

INCA Community Services, Inc
Board Meeting Minutes
July 31, 2017

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

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

Absent: James Wallace, Mona Ozbirn and Betty Stephens

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

Consultants in attendance: James Thornley and Lowell Wright

Chairperson Huddleston asked for a motion to approve the June 26, 2017 Board Minutes. Discussion. Chairperson Huddleston asked for a motion to approve the minutes. Roy Wayne Blevins so moved. Phillip Culbreath seconded the motion. Roll call vote; 7 yes; 2 Abstain and 0 no.

Lowell Wright, Financial Consultant, reviewed the June 30, 2017 Financial Reports. Discussion. Chairperson Huddleston asked for a motion to approve the Financial Reports. Chris Duroy so moved. Kelly Strouse seconded the motion. Roll call vote; 9 yes and 0 no.

JoAnn Barnes, Senior Accountant, present to the Board INCA's third allocation Community Service Block Grant (CSBG) Budget Revision. Discussion. Phillip Culbreath so moved the motion to approve INCA's third allocation Community Service Block Grant (CSBG) Budget Revision. Roy Wayne Blevins seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the Department of Human Services (DHS) Low Income Housing Assistance Program (LIHEAP) Weatherization Budget Revision. Discussion. Victor Cook so moved the Department of Human Services (DHS) Low Income Housing Assistance Program (LIHEAP) Weatherization Budget Revision. Maren Turner seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board INCA's State Appropriated Funds (SAF) for Community Action Agencies (CAA) in the amount of \$7,000.00. Discussion. Chris Duroy so moved the motion to approve INCA's State Appropriated Funds (SAF) for Community Action Agencies (CAA) in the amount of \$7,000.00. Roy Wayne Blevins seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board INCA's State Appropriated Funds (SAF) for Head Start (CAA) in the amount of \$44,966.00. Discussion. Phillip Culbreath so moved the motion to approve INCA's State Appropriated Funds (SAF) for Head Start (CAA) in the amount of \$44,966.00. Kelly Strouse seconded the motion. Roll call vote; 9 yes and 0 no.

Erica Pogue, JAMM Transportation Operations Director, presented to the Board JAMM Transit Revolving Fund Application in the amount of \$171,820.00. Discussion. Phillip Culbreath so moved the motion to

approve JAMM Transit Revolving Fund Application in the amount of \$171,820.00. Chris Duroy seconded the motion. Roll call vote; 9 yes and 0 no.

Kristy Mobbs, Residential and Vocational Excellence (RAVE) Program Director, presented to the Board RAVE Job Descriptions. Discussion. Roy Wayne Blevins so moved the motion to approve the RAVE Job Descriptions. Kelly Strouse seconded the motion. Roll call vote; 9 yes and 0 no.

Kathy Castleberry, Head Start Director, presented to the Board INCA's Head Start Internet Content Filter – Barracuda. Discussion. Kelly Strouse so moved the motion to approve INCA to use Barracuda as the Content Filter for network and computers. Jena Newman seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board the revisions to INCA's Criminal Records Check Policy. Discussion. Phillip Culbreath so moved the motion to approve INCA's Criminal Records Check Policy. Cathy Awalt seconded the motion. Roll call vote; 9 yes and 0 no.

Roy Wayne Blevin, Chairman of the Planning Committee, presented the recommendation to accept the changes to the following INCA's Policies and Procedures: (1) Community Complaint Form (2) Employment Favoritism Policy (3) Military Leave Policy (4) Nepotism Policy (5) Travel Policy (6) Workplace Harassment Policy as reviewed by the Planning Committee. He moved to approve. Phillip Culbreath seconded the motion. Roll call vote; 9 yes and 0 no.

James Thornley, Legal Consultant, presented Board Oversight and Governance – Legal Responsibilities & Updates – Bylaws, Open Meeting Act and Conducting a meeting

Kristy Mobbs, Residential and Vocational Excellence (RAVE) Program Director, presented the Program Highlight: The Residential and Vocational Excellence (RAVE) Program

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; Amber Freeman, Outreach and Communications Director, and Kristy Mobbs, Residential and Vocational Excellence (RAVE) Program Director, reviewed their monthly reports with the Board.

Reports and handouts included in Board Packet: Minutes; Roll Call Votes; Financial Report; Bank of America Statements; Community Service Block Grant (CSBG) Budget Revision; Department of Human Service (DHS) Low Income Housing Assistance Program (LIHEAP) Weatherization Budget Revision; State Appropriated Funds (SAF) for Community Action Agencies (CAA); State Appropriated Funds (SAF) for Head Start(HS); Oklahoma Department of Transportation (DOT) Revolving Fund Application; Residential and Vocational Excellence (RAVE) Job Descriptions; INCA Head Start Internet Content Filter – Barracuda; INCA's Criminal Records Check Policy; INCA's Policies and Procedures: (1) Community Complaint Form (2) Employment Favoritism Policy (3) Military Leave Policy (4) Nepotism Policy (5) Travel Policy (6) Workplace Harassment Policy; Oklahoma Open Meeting Act; Program Report; INCA Community Services National Performance Indicators Results Oriented Management and Accountability (ROMA) Report; The Oklahoma Department of Commerce (ODOC) letter regarding INCA's 3rd Allocation Community Services

Block Grant (CSBG); The Oklahoma Department of Commerce (ODOC) letter regarding the State Appropriated Funds (SAF) for Community Action Agencies (CAAs); Policy and Procedures; Head Start Customer Satisfaction Surveys; The Oklahoma Department of Commerce (ODOC) letter regarding the State Appropriated Funds (SAF) for Head Start; Retired Senior Volunteer Program (RSVP) Customer Satisfaction Surveys; RSVP Quarterly Volunteer Newsletter; Monitoring letters from the Oklahoma Housing Finance Agency (OHFA) for Contract 1306 HOME 09, Contract 1158 HOME 07 and Contract 1143 HOME 06; The Oklahoma Department of Commerce (ODOC) letter regarding additional Department of Human Service (DHS) Low Income Housing Assistance Program (LIHEAP) funds; Residential and Vocational Excellence (RAVE) Program Customer Satisfaction Surveys and INCA Informer Newsletter

Meeting Adjourned.

Board Chairperson