

INCA Community Services, Inc
Board Meeting Minutes
January 30, 2017

Present: Mona Ozbirn; Betty Stephens; James Wallace; Phillip Culbreath; Roy Wayne Blevins; Maren Turner; Jena Newman; Chris Duroy; Victor Cook; Cathy Awalt and Kelly Strouse

Absent: Tara Huddleston

Staff in Attendance: Dana Trent; Erica Pogue; Brenna Moore; JoAnn Barnes; Amber Freeman; Wanda Gray; Kathy Castleberry; Kristi Shivers and LaQuita Thornley.

Consultants in attendance: Lowell Wright

Betty Stephens, Acting Chair, called the meeting to order and roll call: 11 present and 1 absent. Quorum was established.

LaQuita Thornley, Executive Director, welcomed new Board Member Victor Cook and welcomed back Chris Duroy.

Acting Chair Stephens asked for a motion to approve the December 27, 2016 Board Minutes. Discussion. Acting Chair Stephens asked for a motion to approve the December 27, 2016 Board Minutes. Phillip Culbreath so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 9 yes and 2 Abstained 0 no.

Lowell Wright, Financial Consultant, reviewed the December 27, 2016 Financial Reports. Discussion. Acting Chair Stephens asked for a motion to approve the December 27, 2016 Financial Reports. Roy Wayne Blevins so moved. James Wallace seconded the motion. Roll call vote; 11 yes and 0 no.

LaQuita Thornley, Executive Director, presented the Community Service Block Grant (CSBG) 1st Allocation for FY' 2017 in the amount of \$40,014.00. Discussion. Acting Chair Stephens asked for a motion to approve Community Service Block Grant (CSBG) 1st Allocation for FY' 2017 in the amount of \$40,014.00. Maren Turner so moved. Jena Newman seconded the motion. Roll call vote; 11 yes and 0 no.

Dana Trent, Community Services Director, presented the Oklahoma Asset Development Program (OADP) in the amount of \$8,200.00. Discussion. Acting Chair Stephens asked for a motion to approve Oklahoma Asset Development Program (OADP) in the amount of \$8,200.00. Roy Wayne Blevins so moved. Kelly Strouse seconded the motion. Roll call vote; 11 yes and 0 no.

LaQuita Thornley, Executive Director, presented the 2017 Standard Mileage Rates .47 cents per mile. Discussion. Acting Chair Stephens asked for a motion to approve 2017 Standard Mileage Rates .47 cents per mile. Mona Ozbirn so moved. Jena Newman seconded the motion. Roll call vote; 11 yes and 0 no.

LaQuita Thornley, Executive Director, presented INCA RAVE Program 2017 Update Child-Placing Policies. Discussion. Acting Chair Stephens asked for a motion to approve INCA RAVE Program 2017 Update

Child-Placing Policies. Jena Newman so moved. Cathy Awalt seconded the motion. Roll call vote; 11 yes and 0 no.

Erica Pogue, JAMM Transportation Operations Director, presented to the Board INCA Policies and Procedures Public Participation Policy. Discussion. The policy had been reviewed by the Human Rights Committee. Acting Chair Stephens asked for a motion to approve INCA Policies and Procedures Public Participation Policy. Jena Newman so moved. Kelly Strouse seconded the motion. Roll call vote; 11 yes and 0 no.

Erica Pogue, JAMM Transportation Operations Director, presented to the Board INCA Policies and Procedures Limited English Proficiency (LEP) Policy. Discussion. The policy had been reviewed by the Human Rights Committee. Acting Chair Stephens asked for a motion to approve INCA Policies and Procedures Limited English Proficiency (LEP) Policy. Roy Wayne Blevins so moved. Jena Newman seconded the motion. Roll call vote; 11 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board INCA Policies and Procedures Revision for the Computer/Internet/Email Policy. Discussion. Acting Chair Stephens asked for a motion to approve INCA Policies and Procedures Revision for the Computer/Internet/Email Policy. Phillip Culbreath so moved. Cathy Awalt seconded the motion. Roll call vote; 11 yes and 0 no.

Erica Pogue, JAMM Transportation Operations Director, presented to the Affirmative Action Plan Revision. Discussion. The revision to the Affirmative Action Plan has been reviewed by the Human Rights Committee. Acting Chair Stephens asked for a motion to approve the Affirmative Action Plan Revision. Mona Ozbirn so moved. Cathy Awalt seconded the motion. Roll call vote; 11 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board the 2017 Board Program and Training Schedule. Discussion. Acting Chair Stephens asked for a motion to approve the 2017 Board Program and Training Schedule. Jena Newman so moved. Maren Turner seconded the motion. Roll call vote; 11 yes and 0 no.

Erica Pogue, JAMM Transportation Operations Director, presented INCA Community Services Agency Wide Customer Satisfaction Survey.

Kristi Shivers, Head Start Education Manager, presented the Head Start Lap-D Outcomes Mid Year Report.

LaQuita Thornley, Executive Director, provided Board Training – Board Oversight and Governance

- 1) Roles and Responsibilities of the Board
- 2) Roles and Responsibilities of the Board Officers
- 3) Review listing of current officers

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; INCA Community Services ROMA Logic Model Report and the award letter from the Oklahoma Department of Commerce (ODOC) on INCA's 2017 1st Community Service Block Grant (CSBG) Allocation.

Kathy Castleberry, Head Start Director, reviewed the Head Start funding award congratulation letter from United States Senator, James Inhofe.

Dana Trent, Community Services Director, reviewed Weatherization monitoring letters from the Oklahoma Department of Commerce (ODOT).

Wanda Gray, Retired Senior Volunteer Program (RSVP) Director, reviewed the RSVP Program newsletter.

Reports and handouts included in Board Packet: Board of Directors Roster; Minutes; Roll Call Votes; Financial Report; Bank of America Statements; INCA Agency Wide Budget; Community Service Block Grant (CSBG) 1st Allocation Award letter for 2017; 2016 Oklahoma Asset Development Program (OADP) Budget; New Mileage Reimbursement Rate; RAVE Child-Placing Policies Updated; Public Participation Policy; Limited English Proficiency Policy; Computer/Internet/Email Policy; Title VI, Equal Opportunity, and Affirmative Action Plan; Board of Directors Training Plan & Schedule; Agency Customer Satisfaction Survey Results; Head Start Lap-D Outcomes Mid Year Report; Board Responsibilities Power Point; Program Report; National Performance Indicators and CAPTAIN CSBG Demographic Report – ROMA Report; INCA's ROMA Logic Model Report; Oklahoma Department of Commerce (ODOC) Award letter 1st Allocation for the Community Services Block Grant (CSBG); Head Start Congratulations Letter from Senator James Inhofe; Oklahoma Department of Commerce (ODOC) Weatherization Monitoring letters; Retired Senior volunteer Program (RSVP) Newsletter and INCA's Informer Newsletter.

Meeting Adjourned.


Board Acting Chair