

INCA Community Services, Inc
Board Meeting Minutes
March 27, 2017

Present: Victor Cook; Mona Ozbirn ; James Wallace; Cathy Awalt; Chris Duroy; Phillip Culbreath; Tara Huddleston; Maren Turner and Roy Wayne Blevins

Absent: Betty Stephens; Kelly Strouse and Jena Newman

Staff in Attendance: Dana Trent; Erica Pogue; Brenna Moore; JoAnn Barnes; Wanda Gray; Amber and LaQuita Thornley

Consultants: Lowell Wright

Tara Huddleston, Board Chairman, called the meeting to order and roll call: 9 present and 3 absent. Quorum was established.

Chairman Huddleston asked for a motion to approve the February 27, 2017 Board Minutes. Discussion. Chairman Huddleston asked for a motion to approve the February 27, 2017 Board Minutes. Chris Duroy so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 6 yes and 0 no and 3 Abstained.

Lowell Wright, Financial Consultant, reviewed the February 28, 2017 Financial Reports. Discussion. Chairman Huddleston asked for a motion to approve the February 28, 2017 Financial Reports. Roy Wayne Blevins so moved. Victor Cook seconded the motion. Roll call vote; 9 yes and 0 no.

Lowell Wright, Financial Consultant, provided Board Fiduciary Responsibilities training to the Board members.

Lowell Wright, Financial Consultant, reviewed INCA's Agency Wide Budget revision. Discussion. Chairman Huddleston asked for a motion to approve INCA's Agency Wide Budget revision. Victor Cook so moved. Maren Turner seconded the motion. Roll call vote; 9 yes and 0 no.

Erica Pogue, JAMM Transportation Operations Director, presented the SODA Transportation Grant Budget in the amount of \$35,000.00. Discussion. Chairman Huddleston asked for a motion to approve the SODA Transportation Grant Budget in the amount of \$35,000.00. Phillip Culbreath so moved. Victor Cook seconded the motion. Roll call vote; 9 yes and 0 no.

Wanda Gray, Retired Volunteer Senior Program (RSVP) Director, presented the Retired Senior Volunteer Program (RSVP) United Way Grant in the amount of \$15,000.00. Discussion. Chairman Huddleston asked for a motion to approve the Retired Senior Volunteer Program (RSVP) United Way Grant in the amount of \$15,000.00. Roy Wayne Blevins so moved. Cathy Awalt seconded the motion. Roll call vote; 9 yes and 0 no.

Wanda Gray, Retired Volunteer Senior Program (RSVP) Director, presented the Retired Senior Volunteer Program (RSVP) Expansion Grant in the amount of \$80,000.00. Discussion. Chairman Huddleston asked

for a motion to approve the Retired Senior Volunteer Program (RSVP) Expansion Grant in the amount of \$80,000.00. Chris Duroy so moved. James Wallace seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented the 2016 Oklahoma Asset Development (OADP) Budget revision in the amount of \$11,177.00. Discussion. Chairman Huddleston asked for a motion to approve the 2016 Oklahoma Asset Development (OADP) Budget revision in the amount of \$11,177.00. Phillip Culbreath so moved. Cathy Awalt seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented the 2015 Emergency Solutions Grant (ESG) Homeless Program Budget Revision in the amount of \$131,145.00. Discussion. Chairman Huddleston asked for a motion to approve the 2015 Emergency Solutions Grant (ESG) Homeless Program Budget Revision in the amount of \$131,145.00. Victor Cook so moved. Maren Turner seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented Contract 16642 DOE 16 Weatherization Budget Revision in the amount of \$50,648.55. Discussion. Chairman Huddleston asked for a motion to approve Contract 16642 DOE 16 Weatherization Budget Revision in the amount of \$50,648.55. Roy Wayne Blevins so moved. Phillip Culbreath seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented the 2017 Housing Tenant Participation Plan. Discussion. Chairman Huddleston asked for a motion to approve the 2017 Housing Tenant Participation Plan. Victor Cook so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented the Formal process for homeless or formerly homeless beneficiaries to advise INCA Community Services Resolution. Discussion. Chairman Huddleston asked for a motion to approve the Formal process for homeless or formerly homeless beneficiaries to advise INCA Community Services Resolution. Chris Duroy so moved. Phillip Culbreath seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented the Formal process for low-income beneficiaries to advise the Community Housing development Organization (CHDO). Discussion. Chairman Huddleston asked for a motion to approve the Formal process for low-income beneficiaries to advise the Community Housing development Organization (CHDO). Chris Duroy so moved. Phillip Culbreath seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented the Resolution: Utilization Minority Business Plan. Discussion. Chairman Huddleston asked for a motion to approve the Resolution: Utilization Minority Business Plan. Chris Duroy so moved. Phillip Culbreath seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented the Resolution: USDA Housing Preservation Grant (HPG) Funds. Discussion. Chairman Huddleston asked for a motion to approve the Resolution: USDA Housing Preservation Grant (HPG) Funds. Chris Duroy so moved. Phillip Culbreath seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented INCA's Affirmative Fair Housing and Marketing Plan. Discussion. Chairman Huddleston asked for a motion to approve INCA's Affirmative Fair Housing and Marketing Plan. Phillip Culbreath so moved. Chris Duroy seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented INCA's Housing Conflict of Interest Grievance Procedure. Discussion. Chairman Huddleston asked for a motion to approve INCA's Housing Conflict of Interest Grievance Procedure. Phillip Culbreath so moved. Chris Duroy seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented INCA's Housing Section 3 Compliance Plan. Discussion. Chairman Huddleston asked for a motion to approve INCA's Housing Section 3 Compliance Plan. Phillip Culbreath so moved. Maren Turner seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented a Proclamation: Declaring the month of April Fair Housing Month for INCA Community Services, Inc. Discussion. Chairman Huddleston asked for a motion to approve the Proclamation: Declaring the month of April Fair Housing Month for INCA Community Services, Inc. Cathy Awalt so moved. Maren Turner seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, presented Training to the Board on the responsibilities of the Board members and Board Committees.

The appointed Board Committees for 2017 are as follows:

Executive Committee:

Tara Huddleston – Atoka County (Chairperson)
Betty Stephens – Murray County
Maren Turner – Johnston County
Jena Newman – Marshall County

Finance Committee:

Roy Wayne Blevins – Johnston County
Betty Stephens – Murray County
Jena Newman – Marshall County
Victor Cook – Atoka County
Lowell Wright – Financial Consultant (Chairperson)
JoAnn Barnes – Senior Bookkeeper (staff)

Governance Committee:

Kelly Strouse – Johnston County
Mona Ozbirn – Murray County
Chris Duroy – Marshall County
Phillip Culbreath – Atoka County
Dana Trent – Secretary (staff)

Grievance Committee:

Kelly Strouse – Johnston County
James Wallace – Murray County (Chairman)
Chris Duroy – Marshall County
Phillip Culbreath – Atoka County
Brenna Moore – HR Director (staff)

Human Rights Committee:

Maren Turner – Johnston County
Mona Ozbirn – Murray County
Cathy Awalt – Marshall County
Phillip Culbreath – Atoka County
Brenna Moore – HR Director (staff)
Erica Pogue – Equal Opportunity Officer (staff)

Planning/By-Laws Committee:

Roy Wayne Blevins – Johnston County
Betty Stephens – Murray County
Cathy Awalt – Marshall County
Victor Cook – Atoka County
James Thornley – Legal Council (consultant)
Dana Trent – Secretary (staff)

Wanda Gray, Retired Volunteer Senior Program (RSVP) Director, presented Roy Wayne Blevins, Johnston County Selected Board Member, a Proclamation for Volunteer hours in Johnston County.


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

LaQuita Thornley, Executive Director, reviewed the ROMA National Performance Indicators and CAPTAIN CSBG Demographic Report and the renovation taking place at the Tishomingo Administrative Office.

Reports and handouts included in Board Packet: Board of Directors Roster; Minutes; Roll Call Votes; Financial Report; Bank of America Statements; Board Fiduciary Responsibilities training; INCA Agency Wide Budget; JAMM Transit SODA Transportation Grant budget; Retired Senior Volunteer Program (RSVP) United Way Grant budget; Retired Senior Volunteer Program (RSVP) expansion grant budget; 2016 Oklahoma Asset Development Program (OADP) Budget Revision; 2015 Emergency Solutions Grant Budget revision; 2017 Housing Tenant Participation Plan; Formal process for homeless or formerly homeless beneficiaries to advise INCA Community Services Resolution; Formal process for low- income beneficiaries to advise the Community Housing Development Organization (CHDO); Utilization Minority Business Plan Resolution; USDA Housing Preservation Grant (HPG) Funds resolution; INCA's Affirmative Fair Housing Marketing Plan; Housing Conflict of Interest Grievance Procedures; Housing Section 3 Compliance Plan; Proclamation: Declaring the month of April Fair Housing Month for INCA Community Services; Program Report; Board Responsibilities Training; National Performance Indicators and

CAPTAIN CSBG Demographic Report – ROMA Report; State of Oklahoma Aging Services Division letter; and INCA’s newsletter.

Meeting Adjourned.



Board Chairman