



Board Meeting Minutes

May 28th, 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, Betty Stephens, Victor Cook,
Marvin Wallace, Shane Tomlinson & T.J. Clements

Absent: Jena Newman, LaToya Davis, Wes Harden, Oma Dell Burns &
Joel Thompson (elected during meeting)

Quorum established.

Staff present: LaQuita Thornley, Kathy Castleberry, Wanda Gray, Amber
Freeman, Joann Barnes, Sue Ishmael & Crystal Cortes

Consultants present: Financial- Lowell Wright

Executive Director LaQuita Thornley presented the results of the Marshall
County Low Income Representative Board Member. Joel Thompson was
elected. Chairperson Tara Huddleston asked for a motion. Shane
Tomlinson made a motion to accept the election of Joel Thompson. Chris
Duroy seconded the motion. Roll Call Vote: 7 Yes, 0 No.

Chairperson Huddleston asked for any discussion on the April 29th, 2019
Board minutes. Members reviewed the minutes. Victor Cook made a
motion to accept the minutes. Marvin Wallace seconded the motion. Roll
Call Vote: 6 Yes, 0 No, 1 Abstain.

Lowell Wright discussed the April 2019 Financial Report. Victor Cook made
a motion to accept the April 2019 Financial Report. Betty Stephens
seconded the motion. Roll Call Vote: 7 Yes, 0 No.

LaQuita Thornley discussed the need to remove Brenna Moore and adding Crystal Cortes as the signatory on INCA's & the Salvation Army Checking Accounts. Betty Stephens made a motion to accept. T.J. Clements seconded the motion. Roll Call Vote: 7 Yes, 0 No.

LaQuita Thornley discussed the CSBG 3rd & 4th Quarter Allocations. She stated that we are still spending the 2018 funds, we have 18 months to spend. Chris Duroy made a motion to approve. T. J. Clements seconded the motion. Roll Call Vote: 7 Yes, 0 No.

LaQuita Thornley presented the RAVE Job Description. She stated that this description is for a Flex time and has the same requirements as the full time position. Victor Cook made a motion to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 7 Yes, 0 No.

Wanda Gray discussed adding Verna Sowder as a RSVP advisory council member for Johnston County. Chairperson Huddleston asked for a motion. T. J. Clements made a motion to approve. Betty Stephens seconded the motion. Roll Call Vote: 7 Yes, 0 No.

Wanda Gray explained the Points of Light Grant and what it would be used for. Chairperson Huddleston asked for a motion. Betty Stephens made a motion. Shane Tomlinson seconded the motion. Roll Call Vote: 7 Yes, 0 No.

Wanda Gray discussed the CNCS 9/11 Day of Service Grant for \$50,000. RSVP has put on programs in the past, this would help to fund these programs and expand to all 9 counties. Chairperson Huddleston asked for a motion. Marvin Wallace made a motion to approve. Chris Duroy seconded the motion. Roll Call Vote: 7 Yes, 0 No.

LaQuita Thornley discussed the JAMM Transit 5339(b) funding in the amount of \$352,966.00. Discussion was had on when vehicles in fleet need replacement. Director Thornley stated in was at 100,000 miles or five years to keep in compliance. Chairperson Huddleston asked for a motion. Victor Cook made a motion to approve. Betty Stephens seconded the motion. Roll Call Vote: 7 Yes, 0 No.

Crystal Cortes explained the need to revise the Head Start WIC referral policy. The state changed its policy on allowing Head Start families being automatically qualified and our policy needed to be adapted to reflect this. Chairperson Huddleston asked for a motion. Chris Duroy moved to accept. Shane Tomlinson seconded the motion. Roll Call Vote: 7 Yes, 0 No.

Amber Freeman gave training on Community Relations. Items discussed were being an effective ambassador, promoting INCA's mission, programs & cooperative action with other organizations.

Amber Freeman gave the Program Highlight on the ESG and on the VITA programs.

Program Reports:

LaQuita Thornley - ODOC Monitoring and Audit dates are set.

Director Thornley also gave the staffing report.

Amber Freeman - ROMA report & details on the Ribbon Cutting for the ADA duplex in Madill

LaQuita Thornley - transit report & updates on 20th year anniversary & Veterans Ride Connect

Kathy Castleberry - gave staffing updates- not many slots to fill this year

Wanda Gray - mentioned her newsletter with dates of events.

Chairperson Huddleston asked for adjournment. All in favor

Meeting adjourned.

Reports and handouts included in Board Packet:

- INCA Election Result Letter from Marshall County
- April 29th, 2019 Minutes & Voting Sheet
- Financial Report for April, 2019
- CSGB Letter for 3rd & 4th Quarter Allotments Letter
- RAVE Job Description for HTS V
- RSVP Advisory Council Appointment Letter
- RSVP Permission to Apply Points of Light Grant Letter

- Permission to Apply CNCS 9/11 Day of Service Grant Letter
- JAMM Transit Permission to Apply 5339(b) Letter
- WIC Referral Policy
- Training Slide Presentation on being an INCA Ambassador
- ESG Presentation
- VITA Presentation
- Program Report
 - ROMA Report
 - JAMM Journal
 - CACFP Report