



INCA Community Services, Inc.

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Board Meeting Minutes October 29th, 2018

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

Present: Tara Huddleston, Victor Cook, Jena Newman, Wes Harden, LaToya Davis, Cathy Awalt, Oma Dell Burns, Phillip Culbreath, Betty Stephens, Chris Duroy, Roy Wayne Blevins (arrived later) and Marvin Wallace.

Absent: No absences

Quorum Established

Staff in Attendance: Brenna Moore, Amber Freeman, JoAnn Barnes, Kathy Castleberry, Kristi Shivers, Crystal Cortes, Erica Pogue, Wanda Gray & LaQuita Thornley.

Consultants in Attendance: Lowell Wright.

Chairperson Huddleston asked for discussion on the acceptance of Marvin Wallace as the Murray County Low Income Sector Board Member. LaQuita Thornley, Executive Director, discussed the procedure for and the results of the election. Chairperson Huddleston asked for a motion to approve. Phillip Culbreath so moved. Victor Cook seconded the motion. Roll Call Vote: 10 Yes & 0 No.

Chairperson Huddleston asked for discussion on the acceptance of Betty Stephens as the Murray County Elected Sector Board Member. LaQuita Thornley called attention to the letter from the Murray County Board of Commissioners recommending the appointment of Betty Stephens. Chairperson Huddleston asked for a motion to approve. Victor Cook so moved. Cathy Awalt seconded the motion. Roll Call Vote: 10 Yes & 0 No.

Chairperson Huddleston asked for any discussion and a motion to approve the September 24th Board Minutes. Cathy Awalt so moved and LaToya Davis seconded the motion. Roll Call Vote: 8 Yes, 3 Abstain & 0 No.

Lowell Wright discussed the financial report through September 30th, 2018. Discussion was had. Mr. Wright pointed out that several programs contracts had ended and were closed out. Chairperson Huddleston asked for a motion. Phillip Culbreath so moved. Victor Cook seconded the motion. Roll Call Vote: 11 Yes & 0 No.

Chairperson Huddleston asked for any discussion on the CSBG Budget Revision. Director Thornley stated the need for the revision to close out the grant. Huddleston asked for a motion. Oma Dell Burns so moved. Chris Duroy seconded the motion. Roll Call Vote: 11 Yes & 0 No.

Chairperson Huddleston asked for discussion on authorizing LaToya Davis to sign checks for the Agency. Huddleston asked for a motion. Jena Newman so moved. Betty Stephens seconded the motion. Roll Call Vote: 11 Yes & 0 No.

Chairperson Huddleston asked for discussion on the Affirmative Action Plan/EEO Report/Title VI Policy. Erica Pogue, Operations Director, gave summary of the two committee meetings held. Wes Harden reported the recommendation of the Human Rights Committee to approve the policy. Chairperson Huddleston asked for a motion to approve. Wes Harden so moved. LaToya Davis seconded the motion. Roll Call Vote: 12 Yes & 0 No

Chairperson Huddleston tabled the discussion on the contract between RAVE & CheckFreePay until more information could be gathered.

Kathy Castleberry, Head Start/Early Head Start Director, presented the Head Start/Early Head Start annual report. Castleberry discussed the mission, funding, enrollment, health outcomes and INCA's five year goals for the programs.

Kathy Castleberry provided training to the board on Head Start Governance.

Amber Freeman asked the board to turn in their self-evaluations at the end of the meeting.

Amber Freeman, Capacity Director, conducted a training session on Fund Development for the board.

Program Reports (maintained in agency records) were reviewed.

- Brenna Moore- Staffing Report
- Amber Freeman- ROMA Report, INCA Impact Report & CNA Survey to the board
- Erica Pogue- ODOT 5339(a) award which will go towards the purchase of five vehicles with live tracking; 5339(b)- Discretionary Grant Funding which will update camera system & purchase tablets; update on housing project in Madill
- Kathey Castleberry- Letter on Head Start Delay in Compliance Date for Background checks

- Wanda Gray- RSVP report

Chairperson Huddleston called for adjournment, all were in favor.

Reports and handouts included in the Board Packet: Letter of Voting Results for Marvin Wallace, Letter of Appointment for Betty Stephens, Board Meeting Minutes for September 24th, 2018, Financial Report, CSBG 2017 Budget Revision, Affirmative Action Plan for 2018-2019, Head Start & Early Head Start Annual Report for 2018, Presentation on Head Start Governance, INCA 2018 Board of Directors Self-Assessment, Presentation on Fund Development, Board Report, ROMA Reports, Impact report, ODOT letter for 5339(a), 5339(b) Discretionary Grant Funding Breakout for Grant Application, Customer Satisfaction Survey Results, Delay in Compliance Date for Background Checks from Office of Head Start, & Head Start Purchasing Report

Tara Huddleston, Chairperson