



Board Meeting

September 28, 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, Jena Newman, Victor Cook,
LaToya Davis, Oma Dell Burns, Marvin Wallace, Shane Tomlinson, TJ
Clements, Royce Bartee and Kim Hale

Absent: Jill Hall

Quorum established.

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

Consultants Present: Lowell Wright.

Chairperson Tara Huddleston asked for a motion on the August 31, 2020
Minutes. Royce Bartee made a motion to accept the minutes. Shane
Tomlinson seconded the motion. Roll Call Vote: 9 Yes, 0 No, 2 Abstain

Lowell Wright, financial consultant, gave the financial report for the month
of August. OADP Grant ended in August. Several grants will be ending in
September. MIPPA grant ends in September, but funds have already been
obligated and it will be closed out. Chairperson Huddleston asked for a
motion on the financial report. Oma Dell Burns made a motion to accept.
Marvin Wallace seconded the motion. Roll Call Vote: 11 Yes, 0 No.

Chairperson Huddleston stated item number five, adding Oma Dell Burns, Amber Freeman & Victoria Yates as Signatories on the Simmons Checking Accounts. Chairperson Huddleston asked for a motion on the item. LaToya Davis made a motion to approve. Kim Hall seconded the motion. Roll Call Vote: 10 Yes, 0 No, 1 Abstain

Executive Director LaQuita Thornley presented a Conflict of Interest Disclosure for Darlene Beesley, sister of Wanda Gray, RSVP Director, who is applying for the 17916 ESG CR 20 grant. There is no conflict of interest and attorney has verified there is no state or federal law conflict. Chairperson Huddleston asked for a motion. Kim Hale made a motion to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 11 Yes, 0 No

Operations Director Erica Pogue gave a presentation on PICK, which includes Pelivan, INCA, Cimarron and Kibois transit systems. This is an integrated, on demand, shared ride service. Customers will be able to schedule rides, through an app, directly with the driver. Will give access to transportation 5:00 to 10:00 in the evening. The Target date to begin operations is November 30th.

Head Start Director Kathy Castleberry discussed the Permission to Apply application for the HS/EHS Continuation Grant for \$2,531,494. Chairperson Huddleston asked for a motion. Chris Duroy made a motion to approve. LaToya Davis seconded. Roll Call Vote: 11 Yes, 0 No

Capacity Director Amber Freeman discussed the CSBG-CR Budget. Chairperson Huddleston asked for a motion. Royce Bartee made a motion to approve. Oma Dell seconded the motion. Roll Call Vote: 11 Yes, 0 No

Director Thornley discussed the CSBG revision needed to close out the program year. Chairperson Huddleston asked for a motion. Kim Hale made a motion to approve. Royce Bartee seconded the motion. Roll Call Vote: 11 Yes, 0 No

Director Thornley discussed the application to apply for the Emergency Food and Shelter Program. Chairperson Huddleston asked for a motion.

Kim Hale made a motion to approve. Victor Cook seconded the motion.
Roll Call Vote: 11 Yes, 0 No

Operations Director Erica Pogue discussed the revision of the DOE 20 grant. Chairperson Huddleston asked for a motion. Kim Hale made a motion to approve. Oma Dell seconded the motion. Roll Call Vote: 11 Yes, 0 No.

Director Thornley discussed the progress with the Legal Aid Pilot Project. Discussion was had regarding this project. Chairperson Huddleston asked for a motion. Chris Duroy made a motion to approve the contract and grant. Royce Barteo seconded the motion. Roll Call Vote: 11 Yes, 0 No

Operations Director Erica Pogue discussed the permission to apply for the 5310 grant of \$105,418. Chairperson Huddleston asked for a motion. LaToya Davis made a motion to approve. Kim Hale seconded the motion. Roll Call Vote: 11 Yes, 0 No

Capacity Director Amber Freeman gave the Board of Directors Self Evaluation Results.

Head Start Director Kathy Castleberry gave training on Head Start Governance. This training is required by the Office of Head Start for both the Board of Directors and the Head Start Policy Council.

Head Start Director Kathy Castleberry presented the Head Start/Early Head Start Program Highlights and Customer Satisfaction Results. Satisfaction Results were compiled during “Snackitivity” runs and via phone messaging by classroom teachers during the shutdown period.

Board Report:

- LaQuita Thornley, Executive Director:
 - Discussed the addition of the CARES staff to help with extra funding and projects.
 - Press release of our Transit system using CARES funds for added safety measures in buses and vans
- Victoria Yates, Human Resources:
 - We have openings as listed in the program report, 2 employees start orientation tomorrow
 - FMLA numbers are staying steady
 - Open Enrollment has just started
- Amber Freeman, Capacity Director:
 - ROMA Report for August
- Erica Pogue, Operations Director:
 - JAMM is still following COVID protocols, trips are back up to what they were before COVID
 - Limited Riders on School Routes, schools are working with JAMM to help make this work.
 - Atoka & Johnston Counties will have a field rep from Congressman Mullins office assist people in receiving Stimulus Checks that have not yet been received
 - 3 Apartments open in Mannsville, should be filled in October
- Kathy Castleberry, Head Start Director:
 - Met with STAARs rep on Early Head Start
- Wanda Gray, RSVP Director:
 - Socktober Drive during October
- Kristy Mobbs, RAVE Director:
 - DDSD will be doing an annual audit sometime October-December. www
 - Home in Atoka was approved, will be housing 2 brothers

Next meeting is October 26th, 2020.

Report & Handouts included in Board Packet:

- Election Results
- July Board Minutes
- July Financial Reports
- SAF HS Budget
- SAF CAA Budge
- Rx Budget
- CSBG 1% Allocation Budget
- EHS Expansion Grant
- ByLaw Review Letter
- INCA Board Yearly Scheduled Agenda Items
- COVID19 ESG-CR Addendum
- Customer Satisfaction Survey System Policy
- Job Descriptions for Emergency Assistance Caseworker, Receptionist, Dispatcher/Relief Driver & Corporate Secretary/Purchasing Agent/Capacity Assistant
- Strategic Plan/Logic Model Update
- Agency Outcomes & Goal Update
- Volunteer Tracking Update
- RSVP Permission Letter
- RSVP Slideshow
- Board Report
- ROMA Report
- Office of Head Start Letter
- CACFP Report