

**INCA Community Services, Inc.**

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**Board Meeting Minutes  
November 27, 2017**

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

Present: Phillip Culbreath, Victor Cook, Roy Wayne Blevins, LaToya Davis, Chris Duroy, Betty Stephens, James Wallace, Kelly Strouse, Jena Newman, Cathy Awalt, and Tara Huddleston

Absent: Mona Ozbirn

Quorum established.

Staff in Attendance: LaQuita Thornley, Erica Pogue, Brenna Moore, JoAnn Barnes, Kathy Castleberry, and Amber Freeman

Consultants in Attendance: Lowell Wright

Discussion of previous Board Meeting Minutes. Chairperson Huddleston asked for a motion to approve the October 30, 2017 Board Minutes. Roy Wayne Blevins so moved. James Wallace seconded the motion. Roll call vote; 8 yes, 0 no, and 3 abstained.

Lowell Wright, Financial Consultant, reviewed the October 31, 2017 Financial Reports. Discussion. Chairperson Huddleston asked for a motion to approve the Financial Reports. Victor Cook so moved. Chris Duroy seconded the motion. Roll call vote; 11 yes and 0 no.

Kathy Castleberry, Early Head Start/Head Start Director, reviewed the Early Head Start Job Descriptions. Chairperson Huddleston asked for a motion to approve the Early Head Start Job Descriptions. Discussion. Phillip Culbreath so moved. LaToya Davis seconded the motion. Roll call vote; 11 yes and 0 no.

Kathy Castleberry, Early Head Start/Head Start Director, reviewed the Early Head Start/Head Start Salary Scale. Discussion. Chairperson Huddleston asked for a motion

to approve the Early Head Start/Head Start Salary Scale. Kelly Strouse so moved. Victor Cook seconded the motion. Roll call vote; 11 yes and 0 no.

Kathy Castleberry, Early Head Start/Head Start Director, reviewed the Early Head Start/Head Start Training and Technical Assistance Schedule. Discussion. Chairperson Huddleston asked for a motion to approve the Early Head Start/Head Start Training and Technical Assistance Schedule. Phillip Culbreath so moved. LaToya Davis seconded the motion. Roll call vote; 11 yes and 0 no.

Kathy Castleberry, Early Head Start/Head Start Director, reviewed the Early Head Start/Head Start School Readiness Goals. Discussion. Chairperson Huddleston asked for a motion to approve the Early Head Start/Head Start School Readiness Goals. Phillip Culbreath so moved. LaToya Davis seconded the motion. Roll call vote; 11 yes and 0 no.

Erica Pogue, Transit Operations Director, reviewed the JAMM Transit Drug and Alcohol Policy Updates. Discussion. Chairperson Huddleston asked for a motion to approve the JAMM Transit Drug and Alcohol Policy Updates. Jena Newman so moved. Kelly Strouse seconded the motion. Roll call vote; 11 yes and 0 no.

LaQuita Thornley, Executive Director, reviewed the release of Mortgage for Sulphur #2 Project located at 1202 W. 14<sup>th</sup> Street, Sulphur, OK 73086. Discussion. Chairperson Huddleston asked for a motion to approve the release of the mortgage. Phillip Culbreath so moved. Victor Cook seconded the motion. Roll call vote; 8 yes and 0 no.

LaQuita Thornley, Executive Director, reviewed the 2018 Board Meeting Schedule. Discussion. Chairperson Huddleston asked for a motion to approve the 2018 Board Meeting Schedule. Roy Wayne Blevins so moved. Jena Newman seconded the motion. Roll call vote; 11 yes and 0 no.

Amber Freeman, Communications and Planning Director, reviewed the Board Training Plan and Schedule. Discussion. Chairperson Huddleston asked for a motion to approve the Board Training Plan and Schedule. Kelly Strouse so moved. Victor Cook seconded the motion. Roll call vote; 11 yes and 0 no.

LaQuita Thornley, Executive Director, reviewed Board Self-Evaluation Results. (Maintained in agency's records)

Erica Pogue, Transit Operations Director, presented the JAMM Transit Annual Report and Customer Satisfaction Report.

LaQuita Thornley, Executive Director, reviewed the Program Reports, ROMA Report – National Performance Indicators and CAPTAIN CSGB Demographic Report, and the ODOC CSBG Monitoring Report. (Maintained in agency's records)

Brenna Moore, Human Resource Director, reviewed the monthly report with the Board. (Maintained in agency's records)

Erica Pogue, Transit Operations Director reviewed the monthly Transit and Housing reports and the ESG Monitoring Report with the Board. (Maintained in agency's records)

Kathy Castleberry, Early Head Start/Head Start Director, reviewed the Early Head Start Updates and the First Developmental Assessment Report (LAP). (Maintained in agency's records)

Amber Freeman, Communication and Planning Director, reviewed the ROMA Logic Model and Planning Logic Model. (Maintained in agency's records)

Kristy Mobbs, RAVE Director, reviewed the Impending Funding Cut Letters with good news for the board that the letters are no longer valid and new letters have been issued stating funds would not be cut. (Maintained in agency's records)

Reports and handouts included in the Board Packet: Minutes, Roll Call Votes, Financial Report, Bank of America Statements, Early Head Start Job Descriptions, Early Head Start/head Start Salary Scale, Early Head Start/Head Start Training and Technical Assistance Schedule, Early Head Start/Head Start School Readiness Goals, JAMM Transit Drug and Alcohol Policy Updates, 2018 Board Meeting Schedule, Board Training Plan and Schedule, Board Self-Evaluation Results, JAMM Transit Annual Report and Customer Satisfaction Report, Program Reports, ROMA Report – national Performance Indicators and CAPTAIN CSBG Demographic Report, ODOC CSBG Monitoring Report, ESG Monitoring Report, First Developmental Assessment Report (LAP), ROMA Logic Model, Planning Logic Model, and Impending Funding Cut Letters.

Meeting adjourned.

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Board Chairperson