

INCA Community Services, Inc
Annual Board Meeting Minutes
February 27, 2017

Present: Victor Cook; Betty Stephens; James Wallace; Chris Duroy; Maren Turner; Kelly Strouse; Roy Wayne Blevins; Tara Huddleston and Jena Newman.

Absent: Mona Ozbirn; Phillip Culbreath and Cathy Awalt

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

Betty Stephens, Acting Chair, called the meeting to order and roll call: 9 present and 3 absent. Quorum was established.

Acting Chair Stephens asked for a motion to approve the January 30, 2017 Board Minutes. Discussion.. Roy Wayne Blevins so moved. James Wallace seconded the motion. Roll call vote; 9 yes and 0 no.

JoAnn Barnes, Senior Bookkeeper, reviewed the January 31, 2017 Financial Reports. Discussion. Acting Chair Stephens asked for a motion to approve the January 31, 2017 Financial Reports. Kelly Strouse so moved. Maren Turner seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, presented the Community Service Block Grant (CSBG) 2nd Allocation for FY' 2017 in the amount of \$49,284.00. Discussion. Acting Chair Stephens asked for a motion to approve Community Service Block Grant (CSBG) 2nd Allocation for FY' 2017 in the amount of \$49,284.00. Jena Newman so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, presented the Oklahoma Asset Development Program (OADP) Budget Revision in the amount of \$10,825.00. Discussion. Acting Chair Stephens asked for a motion to approve Oklahoma Asset Development Program (OADP) Budget Revision in the amount of \$10,825.00. Victor Cook so moved. James Wallace seconded the motion. Roll call vote; 9 yes and 0 no.

Kathy Castleberry, Head Start Director, presented the Early Head Start Conversion and Budget in the amount of \$237,815.00. Discussion. Acting Chair Stephens asked for a motion to approve the Early Head Start Conversion and Budget in the amount of \$237,815.00. Roy Wayne Blevins so moved. James Wallace seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, presented INCA's Cost Allocation Plan. Discussion. Acting Chair Stephens asked for a motion to approve INCA's Cost Allocation Plan. Chris Duroy so moved. Kelly Strouse seconded the motion. Roll call vote; 9 yes and 0 no.

Election of Officers:

Betty Stephens, acting chair, called for nominations for chairman. Betty Stephens moved to elect Tara Graham as chairperson. No other nominations. Roll call vote; 9 yes and 0 no.

Betty Stephens, acting chair, called for nominations for vice-chairman. Betty Stephens moved to elect Roy Wayne Stephens as chairperson. No other nominations. Roll call vote; 9 yes and 0 no.

Betty Stephens, acting chair, called for nominations for secretary. Roy Wayne Blevins, moved to elect Dana Trent as secretary. No other nominations. Roll call vote; 9 yes and 0 no.

Betty Stephens, acting chair, called for nominations for treasurer. Jena Newman, moved to elect Lowell Wright as treasurer. No other nominations. Roll call vote; 9 yes and 0 no.

The following individually were duly nominated and unanimously elected to serve as Officers of INCA Community Services for a two year term ending February 25, 2019 :

Tara Huddleston – Chairperson
Roy Wayne Blevins – Vice-Chair
Dana Trent – Secretary (non-voting)
Lowell Wright – Treasurer (non-voting)

Board of Directors Annual Board Declarations:

Conflict of Interest and Code of Ethics and Confidentiality Statement were reviewed and signed by board members. A list of employees was reviewed to ensure no Conflict of Interest existed. No conflicts were noted.

INCA Community Services Mission Statement were reviewed and discussed by the Board to ensure that INCA is within Community Services Block Grant (CSBG) Organizational Standards compliance.

INCA Community Services Articles of Incorporation were reviewed and discussed by the Board to ensure that INCA is within Community Services Block Grant (CSBG) Organizational Standards compliance.

Amber Freeman, Communication and Outreach Director, presented INCA's Strategic Plan for 2017-2022. Discussion. Acting Chair Stephens asked for a motion to approve INCA's Strategic Plan for 2017-2022. Chris Duroy so moved. Victor Cook seconded the motion. Roll call vote; 9 yes and 0 no.

Amber Freeman, Communication and Outreach Director, presented INCA's annual report for 2016. Annual reports were distributed to members.

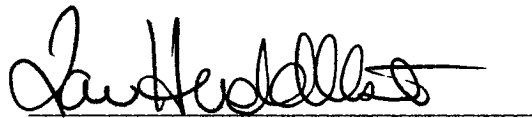
LaQuita Thornley, Executive Director, reviewed the ROMA National Performance Indicators and CAPTAIN CSBG Demographic Report; INCA Community Services ROMA Logic Model Report and the award letter from the Oklahoma Department of Commerce (ODOC) on INCA's 2017 2nd Community Service Block Grant (CSBG) Allocation and highlights from the agency programs report.

Kathy Castleberry, Head Start Director, reviewed the Head Start funding award congratulation letter from United States Senator, James Inhofe.

Wanda Gray, Retired Senior Volunteer Program (RSVP) Director, reviewed the RSVP Program newsletter.

* Reports and handouts included in Board Packet: Board of Directors Roster; Minutes; Roll Call Votes; Financial Report; Bank of America Statements; Community Service Block Grant (CSBG) 2nd Allocation Award letter for 2017; 2016 Oklahoma Asset Development Program (OADP) Budget Revision; Early Head Start Conversion and Budget; INCA's Cost Allocation Plan for 2017; Agency Strategic Plan 2017-2022; Program Report; National Performance Indicators and CAPTAIN CSBG Demographic Report – ROMA Report; INCA's Annual Report.

Meeting Adjourned.

A handwritten signature in black ink, appearing to read "J. Huddlestone", written over a horizontal line.

Board Acting Chair