

Helping People. Changing Lives.

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INCA Community Services, Inc.

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

Board Meeting Minutes

March 26, 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, Betty Stephens, and James Wallace

Absent: Kelly Strouse, Jena Newman, and Mona Ozbirn

Quorum established.

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

Consultants in Attendance: Lowell Wright

Discussion of previous Board Meeting Minutes. Chairperson Huddleston asked for a motion to approve the January 29, 2018 Board Minutes. Phillip Culbreath so moved. Victor Cook seconded the motion. Roll call vote; 7 yes, 2 abstain, and 0 no.

Lowell Wright, Financial Consultant, reviewed the January 31, 2018 Financial Reports. Discussion. Chairperson Huddleston asked for a motion to approve the Financial Reports. Roy Wayne Blevins so moved. Betty Stephens seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley presented the Cost Allocation Plan that was reviewed during the Financial Meeting. Discussion Chairperson Huddleston asked for a motion to approve the Cost Allocation Plan. Victor Cook so moved. James Wallace seconded the motion. Roll call vote; 9 yes and 0 no.



LaQuita Thornley, Executive Director, reviewed the ODAP (Tax Preparation Grant) in the amount of \$6,998.00. Chairperson Huddleston asked for a motion to approve the ODAP (Tax Preparation Grant) in the amount of \$6,998.00. Chris Duroy so moved. Latoya Davis seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, reviewed the CSBG Allocation in the amount of \$31,630.00. Discussion. Chairperson Huddleston asked for a motion to approve the CSBG Allocation in the amount of \$31,630.00. Phillip Culbreath so moved. James Wallace seconded the motion. Roll call vote; 9 yes and 0 no.

Kathy Castleberry, Head Start/Early Head Start Director, reviewed the INCA Head Start Internet Content - Barracuda. Discussion. Chairperson Huddleston asked for a motion to approve the INCA Head Start Internet Content - Barracuda. Latoya Davis so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 9 yes and 0 no.

Kathy Castleberry, Head Start/Early Head Start Director, reviewed the ERSEA Selection Criteria. Discussion. Chairperson Huddleston asked for a motion to approve the ERSEA Selection Criteria dependent on the approval of the Head Start Policy Council. Latoya Davis so moved. Betty Stephens seconded the motion. Roll call vote; 9 yes and 0 no.

Erica Pogue, Transit Operations Director, reviewed the SODA Grant Application in the amount of \$49,830.00. Discussion. Chairperson Huddleston asked for a motion to approve the SODA Grant Application in the amount of \$49,830.00. Betty Stephens so moved. James Wallace seconded the motion. Roll call vote; 9 yes and 0 no.

Amber Freeman, Communication and Planning Director, reviewed the RSVP Monarch Watch Grant application. Discussion. Chairperson Huddleston asked for a motion to approve applying for the Monarch Watch Grant. Chris Duroy so moved. Phillip Culbreath seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, recapped the planning committee meeting held prior to the Board Meeting over the Policies and Procedures: Breastfeeding and Lactation Policy, Annual Leave, Family Medical Leave Act (FMLA) Policy, JAMM Transit ADA Policy, Impasse Policy and Computer/Internet/Email Policy. Chairperson Huddleston asked for a motion to approve the Policies and Procedures. Betty Stephens, Planning Committee Chair, so moved. Latoya Davis seconded the motion. Roll call vote; 9 yes and 0 no.

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Amber Freeman, Communication and Planning Director, reviewed the INCA 2017 Annual Report.

Amber Freeman, Communication and Planning Director, reviewed the Board Training on the Overview of the Organization: Mission Statement and Articles of Incorporation and the Board Oversight and Governance: Conflict of Interest and Code of Ethics and Confidentiality Statement.

LaQuita Thornley, Executive Director, reviewed the program reports. (Maintained in agency records)

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

Erica Pogue, Transit Operations Director, reviewed the Transit and Housing Reports. (Maintained in agency records)

Kathy Castleberry, Early Head Start/Head Start Director, reviewed the Early Head Start and Head Start Report. (Maintained in agency records)

Amber Freeman, Communication and Planning Director, reviewed the monthly RSVP Report including the Federal Progress Report Response - Region VI in Wanda Grey's absence. (Maintained in agency records)

Reports and handouts included in the Board Packet: Minutes, Roll Call Votes, February Financial Reports, Bank of America Statements, CSBG Allocation Report, Affirmative Fair Housing Marketing Plan and Resolution, HUD Continuum of CARE ESG Resolution, Utilization of Minority Business Plan Resolution, Fair Housing Proclamations - Housing and INCA LLC, Housing Tenant Participation Plan, CHDO Resolution, CHDO Conflict of Interest Affidavit, INCA LLC Management Plan, Weatherization DOE Additional Funding Opportunity Report, United Way and Home Depot reports, Appointment of Sue Cherry and Anna Mowder Reports, Housing Conflict of Interest Grievance Procedures, JAMM Transit Disadvantaged Business Enterprise Program Policy, Job Descriptions: Addition of reference to Early Head Start to Head Start Director, Health Service Manager, Education Manager Nutrition and Purchasing Manager, Area Supervisor/Family Engagement Coordinator; Communication and Capacity Director, Corporate Secretary/Capacity Administrator.