

INCA Community Services, Inc  
Board Meeting Minutes  
June 26, 2017

Roy Wayne Blevins, Vice Chairperson, called the meeting to order and asked for a roll call.

Present: Cathy Awalt, Jena Newman, Victor Cook, Chris Duroy, James Wallace, Phillip Culbreath, Maren Turner and Roy Wayne Blevins

Absent: Tara Huddleston, Betty Stephens, Kelly Strouse and Mona Ozbirn

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

Consultants in attendance: Lowell Wright

Guests: Joshua Cantrell and Gary Saunders

Vice Chairperson Blevins welcomed the guests.

Vice Chairperson Blevins asked for a motion to approve the May 22, 2017 Board Minutes. Discussion. Phillip Culbreath so moved the motion to approve the May 22, 2017 Board Minutes. Chris Duroy seconded the motion. Roll call vote; 7 yes and 0 no and 1 Abstained.

Lowell Wright, Financial Consultant, reviewed the May 31, 2017 Financial Reports. Discussion. Cathy Awalt so moved the motion to approve the May 31, 2017 Financial Reports. Victor Cook seconded the motion. Roll call vote; 8 yes and 0 no.

Gary Saunders, Saunders Associates PLLC, presented to the Board INCA's Audit for the Year Ended January 31, 2017. Discussion. Chris Duroy so moved to approve INCA's Audit for the Year Ended January 31, 2017. Phillip seconded the motion. Roll call vote; 8 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board the Community Services Block Grant (CSBG) Budget Revision in the amount of \$163,692.00. Discussion. Victor Cook so moved the motion to approve the Community Services Block Grant (CSBG) Budget Revision in the amount of \$163,692.00. James Wallace seconded the motion. Roll call vote; 8 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board INCA's Cost Allocation Plan Revision. Discussion. Phillip Culbreath so moved the motion to approve INCA's Cost Allocation Plan Revision. Maren Turner seconded the motion. Roll call vote; 8 yes and 0 no.

Kathy Castleberry, Head Start Director, presented to the Board INCA's Head Start Salary Scale. Discussion. Chris Duroy so moved the motion to approve INCA's Head Start Salary Scale. James Wallace seconded the motion. Roll call vote; 8 yes and 0 no.

Kathy Castleberry, Head Start Director, presented to the Board INCA's Head Start 2017 Funding Increase 1% Cost-Of-Living Adjustment (COLA). Discussion. Chris Duroy so moved the motion to approve INCA's Head Start Salary Scale. James Wallace seconded the motion. Roll call vote; 8 yes and 0 no.

INCA Policies and Procedures were distributed to the Board of Directors to review.

Amber Freeman Communications and Outreach Director and NCRI presented training to the Board on Result Oriented Management and Accountability (ROMA).

Amber Freeman, Communication and Outreach Director, updated the board on the Strategic Plan and gave them a copy which included the logic models which the board had previously approved.

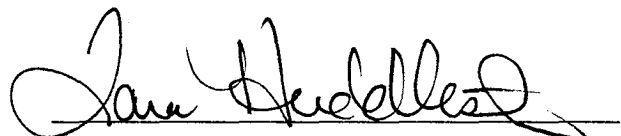
Community Needs Assessment (CAN) update was tabled due to computer issues.

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.

Reports and handouts included in Board Packet: Board of Directors Roster; Minutes; Roll Call Votes; Financial Report; Bank of America Statements; INCA Audit For the Year Ended January 31, 2017, Community Service Block Grant (CSBG) Budget Revision; INCA Cost Allocation Plan Revision ; INCA Head Start Salary Scale; INCA Head Start – 2017 Funding Increase – 1% Cost-OF-Living Adjustment; Board Oversight and Governance- ROMA PowerPoint; Strategic Plan; Program Report; INCA Community Services National Performance Indicators Results Oriented Management and Accountability (ROMA) Report; Letter from the Oklahoma Department of Commerce CSBG additional funds; Letter from joy Hofmeister, State Superintendent of Public instruction Oklahoma State Department of Education – Administration Review of the Child and Adult Care Food Program; Volunteer Income Tax Assistance (VITA) Surveys; Letter from the Oklahoma Department of Human Services (DHS) Developmental Disabilities Services Evaluation of Agency Performance and Letter from the Oklahoma Department of Human Services (DHS) Developmental Disabilities Services Quality Assurance Unit

Meeting Adjourned.

  
Board Chairperson