



Board Meeting

May 18th, 2020

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

Chairperson Tara Huddleston called the meeting to order at 4:10 pm
Chairperson Huddleston asked for a Roll Call Vote to establish a quorum.

Present: Tara Huddleston, Chris Duroy, Victor Cook, Jena Newman, Oma Dell Burns, Marvin Wallace, T.J. Clements, Shane Tomlinson, Royce Barte, Jill Hall, Kim Hale and LaToya Davis (after roll call).

Absent: None

Quorum established.

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

Consultants Present: Lowell Wright.

Chairperson Tara Huddleston asked for a motion on the April 27th, 2020 Minutes. Marvin Wallace made a motion to accept the minutes. Victor Cook seconded the motion. Roll Call Vote: 10 Yes, 0 No, 2 Abstain

Lowell Wright, financial consultant, gave the financial report for the month of April. Chairperson Huddleston asked for a motion on the financial report. Jill Hall made a motion to accept. Marvin Wallace seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Lowell Wright reviewed the Financial Manual with the Board and Staff. The manual includes all fiscal procedures of INCA. Chairperson Huddleston asked for a motion on the Financial Manual. Victor Cook made a motion to approve the Financial Manual. Marvin Wallace seconded the motion. Roll Call Vote: 10 Yes, 0 No

Lowell Wright gave training on Fiscal Responsibility. All INCA procedures and processes were discussed with the Board and Staff. We have procedures that work for each of our programs, based on the most stringent guidelines of any program, that generally being Head Start.

Erica Pogue, Operations Director, discussed the updates to the Record Retention and Destruction Policy. Victoria Yates, Human Resource Manager, discussed our new COVID-19 Return to Work Policy. Kristy Mobbs, RAVE Director, discussed our new RAVE COVID-19 Return to Work Plan. This plan has been approved by DDSD, and now all of the plan must be put into place so that her clothing banks and client employees can come back to work.

Kathy Castleberry, Head Start Director, gave an update of the grants and amounts that were approved. The Head Start Summer Program Grant was given \$76,716. No penalties if we cannot use it. Money is for a half day program to get children entering Kindergarten ready for school. The COVID-19 Grant was given in the amount of \$104,400. This money will be used to provide extra Mental Health Support and technology.

Amber Freeman, Communications Director, gave training on Community Relations for Community Action Month.

Amber Freeman gave the VITA Program Highlights and Customer Satisfaction Report.

Board Report:

LaQuita Thornley: Promotion of Community Action Month. Waiting on CSBG amount and the JAMM COVID grants.

Victoria Yates, Human Resources: Have started to bring people back to work and will begin hiring again. Expects FMLA numbers to rise.

Amber Freeman, Capacity Director: ROMA Report for April

Erica Pogue, Operations Director: continuing to run services as much as COVID shutdown has allowed. Anticipating increases as state re-opening enters new phases.

Kathy Castleberry, Head Start Director: staff is continuing to work with families as needs arrive. Starting recruitment and coordinating with schools on enrollment.

Wanda Gray, RSVP Director: Giving out Commodity Food Boxes next month. Working to update volunteer rolls as their sites begin to open back up.

Kristy Mobbs, RAVE Director: working to staff new positions and opening clothing banks

Jana Thompson, Housing & Weatherization Manager: Rentals are full except the ones needing work in Mannsville, waiting on Little Dixie Crew to help with this. Weatherization has been shut down, and will continue with projects when allowed to open back up.

Next meeting is June 22nd, 2020.

Adjournment, ALL IN FAVOR

Report & Handouts included in Board Packet:

- Committee List
- April 27th, 2020 Board Minutes
- Financials for April
- Financial Procedures Manual and Cost Allocation Plan
- Fiscal Responsibilities Training
- Records Retention Policy
- COVID-19 Return to Work Policy
- RAVE COVID-19 Return to Work Plan
- Head Start Grant Information Hand-Out
- Community Relations Slides
- VITA Program Highlights & Customer Satisfaction Results
- Board of Directors Monthly Report
- ROMA Report