

INCA Community Services, Inc
Board Meeting Minutes
May 22, 2017

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

Present: Tara Huddleston, Maren Turner, Jena Newman, Betty Stephens, Phillip Culbreath, Victor Cook, Roy Wayne Blevins and Chris Duroy

Absent: James Wallace, Cathy Awalt, Kelly Strouse and Mona Ozbirn

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

Chairperson Huddleston asked for a motion to approve the April 24, 2017 Board Minutes. Discussion. Roy Wayne Blevins so moved the motion to approve the April 24, 2017 Board Minutes. Phillip Culbreath seconded the motion. Roll call vote; 8 yes and 0 no.

LaQuita Thornley, Executive Director, reviewed the April 30, 2017 Financial Reports. Discussion. Betty Stephens so moved the motion to approve the April 30, 2017 Financial Reports. Chris Duroy seconded the motion. Roll call vote; 8 yes and 0 no.

Kathy Castleberry, Head Start Director, presented to the Board the Early Head Start Budget Revision. Roy Wayne Blevins so moved to approve the Early Head Start Budget Revision. Victor Cook seconded the motion. Roll call vote; 8 yes and 0 no.

LaQuita Thornley, Executive Director Kathy Castleberry, Head Start Director and Erica Pogue, JAMM Transit Operations Director, presented to the Board the Job Descriptions: Administrative Assistant, Head Start Practice Based Coach, Head Start Teacher 4-year-old Classroom/Class Observer and Teacher Assistant 4-year-old Classroom/Class Observer. Victor Cook so moved the motion to motion to approve the Job Descriptions. Phillip Culbreth seconded the motion. Roll call vote; 8 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board INCA's Policies and Procedures (1) Work Schedule; (2) Time and Attendance (3) Review of Whistle Blower Policy. Discussion. Phillip Culbreath so moved the motion to approve INCA's Policies and Procedures (1) Work Schedule; (2) Time and Attendance (3) Review of Whistle Blower Policy. . Victor Cook seconded the motion. Roll call vote; 8 yes and 0 no.

Board Training: Amber Freeman, Communications and Outreach Director

- How to be an effective ambassador to the community
- Promoting INCA's Mission and its programs
- Promote cooperative action with other organizations

Program Highlight: Dana Trent, Community Services Director

- Free Tax Preparation – Volunteer Income Tax Assistance (VITA) Program
- Housing/Weatherization (WX)/ Emergency Solutions Homeless Grant (ESG)

Strategic Planning: Amber Freeman, Communications and Outreach Director

- o Logic Models

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; Early Head Start Budget Revision, Head Start/JAMM Job Description and Head Start Job Descriptions; INCA Policy and Procedures; Board Training Power Point; INCA – ROMA Planning Logic Models; Program Report; INCA Community Services National Performance Indicators Results Oriented Management and Accountability (ROMA) Report; Head Start Health/Disabilities/Mental Health Report.

Meeting Adjourned.



Vice Board Chairperson