



Board Meeting

November 30, 2020

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, Victor Cook, Oma Dell Burns, Jena Newman, LaToya Davis, Shane Tomlinson & Royce Bartee.
Via Zoom: Jill Hall & Marvin Wallace

Absent: Kim Hale & T.J. Clements

Quorum established.

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

Consultants Present: Lowell Wright.
Guests: Polly Goodin & Michael Figgins
Policy Council Representative: April Tamplen

Michael Figgins made a presentation on Legal Aid Services and the availability of services through the Ardmore office until they can find a full time attorney to fill the position at INCA.

Executive Director LaQuita Thornley stated that we had met our meeting quota for 2020 and did not need to have a meeting in December.
Chairperson Huddleston asked for a motion on dismissing the December 2020 Board

Meeting. LaToya Davis made a motion to dismiss. Shane Tomlinson seconded. Roll Call Vote: 10 Yes, 0 No

Chairperson Tara Huddleston asked for a motion on the October 2020 minutes. Shane Tomlinson made a motion to accept the minutes. Victor Cook seconded. Roll Call Vote: 8 Yes, 0 No, 2 Abstain

Financial Consultant, Lowell Wright, presented the financial statements for October 2020. Chairperson Huddleston asked for a motion on the October 2020 financial report. Victor Cook made a motion to accept the financial report. Royce Bartee seconded the motion. Roll Call Vote: 10 Yes, 0 No

Lowell Wright discussed the Finance/Audit Committee Meeting on November 19. Other members were also mailed/emailed the bid proposals prior to tonight's meeting. Jena Newman gave the Committee Recommendation of Saunder and Associates. Chairperson Huddleston asked for a motion. Victor Cook made a motion to approve the recommendation. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No

Amber Freeman, Associate & Capacity Director, presented training on the Strategic Plan and Agency Goals.

Executive Director Thornley presented the 2021 Board Calendar with the CHDO Meeting Calendar and the Board Training Calendar. Chairperson Huddleston asked for a motion. Royce Bartee made a motion to approve the calendars. LaToya Davis seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Executive Director Thornley presented the 2021 INCA Agency Holiday Calendar. Chairperson Huddleston asked for a motion. Jena Newman made a motion to approve the calendar. Shane Tomlinson seconded the motion. Roll Call Vote: 10 Yes, 0 No

Head Start Director Kathy Castleberry presented the HS/EHS School Readiness Goals and 5 Year Program Goals & Plans for 2021-2026.

Erica Pogue, Associate & Transit Director, presented the 5311 Permission to Apply for JAMM. Chairperson Huddleston asked for a motion. LaToya Davis made a motion to approve permission to apply. Oma Dell Burns seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Erica Pogue, Associate & Transit Director, discussed the JAMM CARES Phase 2 grant funding. Chairperson Huddleston asked for a motion. Jena Newman made a motion to approve the funding proposal. Victor Cook seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Erica Pogue gave the Program Highlight & Customer Satisfaction Report for JAMM Transit.

Board Report:

- LaQuita Thornley, Executive Director:
- Victoria Yates, Human Resources:
- Amber Freeman, Capacity Director:
 - ROMA Report
- Erica Pogue, Operations Director:
 - OHFA Monitoring Letter
- Kathy Castleberry, Head Start Director:
 - Enrollment Numbers and Explanation
- Amanda LaFevers, RSVP Project Coordinator:
- Kristy Mobbs, RAVE Director:
 - DDSD Desktop Audit- had Zero Findings
 - Child Placing Audit- December 16th
 - Working to Fill Open Positions

Next meeting is January 25, 2021

Chairperson Huddleston called for adjournment. All were in favor.

Report & Handouts included in Board Packet:

- Agenda
- Handouts from Legal Aid Services
- October 2020 Minutes
- October 2020 Financials
- Audit Summary
- Strategic Plan and Agency Goals Update
- INCA Board Meeting Calendar
- INCA Board Training Schedule
- Head Start School Readiness Goals
- Head Start 5 Year Program Goals & Plans
- JAMM 5311 Permission to Apply Letter & Resolution
- JAMM Program Highlight & Customer Satisfaction Report
- Program Report for November
- OHFA Letter
- ROMA Report
- Office of Head Start Memo
- CACFP Report