



Board Meeting

June 22, 2020

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

Vice-Chairperson Chris Duroy called the meeting to order at 5:30 pm.
Vice-Chairperson Duroy asked for a Roll Call Vote to establish a quorum.

Present: Chris Duroy, Victor Cook, Jena Newman, Oma Dell Burns, Marvin Wallace, Royce Barte, Jill Hall, Kim Hale and LaToya Davis.

Absent: T.J. Clements, Shane Tomlinson & Tara Huddleston

Quorum established.

Staff Present: LaQuita Thornley, Erica Pogue, Kathy Castleberry, JoAnn Barnes, Kristy Mobbs, Wanda Gray, Victoria Yates, Amber Freeman, Jana Thompson & Crystal Cortes.

Consultants Present: Lowell Wright.

Vice-Chairperson Chris Duroy asked for a motion on the May 18th, 2020 Minutes. Victor Cook made a motion to accept the minutes. LaToya Davis seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Lowell Wright, financial consultant, gave the financial report for the month of May. Vice-Chairperson Duroy asked for a motion on the financial report. Jena Newman made a motion to accept. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Executive Director LaQuita Thornley presented the CSBG 19 Budget Revision. Chris Duroy asked for a motion on the revision. LaToya Davis made a motion to approve. Oma Dell Burns seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Operations Director Erica Pogue gave the Program Highlight & Customer Satisfaction Reports on Housing, Weatherization & ESG. Jana Thompson answered questions the Board had on the programs.

Operations Director Erica Pogue discussed the JAMM Revolving Fund permission to apply. Vice-Chair Chris Duroy asked for a motion. Victor Cook made a motion to approve the application. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Executive Director LaQuita Thornley explained the SAF for both Head Start and CSBG. Chris Duroy asked for a motion. Royce Bartee made a motion to approve both resolutions. Oma Dell Burns seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Capacity Director Amber Freeman presented the COVID-19 Needs Assessment Survey. This information will/has been used to help fill the gaps in new needs developed or to find referrals to help with these needs.

Operations Director Erica Pogue presented the ESG CARES application. This would be additional funds to what we already apply for. Vice-Chairperson Chris Duroy asked for a motion. Victor Cooked made a motion to approve. LaToya Davis seconded. Roll Call Vote: 9 Yes, 0 No.

Executive Director LaQuita Thornley presented the CSBG CARES application. This would help with the needs found in the COVID-19 Needs Assessment Survey. Vice-Chair Duroy asked for a motion. Royce Bartee made a motion to approve. Kim Hale seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Operations Director Erica Pogue presented the Policies on Remote Work & Covid-19 Transit Policy. These are both new policies. The Planning

Committee was presented and went through the policies in detail. Victor Cook said that the Planning Committee recommended to the Board to approve the Policies. Vice Chair Chris Duroy asked for a motion. Oma Dell Burns made a motion to accept the Planning Committee's recommendation. Kim Hale seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Capacity Director Amber Freeman discussed the INCA Statement on Racial Equality. Tara Huddleston, Chairperson, had worked on the statement with a staff committee. The Planning Committee had also discussed the statement in its earlier meeting. Vice- Chair Duroy asked for a motion. LaToya Davis made a motion to approve the statement. Victor Cook seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Capacity Director Amber Freeman gave training on ROMA.

Board Report:

- LaQuita Thornley, Executive Director:
 - Desktop Monitoring- no findings, no recommendations
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 - COVID Update- 1st employee with positive test- protocols were put in place, no one else has been positive, 4 more staff have been quarantined for 14 days
 - Have meeting with Marshall County DHS about their office closing
- Victoria Yates, Human Resources:
 - Employee report concerning FMLA & Workman's Comp
 - Have started implementing measures to fill staffing needs
 - Fingerprint operations have re-opened, helping the hiring process
- Amber Freeman, Capacity Director:
 - ROMA Report for May
 - Watch for Social Media Posts
- Erica Pogue, Operations Director:
 - Discussed meals delivered

- Hiring of person to help with installation of COVID barriers in buses
- Watch for JAMM Journals via Constant Contact
- Kathy Castleberry, Head Start Director:
 - Snacktivity Fridays ended last week
 - Working on Purchasing Equipment to reopen classrooms
 - Will work on meeting guidelines from various entities on re-opening
 - Interviewing Staff for positions
- Wanda Gray, RSVP Director:
 - First month back handing back Food Boxes
 - Volunteers are doing call-ins and check-ups on people and making masks
 - Looking at starting a Pen-Pal service with local schools to help lift spirits of volunteers
- Kristy Mobbs, RAVE Director:
 - Working on getting things in place to reopen clothing banks for client workers
 - Working on hiring staff

Next meeting is July 27th, 2020.

Tabling Executive Director Evaluation until next session. Chris Duroy asked for a motion. Marvin Wallace made a motion to approve the tabling. Royce Barte seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Adjournment, ALL IN FAVOR

Report & Handouts included in Board Packet:

- May 18th Board Minutes
- May Financial Reports
- CSBG 19 Budget Revision
- Housing & Weatherization and ESG Program Highlight & Customer Satisfaction Slides
- JAMM Revolving Fund Letter
- SAF- HS Letter
- SAF- CSBG Letter
- COVID-19 Community Needs Survey
- ESG-CR Resolution
- CSBG-CR Letter
- Remote Work Policy
- COVID-19 Transit Policy
- INCA Statement on Racial Equity
- ROMA Refresher Slides
- Board Report
- ODOC Desktop Monitoring Letter for CSBG
- ODOC Desktop Monitoring Letter for ESG
- ROMA Report