

INCA Community Services, Inc.
Board Meeting Minutes
August 21, 2017

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

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

Absent: Victor Cook, Mona Ozbirn and Betty Stephens

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

Consultants in attendance: Lowell Wright

LaQuita Thornley presented Maren Turner a plaque for 10 years of service with INCA Board of Directors as she is retiring from the Board of Directors.

Chairperson Huddleston asked for a motion to approve the July 31, 2017 Board Minutes. Discussion. Chairperson Huddleston asked for a motion to approve the minutes. Chris Duroy so moved. Phillip Culbreath seconded the motion. Roll call vote; 8 yes; 1 Abstain and 0 no.

Lowell Wright, Financial Consultant, reviewed the July 31, 2017 Financial Reports. Discussion. Chairperson Huddleston asked for a motion to approve the Financial Reports. Phillip Culbreath so moved. Kelly Strouse seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board a letter regarding the election results of Johnston County Low-Income Board Representative – LaToya Davis, whose term will begin September 1, 2017 and be for a three year term period. Discussion. Jena Newman so moved. Maren Turner seconded the motion. Roll call vote; 9 yes and 0 no.

Wanda Gray, Retired Senior Volunteer Program (RSVP) Director, presented to the Board the appointment of Vicky Luster to the Retired Volunteer Program (RSVP) Advisory Board. Discussion. Maren Turner so moved. Jena Newman seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board INCA's fourth allocation Community Service Block Grant (CSBG) Budget Revision. Discussion. Chris Duroy so moved. James Wallace seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board INCA's 2016 Community Service Block Grant (CSBG) Budget Revision. Discussion. Jena Newman so moved. Chris Duroy seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the Rx for Oklahoma Budget in the amount of \$9,705.11. Discussion. Jena Newman so moved. Kelly Strouse seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented to the the Department of Energy (DOE) Weatherization Budget Modification/Revision in the amount of \$51,926.00. Discussion. Jena Newman so moved. Chris Duroy 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. Kelly Strouse so moved. Maren Turner seconded the motion. Roll call vote; 9 yes and 0 no.

Wanda Gray, Retired Senior Volunteer Program (RSVP) Director, presented to the Board the Wal-Mart Foundation Grant in the amount of \$58,175.00. Discussion. Phillip Culbreath so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board INCA's revised Organizational Chart. Discussion. Roy Wayne Blevins so moved. Kelly Strouse seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board INCA's Policies and Procedures: 1) Applicant Appeals Policy 2) Impasse Procedures. The policies were presented at the previous board meeting and Planning Committee. No changes were recommended. Discussion. Phillip Culbreath so moved. Kelly Strouse seconded the motion. Roll call vote; 9 yes and 0 no.

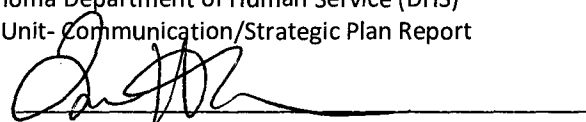
Dana Trent, Community Services Director, presented the Program Highlight: The Housing and Weatherization Programs.

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

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; Letter for Low Income Board Representative – LaToya Davis; Letter for the Appointment of Vicky Luster to the RSVP Advisory Board; Community Service Block Grant (CSBG) 4th Allocation Budget Revision; Community Service Block Grant (CSBG) 2016 Budget Revision; Rx for Oklahoma Budget; Department of Energy (DOE) Weatherization Budget Modification/Revision; Department of Human Service (DHS) Low Income Housing Assistance Program (LIHEAP) Weatherization Budget Revision; RAVP Wal-Mart Foundation Grant Budget; INCA's Organizational Chart; INCA's Policies and Procedures: (1) Applicant Appeals Policy (2) Impasse Procedure; 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 4th Allocation Community Services Block Grant (CSBG); The Oklahoma Department of Commerce (ODOC) letter regarding Monitoring; INCA's Income Tax 990 Form; Mutual of Oklahoma 401 (k) Retirement Plan; United Way Grant Award Letter; Corporation for the National and Community Service (CNCS) award letter; Weatherization Customer Satisfaction Surveys; The Oklahoma Department of Commerce (ODOC) letter regarding the Department of Energy (DOE) Weatherization Funds; Letter from the Oklahoma Department of Human Service (DHS) Developmental Disabilities Services (DDS) Quality Assurance Unit- Communication/Strategic Plan Report

Meeting Adjourned.


Board Chairperson