

INCA Community Services, Inc
Board Meeting Minutes
April 24, 2017

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

Present: Roy Wayne Blevins, James Wallace, Jena Newman, Cathy Awalt, Phillip Culbreath, Tara Huddleston, Chris Duroy, Victor Cook, Kelly Strouse and Betty Stephens

Absent: Maren Turner and Mona Ozbirn

Staff in Attendance:, Dana Trent, Wanda Gray, Amber Freeman, Wanda Gray, Brenna Moore, Sue Ishmael, Erica Pogue, Kristy Mobbs, JoAnn Barnes, Kathy Castleberry, and LaQuita Thornley

Consultants in attendance: Lowell Wright

Head Start Policy Council Liaison: Beth White

Retired Senior Volunteer Program (RSVP) Advisory Board: Katherin Fox, Gussie Hall, Marilyn Neubauer, Lu Deringer, Yvonne Holler, Water Teters, Harvey Tucker and Norma Wallace

Tara Huddleston, Chairperson, welcomed the RSVP Policy Council and thanked them for all that they do by volunteering their time to the communities.

Chairperson Huddleston asked for a motion to approve the March 27, 2017 Board Minutes. Discussion. Chairperson Huddleston asked for a motion to approve minutes. Chris Duroy so moved. Phillip Culbreath seconded the motion. Roll call vote; 8 yes; 2 Abstain and 0 no.

Lowell Wright, Financial Consultant, reviewed the March 31, 2017 Financial Reports. Discussion. Chairperson Huddleston asked for a motion to approve the Financial Reports. Victor Cook so moved. James Wallace seconded the motion. Roll call vote; 10 yes and 0 no.

Presentation: Wanda Gray, Retired Senior Volunteer Program (RSVP) Director, and Amber Freeman, Retired Senior Volunteer Program (RSVP) Coordinator.

Dana Trent, Community Services Director, presented to the Board the 2017 Emergency Solutions Grant (ESG) Budget in the amount of \$100,000.00. Chairperson Huddleston asked for a motion to approve the 2017 Emergency Solutions Grant (ESG) Budget in the amount of \$100,000.00. Chris Duroy so moved. Kelly Strouse seconded the motion. Roll call vote; 10 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the 2017 Department of Energy (DOE) Weatherization Budget in the amount of \$29,317.80. Discussion. Chairperson Huddleston asked for a motion to approve the 2017 Department of Energy (DOE) Weatherization Budget in the amount of \$29,317.80. Phillip Culbreath so moved. Chris Duroy seconded the motion. Roll call vote; 10 yes and 0 no.

Kristy Mobbs, Residential and Vocational Excellence (RAVE) Program Director, presented to the Board RAVE Job Descriptions. Discussion. Chairperson Huddleston asked for a motion to approve the RAVE Job Descriptions. Victor Cook so moved. Jena Newman seconded the motion. Roll call vote; 10 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board Release of Mortgage on Contract #1348 HOME 10 – Johnston County. Discussion. Chairperson Huddleston asked Release of Mortgage on Contract #1348 HOME 10 – Johnston County. Phillip Culbreath so moved. Jena Newman seconded the motion. Roll call vote; 10 yes and 0 no.

LaQuita Thornley, Executive Director, presented an overview of INCA's Organizational Charts.

LaQuita Thornley reviewed highlights from Program Reports included in their packets.

Brenna Moore, Human Resources Director; Dana Trent, Community Services Director; Erica Pogue, JAMM Transits Operations Director; Kathy Castleberry, Head Start Director; Wanda Gray, Retired Senior Volunteer Program Director and Amber Freeman, Outreach and Communications Director, reviewed their monthly reports with the Board.

Kristi Shivers, Head Start Education Manager, provided Education Training on the Head Start Post Lap D reports.

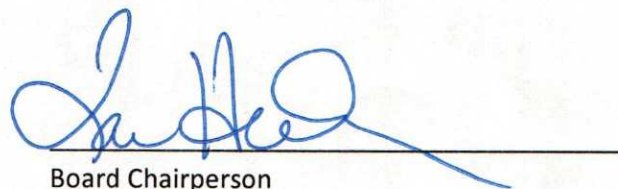
Reports and handouts included in Board Packet: Board of Directors Roster; Minutes; Roll Call Votes; Financial Report; Bank of America Statements; 2017 Emergency Solutions Grant (ESG) Budget; 2017 Department of Energy (DOE) Budget, Residential and Vocational Excellence (RAVE) Job Descriptions; INCA Organizational Charts; Program Report; INCA Community Services National Performance Indicators Results Oriented Management and Accountability (ROMA) Report; The Oklahoma Department of Commerce (ODOC) Risk Assessment for DOE WAP 2017 Contract Letter; Head Start Lap D Post Report; INCA Informer Newsletter and INCA – RSVP Quarterly Volunteer Newsletter.

Kelly Strouse moved to go into Executive Session, Betty Stevens seconded. Roll call vote: 10 yes and 0 no.

Roy Wayne moved to return to the meeting, Jena Newman seconded. Roll call vote: 10 yes and 0 no. Chairperson, Tara Graham announced the board had met and reached a consensus of the annual evaluation of the Executive Director. The evaluation and compensation was shared with the Executive Director.

Betty Stephens, moved to adjourn, James Wallace seconded. Roll call vote: 10 yes 0 no.

Meeting Adjourned.



Board Chairperson