



INCA Community Services, Inc.

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Board Meeting Minutes January 29, 2018

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

Present: Phillip Culbreath, Victor Cook, Kelly Strouse, LaToya Davis, Chris Duroy, Jena Newman, Cathy Awalt, Betty Stephens, and Tara Huddleston

Absent: Roy Wayne Blevins, James Wallace, and Mona Ozbrin

Quorum established.

Staff in Attendance: LaQuita Thornley, Brenna Moore, JoAnn Barnes, Kathy Castleberry, Amber Freeman, Wanda Grey, and Erica Pogue

Consultants in Attendance: Lowell Wright

Discussion of previous Board Meeting Minutes. Chairperson Huddleston asked for a motion to approve the November 27, 2017 Board Minutes. Victor Cook so moved. Kelly Strouse seconded the motion. Roll call vote; 9 yes and 0 no.

Lowell Wright, Financial Consultant, reviewed the November 30, 2017 and the December 31, 2017 Financial Reports. Discussion. Chairperson Huddleston asked for a motion to approve the Financial REports. Chris Duroy so moved. Jena Newman seconded the motion. Roll call vote; 9 yes and 0 no.

Lowell Wright, Financial Consultant, reviewed the Agency 2018 Budget. Discussion Chairperson Huddleston asked for a motion to approve the Agency 2018 Budget. Chris Duroy so moved. Betty Stephens seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, reviewed the Budget Revision for the Emergency Shelter Grant. Discussion. Chairperson Huddleston asked for a motion to approve the Budget Revision to the Emergency Shelter Grant. Phillip Culbreath so moved. Victor Cook seconded the motion. Roll call vote; 9 yes and 0 no.

Erica Pogue, Transit Operations Director, reviewed the Release of Mortgage for Sulphur HOME located at 1002 E. 7th Street, Sulphur, OK. Discussion. Chairperson Huddleston asked for a motion to approve the Release of Mortgage for Sulphur HOME located at 1002 E. 7th Street, Sulphur, OK. Betty Stephens so moved. Phillip Culbreath seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, presented the Resignation of Board Member Mona Osbrin. Discussion. Chairperson Huddleston asked for a motion to approve the Resignation of Board Member Mona Osbrin. Phillip Culbreath so moved. Chris Duroy seconded the motion. Roll call vote; 9 yes and 0 no.

Erica Pogue, Transit Operations Director, requested permission to apply for the 2019 5311 Funding for JAMM Transit. Discussion. Chairperson Huddleston asked for a motion to approve the JAMM Transit applying for the 2019 5311 Funding. Jena Newman so moved. Kelly Strouse seconded the motion. Roll call vote; 9 yes and 0 no.

Wanda Grey, RSVP Director, requested permission to apply for the Dollar General Literacy funds - \$3,000.00. Discussion. Chairperson Huddleston asked for a motion to approve applying for all three grant opportunities. Phillip Culbreath so moved. Chris Duroy seconded the motion. Roll call vote; 9 yes and 0 no.

Wanda Gray, RSVP Director, requested permission to apply for the American Hiking Society funds - \$3,000.00. Discussion. Chairperson Huddleston asked for a motion to approve applying for all three grant opportunities. Betty Stephens so moved. Kelly Strouse seconded the motion. Roll call vote; 9 yes and 0 no.

Wanda Grey, RSVP Director, requested permission to apply for the OG&E/Keep Oklahoma Beautiful funds - \$200.00 per county (Johnston, Atoka, Marshall, and Murray Counties). Discussion. Chairperson Huddleston asked for a motion to approve applying for all three grant opportunities. Phillip Culbreath so moved. Chris Duroy seconded the motion. Roll call vote; 9 yes and 0 no.

Wanda Grey, RSVP Director, reviewed the Job Description for the RSVP Coordinator in Garvin and Pontotoc Counties. Discussion. Chairperson Huddleston asked for a motion to approve the Job Description for the RSVP Coordinator. Latoya Davis so moved. Kelly Strouse seconded the motion. Roll call vote; 9 yes and 0 no.

Erica Pogue, Transit Operations Director, reviewed the Job Description for a JAMM Data Clerk/Service Support/HS Driver. Discussion. Chairperson Huddleston asked for a motion to approve the Job Description for a JAMM Data Clerk/Service Support/HS Driver. LaToya Davis so moved. Kelly Strouse seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, recapped the planning committee meeting held prior to the Board Meeting over the Policies and Procedures: Wage and Compensation Policy, Garnishment Policy, Retirement Benefits Plan, and employee Personnel Information. Chairperson Huddleston asked for a motion to approve the Policies and Procedures. Betty Stephens, Planning Committee Chair recommended the policies be approved. Jena Newman so moved. Chris Duroy seconded the motion. Roll call vote; 9 yes and 0 no.

Amber Freeman, Communication and Planning Director, reviewed the Roles and Responsibilities of the Board and the Board Officers and the listing of current officers and committees.

LaQuita Thornley, Executive Director, reviewed the program reports. (Maintained in agency records)

Brenna Moore, Human Resource Director, reviewed the monthly report with the Board. (Maintained in agency records)

Erica Pogue, Transit Operations Director, reviewed the Transit and Housing reports and the Composure Letter. (Maintained in agency records)

Kathy Castleberry, Early Head Start/Head Start Director, reviewed the Early Head Start and Head Start Report, the certified Healthy Early Childhood Program, Early Head Start opening, and a Notice of Award for Head Start/EARly Head Start. (Maintained in agency records)

Wanda Grey, RSVP Director, reviewed the monthly report with the board. (Maintained in agency records)

Amber Freeman, Communication and Planning Director, reviewed the Communication/Strategic Plan report, the ROMA Report, the ROMA Logic Model, Planning Logic Model, and the INCA customer Satisfaction Survey. (Maintained in agency records)

Kristy Mobbs, RAVE Director, received the RAVE report with the board and the funding letters from DHS/DDSD. (Maintained in agency records)

Reports and handouts included in the Board Packet: Minutes, Roll Call Votes, November Financial Reports, December Financial Reports, Bank of America Statements, 2018 Agency Budget, Budget Revision - Emergency Shelter Grant, Resignation Letter for Mona Ozbrin, JAMM 5311 Permission to Apply Document, RSVP Document including Dollar General

Literacy, American Hiking Society, and OG&E/Keep Oklahoma Beautiful Information, RSVP Coordinator Job Description, JAMM Data Clerk/Service Support/Driver Job Description, Wage and Compensation Policy, Garnishment Policy, Retirement Benefits Plan, Employee Personnel Information Plan, Compsource Letter, Certified Healthy Early Childhood Program, Notice of Award of Head Start/Early Head Start, and Funding Letters from DHS/DDSD.