



## Board Meeting

**October 28th, 2019**

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

Board Member Victor Cook called the meeting to order at 5:30 pm  
Mr. Cook asked for a Roll Call Vote to establish a quorum.

Present: Victor Cook, TJ Clements, Shane Tomlinson, Jena Newman, Joel Thompson, Oma Del Burns & LaToya Davis.

Absent: Betty Stephens, Wes Harden, Tara Huddleston, Marvin Wallace & Chris Duroy.

Quorum established.

Staff present: LaQuita Thornley, Crystal Cortes, Amber Freeman, JoAnn Barnes, Teri Scroggins, Erica Pogue, Kathy Castleberry, Wanda Gray, Sue Ishmael, Deb Hook, Jane Allen, Teresa Workman & Sandy Bonham.

Consultants Present: Lowell Wright.

Mr. Cook asked for a motion on the September 2019 minutes. Victor Cook asked for a motion on the September 2019 minutes. Jena Newman motioned to accept the minutes. Shane Tomlinson seconded the motion.  
Roll Call Vote: 6Yes, 0 No, 1 Abstain.

Mr. Cook asked for the Finance Report. Lowell Wright discussed the grants that ended in September (2018 CSBG, ESG, Weatherization, DHS, CHDO, CACFP, and JAMM Transit). All grants were closed with no funds remaining. Lowell proceeded with the remaining of the finance report,

including the bank statements and the BOA account. Victor Cook asked for a motion on the finance account. Oma Dell Burns moved to accept the minutes. Jena Newman seconded the motion. Roll Call Vote: Yes, 0 No.

Mr. Cook had Lowell present the 990. The 990 is done every year to ensure our Not for Profit status.

LaQuita Thornley reviewed the 401k audit with the board. She highlighted the benefits of staff participating in the 401k.

Amber Freeman presented the CAPLAW video "How Do You Get the Right People on the Board".

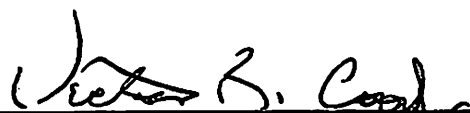
Kathy Castleberry presented board training on "Head Start Governance". Head Start Director Castleberry stated that both the board and the Head Start Policy Council had to be trained yearly on Head Start Governance.

Amber Freeman presented the Head Start Dollar per Child national movement.

#### Program Reports:

- LaQuita Thornley: invited everyone to the Atoka JAMM Jubilee
- Teri Scroggins: presented the Staffing Report, with an update on new hires, background tests, and FMLA status.
- Amber Freeman: presented the ROMA Report
- Erica Pogue: stated that the fiscal year ended with about 6,000 more trips than last year and that Steve Maxey placed 3rd at the OTA ROADeo
- Kathy Castleberry: presented the Letter from the Office of Head Start
- Wanda Gray: invited everyone to the United Way Fundraiser sponsored by RSVP at Ole Red's on October 31st.

Victor Cook adjourned the meeting.



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**Report & Handouts included in Board Packet:**

- **September 30th, 2019 Board Minutes & Voting Sheet**
- **Financials for September, 2019**
- **990 Form**
- **401k Audit**
- **Board Report**
- **ROMA Report**
- **August JAMM Journal**
- **Letter from the Office of Head Start**
- **CACFP Report**
- **Board Bulletin**