

Helping People. Changing Lives.



INCA Community Services, Inc.

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Board Meeting Minutes July 30th, 2018

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

Present: Tara Huddleston, Phillip Culbreath, Victor Cook, Chris Duroy, Jena Newman, Latoya Davis, Cathy Awalt, Betty Stephens and Oma Dell Burns.

Absent: James Wallace, Wes Harden and Roy Wayne Blevins.

Quorum established.

Staff in Attendance: LaQuita Thornley, Brenna Moore, JoAnn Barnes, Kathy Castleberry, Erica Pogue, Wanda Gray, Sue Ishmael, Amber Freeman and Crystal Cortes.

Consultants in Attendance: James Thornley

Chairperson Huddleston asked for a motion to approve the June 25th, 2018 Board Minutes. Chris Duroy so moved. Victor Cook seconded the motion. Roll call vote; 6 yes, 0 no and 3 abstentions.

Director Thornley introduced Oma Dell Burns. Members were directed to read through her application and recommendation letter. Chairperson Huddleston asked for a motion to approve Oma Dell Burns as the Johnston County Public Member. Chris Duroy so moved. LaToya Davis seconded the motion. Roll call vote: 8 yes and 0 no.

Director Thornley stated that the finance committee meeting slated for earlier would be moved to the August meeting due to Lowell Wright, Financial Consultant, being unable to attend today.

JoAnn Barnes, senior bookkeeper, reviewed the financial report through June 30th, 2018. Chairperson Huddleston asked for a motion to approve the Financial Reports. Phillip Culbreath so moved. Victor Cook seconded the motion. Roll call vote: 9 yes and 0 no.

LaQuita Thornley presented and explained the IRS 990 form. Chairperson Huddleston asked for a motion. Jena Newman so moved. LaToya Davis seconded the motion. Roll call vote: 9 yes and 0 no.

LaQuita Thornley presented the SAF CSBG \$7,000 budget. Tara Huddleston asked for a motion. Phillip Culbreath so moved. Chris Duroy seconded the motion. Roll call vote: 9 yes and 0 no.

Kathy Castleberry presented the SAF Head Start \$44,966 budget. Tara Huddleston asked for a motion. Jena Newman so moved. Betty Stephens seconded the motion. Roll call vote: 9 yes and 0 no.

Erica Pogues presented the Navigator Budget Revision. Tara Huddleston asked for a motion. Victor Cook so moved. LaToya Davis seconded the motion. Roll call vote: 9 yes and 0 no.

Wanda Gray presented the 2017-2018 RSVP Budget Revision. Tara Huddleston asked for a motion. Betty Stephens so moved. Cathy Awalt seconded the motion. Roll call vote: 9 yes and 0 no.

Wanda Gray presented the grant application request of \$4,000 to AmerisourceBergen. Tara Huddleston asked for a motion. Victor Cook so moved. Phillip Culbreath seconded the motion. Roll call vote: 9 yes and 0 no.

Wanda Gray discussed the RSVP Advisory Council Appointment for Pontotoc County, Janet Hatton. Discussion. Tara Huddleston asked for a motion. LaToya Davis so moved. Betty Stephens seconded the motion. Roll call vote: 9 yes and 0 no.

Betty Stephens, planning committee chair discussed and recommended to the board to approve the personnel and head start policies discussed at the planning committee meeting. Tara Huddleston asked for a motion to approve. Phillip Culbreath so moved. Chris Duroy seconded. Roll Call Vote: 9 yes and 0 no.

James Thornley presented the training on Open Meeting Laws and Legal Update. He also discussed INCA Bylaws. All members present signed an acknowledgement sheet of receiving a current copy bylaws. Absent board members will be given the by-laws and signature sheets at another time.

Amber Freeman presented a ROMA refresher course.

Kristy Mobbs went over the RAVE program, including the Customer Satisfaction Survey Results and the DDS Quality Assurance Audit Corrections Resurvey.

Program Reports (maintained in agency records) were reviewed.

- Amber Freeman gave the report on data collection and website use.
- Brenna Moore discussed the Job Openings situation. Head Start staff needed.
- Erica Pogue discussed JAMM gearing up for the school year and the housing occupancy, including the new build in Madill.
- Wanda Gray discussed the RSVP recognition banquet and their Customer Satisfaction Results.
- Kathy Castleberry discussed that Head Start had completed new hire orientation and were starting pre-service. Enrollment is beginning at all of the sites.
- Amber Freeman gave the Customer Satisfaction Results for VITA.
- LaQuita Thornley made note of the date of the next board meeting.

Chairperson Huddleston called for adjournment, all were in favor.

Reports and handouts included in the Board Packet: June 25th Board Meeting Minutes; Application & Recommendation letter for Oma Dell Burns; June 30th Financial Report; INCA IRS 990 form; SAF CSBG budget; SAF Head Start budget; Navigator Budget Revision; RSVP Budget Revision; RSVP grant application to AmerisourceBergen letter; RSVP Advisory Council Appointment letter; the following Personnel Policies: Holiday Policy, Health Insurance Benefits Policy, Voting Leave Policy & Title VI- Civil Rights Policy; the following Head Start Policies: Child Abuse & Neglect Identification & Reporting, Child Health History, Child Health Status & Care, Health Collaboration & Communication with Parents, Determining Child Health Status, Diaper Changing, Extended Follow-Up and Treatment, Handwashing & Hygiene, Health Services Advisory Committee, Child Immunizations, Incident/Injury Report, Lead Policy, Medical Short-Term Exclusion Contagious Disease/Communicable Disease, Medication Administration, Ongoing Health Care, Oral Health Practices, Weather Guidelines for Outdoor Play, Parent/Guardian Refusal to Authorize Health Services, Child Screenings and Assessments, Rest Time, Safe Sleep Infant and Toddler, Active Supervision of Children; Oklahoma's Open Meeting Act Booklet; INCA By-Laws; ROMA Presentation; RAVE Customer Satisfaction Results, Board Report; VITA Survey Results, INCA Purchasing Report; DDS Quality Assurance Audit Corrections Resurvey Letter.

