



INCA Community Services, Inc.

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Board Meeting Minutes November 26, 2018

Tara Huddleston, Chairperson called the meeting to order and requested for a roll call.

Present: Tara Huddleston, Victor Cook, Jena Newman, LaToya Davis, Cathy Awalt, Oma Dell Burns, Phillip Culbreath, Chris Duroy & Marvin Wallace.

Absent: Roy Wayne Blevins, Betty Stephens & Wes Harden.

Quorum established.

Staff in Attendance: Sue Ishmael, Brenna Moore, JoAnn Barnes, Kathy Castleberry, Deb Hook, Wanda Gray, Erica Pogue & Crystal Cortes.

Chairperson Huddleston asked for discussion and a motion to approve the October 29th Board Minutes. Phillip Culbreath so moved and Cathy Awalt seconded the motion. Roll Call Vote: 9 Yes, 0 No.

JoAnn Barnes, senior bookkeeper discussed the financial report through October 31st, 2018. No program contracts had ended during the previous month. Chairperson Huddleston asked for a motion to approve the financial report. Victor Cook so moved and LaToya Davis seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Chairperson Huddleston asked for discussion on the Board of Directors Meeting Calendar for 2019, which includes the CHDO 2019 calendar. All dates were pre-set except May, August, and November. Erica Pogue, Operations Director, gave explanations for needing to pick a date for those months. The board discussed and decided on May 20th, August 19th, and November 18th. Also, a CHDO committee meeting needs to be added to the March meeting. Chairperson Huddleston asked for a motion to approve the calendar with the additions discussed. LaToya Davis so moved and Phillip Culbreath seconded the motion. Roll Call Vote: 9 Yes, 0 No

Chairperson Huddleston asked for discussion on the Board Program & Training Schedule for 2019. Erica Pogue stated that all required board training was included in the schedule. Chairperson Huddleston asked for a motion to approve. Chris Duroy so moved. Phillip Culbreath seconded the motion. Roll Call Vote: 9 Yes, 0 No

Chairperson Huddle asked for discussion on the Agency Holidays 2019 schedule. Erica Pogue discussed that JAMM and RAVE still had some limited services on most holidays, and employees sometimes received a flex day to be used during the month. Chairperson Huddleston asked for a motion to approve the 2019 Holiday Schedule. Victor Cook so moved. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Deb Hook, Education Manager for HS/EHS, gave a presentation on LAP-D scores and how they were used in the Head Start Readiness Goals. Questions were asked and discussion was had. Chairperson Huddleston ask for a motion to approve the Head Start Readiness Goals. Roll Call Vote: 9 Yes, 0 No.

Kathy Castleberry, Head Start Director, presented the proposal for the EHS Expansion Grant, giving an explanation of the survey that was out and preliminary sites that were being considered. The Head Start Management Team had been preparing for applying for EHS Expansion when a funding opportunity came open. Kathy asked permission to apply for the grant. Chairperson Huddleston asked for a motion to approve for permission to apply for the EHS Expansion Grant. Chris Duroy so moved and Victor Cook seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Kathy Castleberry stated that the only change in the Head Start Policy Council By-Laws is changing from "Robert's Rule of Order" to "Rule of Order". Chairperson Huddleston asked for a motion to approve the Head Start Policy Council By-Laws. Phillip Culbreath so moved. Marvin Wallace seconded the motion. Roll Call Vote: 8 Yes, 1 No.

Wanda Gray, RSVP Director, asked for permission to apply for the United Way Grant. Chairperson Huddleston asked for a motion to approve. Phillip Culbreath so moved. Cathy Awalt seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Erica Pogue asked for permission to apply for the JAMM 5311 Grant. Chairperson asked for a motion to approve. LaToya Davis so moved and Chris Duroy seconded the vote. Roll Call Vote: 9 Yes, 0 No.

Erica Pogue presented the JAMM Customer Satisfaction Results and gave the JAMM Annual Report. Pogue discussed the mission, funding, the difference in riders and how they are funded, growth, and asked them to read the stories in the handouts of how people told JAMM that they were a positive influence. Pogue also stated that they are working on more consistency in the dispatch services in all offices, hoping to improve their customer satisfaction results in that area.

Chairperson Huddleston asked for a discussion on the December Meeting. Pogue stated that we had met our meeting quota for the year, and all business and been completed as of tonight. The board stated unanimously that the INCA Board of Directors could forego the December 2018 meeting as all requirements for the year have been met.

Program Reports (maintained in agency records) were reviewed:

- Erica Pogue- ODOC monitoring letter & board self assessments
 - Brenna Moore- Staffing Report
 - Erica Pogue- Roma Report
 - Erica Pogue- JAMM Report
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- Kathy Castleberry- Head Start Monitoring Report Letter & Policy Council Minutes

Chairperson Huddleston called for adjournment, all were in favor.

Reports and handouts included in the Board Packet: Board Minutes for October 29th, 2018, Financial Report through October, 2018, Board of Directors Meeting Calendar, Board of Directors Yearly Scheduled Agenda Items, INCA 2019 Holiday Calendar, INCA Head Start Readiness Goals, EHS Expansion Grant, Head Start Policy Council By-Laws,, RSVP Permission to Apply United Way Letter, JAMM 5311 Permission to Apply Letter, JAMM Annual Report, JAMM Customer Satisfaction Results, Board Report, ODOC Monitoring Letter, 2018 Board Self Assessment Results, ROMA Report, October 2019 JAMM Journal, Head Start Monitoring Letter and Policy Council Minutes.

Tara Huddleston, Chairperson