



Board Meeting

November 18th, 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, Jena Newman, Victor Cook,
LaToya Davis, Oma Dell Burns, Marvin Wallace Shane Tomlinson & Joel
Thompson

Absent: Betty Stephens, Wes Harden, & T.J. Clements.

Quorum established.

Staff present: LaQuita Thornley, Crystal Cortes, JoAnn Barnes, Erica
Pogue, Amber Freeman, Teri Scroggins & Sue Ishmael.

Consultants Present: Lowell Wright.

Chairperson Tara Huddleston asked for a motion to forego the December
Board Meeting. We have met our obligation of ten meetings for the year of
2019. Discussion was held. Chris Duroy made a motion for cancelling the
December meeting. Victor Cook seconded the motion. Roll Call Vote: 9
Yes, 0 No.

Chairperson Tara Huddleston asked for a motion on Victor Cook as the
Atoka County Low Income Elected Representative. Shane Tomlinson
moved to accept Victor Cook's election results. Oma Dell Burns seconded
the motion. Roll Call Vote: 8 Yes, 0 No, 1 Abstain (Victor Cook)

Chairperson Tara Huddleston asked for a motion to on Chris Duroy as the Marshall County Public Appointed Representative. LaToya Davis moved to accept Chris Duroy's appointment. Shane Tomlinson seconded the motion. Roll Call Vote: 8 Yes, 0 No, 1 Abstain (Chris Duroy)

Chairperson Huddleston asked for a motion on the October, 2019 Board Minutes. Oma Dell burns moved to accept the minutes. LaToya Davis seconded the motion. Roll Call Vote: 6 Yes, 0 No, 3 Abstain

Chairperson Tara Huddleston asked for the Finance Report. Lowell Wright led the discussion, highlighting that there were no grants closing during the month of October. The board studied the bank statements and the BOA account. Chairperson Huddleston asked for a motion on the finance account. Victor Cook moved to accept the minutes. Shane Tomlinson seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Erica Pogue discussed applying for the Transit 5311 grant. She asked for permission to apply for the grant. Chairperson Huddleston asked for a motion. LaToya Davis moved to grant permission to apply for the Transit 5311 grant. Chris Duroy seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Executive Director, LaQuita Thornley, presented the Review of the Agency 401K Plan.

Erica Pogue presented the Affirmative Action Plan for 2020. Discussion was had. Chairperson Huddleston asked for a motion. Shane Tomlinson moved to accept the Affirmative Action Plan. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Erica Pogue presented the Sexual Harassment Plan. The only change to the plan was the addition of a "hugging" clause. Oma Dell Burns asked for a motion to accept the Sexual Harassment Policy. Shane Tomlinson seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Tara Huddleston asked for a motion on the 2020 Board Meeting Calendar, which includes the CHDO meeting calendar. LaToya Davis moved to accept the 2020 Calendar with the May meeting to be on the 18th. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes, 0 No

Tara Huddleston asked for a motion on the 2020 Agency Holiday Calendar. Jena Newman made a motion to approve the calendar. Victor Cook seconded the motion. Roll Call Vote: 9 Yes, 0 No.

Erica Pogue gave the JAMM Transit Annual Report. This is the 20 year celebration of our JAMM Transit system, and many highlights were included on the history of JAMM and how it has evolved.

Erica Pogue presented the JAMM Transit 2019 Customer Satisfaction Surveys. The survey results were very positive, with the overall answers being Satisfied or Very Satisfied.

Program Reports:

- LaQuita Thornley: recapped the Board Report and highlights
- Teri Scroggins: presented the Staffing Report, with an update on new hires, terminations and FMLA status. She would like to look into doing some work with Sue Ishmael on an accident prevention program.
- Amber Freeman: presented the ROMA Report
- Erica Pogue: noted the JAMM Journal & the Close Out Letter for OHFA
- LaQuita Thornley: presented the Head Start Waiver for Child Restraints & Bus Monitors and discussed the RSVP Events

Tara Huddleston asked for a motion on adjournment. Victor Cook made a motion. Marvin Wallace seconded the motion. All were in Favor.

Meeting Adjourned

Report & Handouts included in Board Packet:

- Letter for Victor Cook
- Letter for Chris Duroy
- October 28th, 2019 Board Minutes & Voting Sheet
- Financials for September, 2019
- JAMM Transit Letters for 5311
- 401K Review
- Affirmative Action Plan for 2020
- Sexual Harassment Policy
- Board Meeting Schedule
- Agency Holiday Schedule
- JAMM Transit Annual Report
- JAMM Transit Customer Satisfaction Results
- Board Report
- ROMA Report
- OHFA Close Out Letter
- October JAMM Journal
- Waiver Letter for Head Start
- CACFP Report
- Board Bulletin