



## **INCA Community Services, Inc.**

202 S. Capitol, P.O. Box 68  
Tishomingo, Oklahoma 73460  
(580) 371-2352

### **Board Meeting Minutes June 25th, 2018**

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

Present: Tara Huddleston, Phillip Culbreath, Victor Cook, Roy Wayne Blevins, Latoya Davis, Chris Duroy, Cathy Awalt.

Absent: Jena Newman, Betty Stephens, James Wallace, Wes Harden and Dwight Campbell.

Quorum established.

Staff in Attendance: LaQuita Thornley, Brenna Moore, JoAnn Barnes, Kathy Castleberry, Erica Pogue, Wanda Gray, Sue Ishmael, Deb Hook, Sharon Garrison, Sherrie Adams, Jane Allen and Crystal Cortes.

Consultants in Attendance: Lowell Wright and Gary Saunders (via webcam for audit discussion)

Chairperson Huddleston asked for a motion to approve the re-appointment letter on Roy Wayne Blevins as the elected official for Johnston County. Phillip Culbreath so moved. Chris Duroy seconded the motion. Roll call vote: 6 yes, 1 abstain, and 0 no.

Chairperson Huddleston asked for a motion to approve the May 21st, 2018 Board Minutes. Roy Wayne Blevins so moved. Phillip Culbreath seconded the motion. Roll call vote; 5 yes, 2 abstain, and 0 no.

Lowell Wright, Financial Consultant, reviewed the May 31st, 2018 Financial Reports. Discussion. Chairperson Huddleston asked for a motion to approve the Financial Reports. Phillip Culbreath so moved. Victor Cook seconded the motion. Roll call vote; 7 yes and 0 no.

LaQuita Thornley discussed the need for the Budget Revision for ESG. Chairperson Huddleston asked for a motion to approve the move of \$10,000 from Prevention to Rapid Rehousing in the ESG budget. Victor Cook so moved. LaToya Davis seconded the motion. Roll call vote, 7 yes and 0 no.

Gary Saunders, via webcam, went over the Audit results. Mr. Saunders stated that the opinions given were all positive. Discussion was held. Chairperson Huddleston asked for a motion to accept the results of the Audit. Chris Duroy so moved. Phillip Culbreath seconded the motion. Roll call vote; 7 yes and 0 no.

Chairperson Huddleston asked for a motion to approve Crystal Cortes as Corporate Secretary. LaToya Davis so moved. Victor Cook seconded. Roll call vote, 7 yes and 0 no.

Chairperson Huddleston asked for a motion to accept the resignation of board member Dwight Campbell. Roy Wayne Blevins so moved. LaToya Davis seconded. Roll call vote, 7 yes and 0 no.

Erica Pogue, Operations Director, discussed the JAMM Revolving Fund process. Chairperson Huddleston asked for a motion to approve for Permission to Apply. Phillip Culbreath so moved. Chris Duroy seconded the motion. Roll call vote, 7 yes and 0 no.

Erica Pogue discussed the JAMM 5310 Grant and how the new vehicle would qualify as a DHS vehicle. Chairperson Huddleston asked for a motion to approve for Permission to Apply. Roy Wayne Blevins so moved. LaToya Davis seconded the motion. Roll call vote, 7 yes and 0 no.

Kathy Castleberry, Head Start Director, discussed the SAF-HS/SAF-CAA process. Chairperson Huddleston asked for a motion to approve for Permission to Apply. Chris Duroy so moved. Victor Cook seconded the motion. Roll call vote, 7 yes and 0 no.

Victor Cook recommended in the form of a motion to the Board on behalf of the Planning Committee to approve the Application/Interview Policy and the Hiring Policy. Phillip Culbreath seconded the motion. Roll call vote, 7 yes and 0 no.

Director Thornley explained the CSBG Grant and the process of applying for the 3rd and 4th quarter allocations. Chairperson Huddleston asked for a motion to approve the budget revision. Phillip Culbreath so moved. Chris Duroy seconded the motion. Roll call vote, 7 yes and 0 no.

Kathy Castleberry explained the Head Start COLA 2.6% Budget. She stated that when put into effect, it would be retroactive back to February 1, 2018. Chairperson Huddleston asked for a motion to approve. Victor Cook so moved. Cathy Awalt seconded the motion. Roll Call Vote, 6 yes and 0 no.

Kathy Castleberry presented the Program Highlight for Head Start. She introduced the Head Start staff present. The results of the Customer Satisfaction Survey results were presented. She also did a presentation over the NHSA Dollar Per Child Fundraiser.

Program Reports (maintained in agency records) were reviewed. Erica Pogue stated that the VITA Survey results would be given next month. Wanda Gray went over the VISTA interns and RSVP projects.

Chairperson Huddleston asked for a motion of adjournment. LaToya Davis so moved. Chris Duroy seconded the motion. All were in favor.

Reports and handouts included in the Board Packet: Roy Wayne Blevins reappointment letter, May 21st, 2018 Board Meeting Minutes, May 31st, 2018 Financial report documents, ESG Housing Revision, January 31st, 2018 Audit Results and graphs, resignation letter for Dwight Campbell, JAMM Transit 5311 Grant permission to apply, JAMM Transit 5310 Grant permission to apply, Applicant Interview Policy, Hiring Policy, CSBG Grant allocation letters, Head Start COLA papers, Head Survey Results, Program Reports.