



Board Meeting Minutes

June 24th, 2019

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

Vice Chairperson Chris Duroy called the meeting to order at 5:20 pm
Vice Chairperson Duroy asked for a Roll Call Vote to establish a quorum.

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

Quorum established.

Staff present: LaQuita Thornley, Kathy Castleberry, Wanda Gray, Amber
Freeman, Joann Barnes, Erica Pogue, Deborah Perkins, Teri Scroggins,
Sue Ishmael & Crystal Cortes
Consultants present: Financial- Lowell Wright

Vice Chair Duroy asked for any discussion on the May 28th, 2019 Board
minutes. Members reviewed the minutes. TJ Clements made a motion to
accept the minutes. Shane Tomlinson seconded the motion. Roll Call Vote:
5 Yes, 0 No, 3 Abstain.

Lowell Wright discussed the May 2019 Financial Report. Lowell stated that
we had no grants end in the month of May. Lowell explained the
expenditures and receivables in the board packet. Victor Cook made a
motion to accept the May 2019 Financial Report. Oma Dell Burns
seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Vice Chair Duroy asked for a motion to move to item 12 of the Agenda up
so the presenter could leave after given. LaToya Davis so moved. Victor
Cook seconded the motion. All members were in favor.

Deborah Perkins, Community Services Coordinator, gave a presentation on Rx for Oklahoma, MIPPA, & Navigator. Members asked questions about if there were any fraudulent cases in our area.

LaQuita Thornley discussed the revision to the DHS/LIHEAP 2018. Jena Newman made a motion to approve the revision. Wes Harden seconded the motion. Roll Call Vote: 8 Yes, 0 No.

LaQuita Thornley, Executive Director, discussed the revision to the CSBG 2018 Budget Revision. Jena Newman made a motion to approve the revision. Victor Cook seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Erica Pogue, Operations Director, discussed the JAMM permission to apply for the state revolving fund. Erica explained that we apply for the same amount every year. LaToya Davis motioned to approve for permission to apply. Wes Harden seconded the motion. Roll Call Vote: 8 Yes, 0 No.

LaQuita Thornley has permission to apply and explained the SAF Head Start & SAF CAA grants. We apply for the amount allocated the previous year. Jena Newman motioned to approve for permission to apply. LaToya Davis seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Vice Chair Duroy asked for explanation on the Job Descriptions listed. LaQuita Thornley explained the need for each new description or addition/update to a previous description. Victor Cook, planning committee member, said all job descriptions were reviewed in detail and recommended all job descriptions be approved. Shane Tomlinson seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Amber Freeman, Capacity Director, did training on ROMA. ROMA is a continuous process that helps us analyze if our services are reaching the outcomes we seek. Gives us an opportunity to reanalyze and change, if needed, how we our servicing our clients. Amber explained the ROMA report that is given in the board report monthly.

Kathy Castleberry and Amber Freeman gave the Customer Satisfaction Survey Results. The parent survey was adapted to fit ROMA criteria. Survey results were very positive.

Program Reports:

LaQuita Thornley - introduced the new HR manager, Teri Scroggins; monitorings are coming up in July. Reviewed program report in packet.

Teri Scroggins- fewer Head Start openings this year, are beginning to be filled.

Amber Freeman - ROMA report was given during training. Social engagement reported, targeting JAMM for their 20 year anniversary

Erica Pogue - JAMM did free rides for Seniors in June; July is free ride to work month; been able to help a Marshall county rider with rides to OKC that alleviate his need for hotel stays

Kathy Castleberry- letter of approval for COLA grant arrived

Wanda Gray- OSU Opioid Prevention Grant was awarded. Working on venues for showing videos.

LaQuita Thornley- stated that the results of the child placing audit for RAVE was enclosed.

Vice Chair asked for adjournment. All in favor

Meeting adjourned.

Reports and handouts included in Board Packet:

- May 28th, 2019 Minutes & Voting Sheet
- Financial Report for May, 2019
- DHS/LIHEAP 2018 Revision Statement
- CSBG 2018 Revision Statement
- JAMM Transit Permission to Apply Letter
- SAF- HS & CAA Permission to Apply Statements
- Job Descriptions for Head Start Health Service Manager, Head Start Education Manager, Health Services Compliance Officer, Corporate Secretary/Office Manager/Purchasing Agent/CACFP Manager
- ROMA Training Slides
- Customer Satisfaction Slides for Head Start
- Program Highlight Slides for Rx for Oklahoma, MIPPA & Navigator
- Program Report
 - ROMA Report
 - JAMM Journal
 - Head Start COLA Award Letter
 - CACFP Report
 - Child Placing Audit Results