



Board Meeting

September 30th, 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, Shane Tomlinson & TJ Clements.

Absent: Betty Stephens, Wes Harden, Marvin Wallace & Joel Thompson.

Quorum established.

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

Consultants Present: Lowell Wright.

Chairperson Huddleston asked for a motion on the August 2019 minutes.
Victor Cook made a motion to accept the minutes. Oma Dell Burns seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Chairperson Huddleston moved on to item #5, the agency audit, as the online meeting with Auditor, GarySaunders was set up. Mr. Saunders stated that they tested for twelve attributes of compliance. Saunders does not express an opinion, but would report any instances of non compliance, which there were none. Mr. Saunders went through graphs that he had made that showed the board revenues and expenses.

Chairperson Huddleston asked if there were any questions for Mr. Saunders. Chairperson Huddleston asked for a motion on the Agency

Audit. Oma Dell Burns moved to accept the Audit. Shane Tomlinson seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Chairperson Huddleston asked for the Finance Report. Lowell Wright gave the finance report. Chairperson Huddleston asked for a motion on the August 2019 Finance Report. LaToya Davis made a motion to accept the Finance Report. Victor Cook seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Executive Director LaQuita Thornley discussed the CSBG Budget Revision. Chairperson Huddleston asked for a motion. Shane Tomlinson made a motion to approve the Budget Revision. LaToya Davis seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Kathy Castleberry, Head Start Director, explained the permission to ask for a grant writer and permission to apply for the DRS Application of \$2,387,099. Chairperson Huddleston asked for a motion. Victor Cook made a motion to approve. LaToya Davis seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Head Start Director Kathy Castleberry asked for permission to apply for the last of the Continuation Grant for \$2,387,099. Chairperson Huddleston asked for a motion. Jena Newman made a motion to approve. LaToya Davis seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Amber Freeman, Capacity Director, gave Board Training on Fund Development, Building Financial Support.

Director Thornley presented the proposed Head Start/Early Head Start Starting Salary Scale Increase. The scale increase was proposed to bring salaries more in line with the comparable occupation rates and to encourage more applicants to choose from. Chairperson Huddleston asked for a motion. LaToya Davis made a motion to approve the salary scale increase. Jena Newman seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Operations Director Erica Pogue presented the JAMM Transit Starting Salary Scale Increase. The scale increase was proposed to bring salaries more in line with the comparable occupation rates and to encourage more applicants to choose from. Chairperson Huddleston asked for a motion. Jena Newman made a motion to approve the salary scale increase. LaToya Davis seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Head Start Director Kathy Castleberry presented the new job description for Head Start. Discussion on the need of supervisor on site in Oakland which will be under the guidance of Area Manager. Chairperson Huddleston asked for a motion. Victor Cook made a motion to approve. Oma Dell Burns seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Director Thornley presented the Rx for Oklahoma Contract with KIBOIS for \$8,527.54. Chairperson Huddleston asked for a motion. Oma Dell Burns made a motion to approve. Jena Newman seconded the motion. Roll Call Vote: 8 Yes, 0 No.

Operations Director Erica Pogue presented the Customer Satisfaction Results for Housing & Weatherization. Results from Customers were very positive.

Capacity Director Amber Freeman presented the results of the Board Self Evaluation. The Board stated that they wanted to be more active in the Strategic Plan, which will happen next year.

Program Reports:

LaQuita Thornley: presented the ODOC Monitoring Close Out Letter.

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: discussed the JAMM celebrations, ending with a JAMM Jubilee in every county. She also gave the OHFA findings.

Kathy Castleberry: had no further reports

Wanda Gray: invited everyone to the United Way Fundraiser sponsored by RSVP at Ole Red's on October 31st.

Tara Huddleston adjourned the meeting.



Report & Handouts included in Board Packet:

- August 19, 2019 Board Minutes & Voting Sheet
- Financials for August, 2019
- Audit Letter, Draft, & Graphs
- CSBG Revision Sheet
- Head Start Letters
- Fund Development Slides
- Head Start Starting Salary Scale
- JAMM Transit Starting Salary Scale
- Job Description for Oakland Center Supervisor
- Rx for Oklahoma Contract with KIBOIS
- Customer Satisfaction Results for Housing & Weatherization
- Board of Directors Self Assessment Results Slides
- Board Report
- ODOC Agency Closing Letter
- ROMA Report
- OHFA Letter
- August JAMM Journal
- CACFP Report
- Performance Survey Notification Letter for RAVE
- Board Bulletin