. Jena Newman made a motion to approve the Baseline Funding Increase. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No.

#### Program Reports:

Amber Freeman gave the report on the ODOC Annual Report Letter.

Teri Scrogging discussed staffing & MESO Drug and Alcohol training.

Amber Freeman presented the ROMA Report.

Erica Pogue reported on the JAMM Journal & the 20th Year Anniversary activities.

Kathy Castleberry gave the Head Start/Early Head Start report. 2019-2020 School is starting & staff is in pre-service now.

Wanda Gray gave the RSVP report. They have been doing Opioid documentaries. RSVP Recognition was last week. RSVP will be kicking off the United Way Fundraiser season.

Kristy Mobbs gave the report for RAVE.

Meeting was adjourned. All in Favor.

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## Report & Handouts included in Board Packet:

- Letter of Recommendation for Oma Dell Burns
- June 24th, 2019 Board Minutes & Voting Sheet
- RAVE Customer Satisfaction Report
- Financials for June 2019
- INCA RAVE Budget
- CSBG Budget Revision
- DHS/LIHEAP Budget Revision
- Release of Mortgages for Donnie Cates & Mary Conn
- JAMM Transit Authorizing Resolution
- JAMM Transit Revolving Funds Application Summary
- By-Laws
- Applicant Appeals Policy
- ESG Small Purchase Procurement & Inventory Policy
- Travel Policy
- RSVP Baseline Funding Increase
- Board Report
- ODOC Annual Report Letter
- ROMA Report
- DOE Audit Letter
- JAMM Journal
- CACFP Report
- RAVE Funding Increase Letters