



**INCA Community Services, Inc.**

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**Board Meeting Minutes  
May 21st, 2018**

Roy Wayne Blevins, Vice Chairperson, called the meeting to order and asked for a roll call.

Present: Phillip Culbreath, Roy Wayne Blevins, LaToya Davis, Chris Duroy, Jena Newman, Cathy Awalt, James Wallace, and Wes Harden. New Board Member Approved During Meeting: Dwight Campbell. Absent: Tara Huddleston, Victor Cook and Betty Stephens. Quorum established.

Staff in Attendance: LaQuita Thornley, Amber Freeman, Erica Pogue, Sue Ishmael, Brenna Moore, Kathy Castleberry, Kristy Mobbs, Joann Barnes, and Crystal Cortes. Consultant in Attendance: Lowell Wright

Vice Chairperson Blevins presented the resignation letter from Kelly Strouse, Johnston County Representative, Private Sector. Vice Chairperson Blevins asked for a motion to accept the resignation. Cathy Awalt so moved. Wes Harden seconded the motion. Roll call vote; 8 yes and 0 no.

Vice Chairperson Blevins presented the nomination of Dwight Campbell to serve as the Private Sector Representative for Johnston County. Vice Chairperson Blevins asked for a motion to approve Dwight Campbell as the Johnston County Selected Board Member. Chris Duroy so moved. LaToya Davis seconded the motion. Roll call vote; 8 yes and 0 no.

Discussion of previous Board Meeting Minutes. Vice Chairperson Blevins asked for a motion to approve the April 30, 2018 Board Minutes. Jena Newman so moved. Wes Harden seconded the motion. Roll call vote; 7 yes, 2 abstain, and 0 no.

Lowell Wright, Financial Consultant, reviewed the April 30, 2018 Financial Reports.

Discussion. Vice Chairperson Blevins asked for a motion to approve the Financial Reports. Phillip Culbreath so moved. LaToya Davis seconded the motion. Roll call vote; 9 yes and 0 no.

Lowell Wright, Financial Consultant, presented the revisions to the Financial Manual which had been reviewed and approved by the Planning Committee. Chairperson Blevins asked for a motion to approve the revisions. Phillip Culbreath so moved. Chris Duroy seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, asked for permission to apply for FTA Section 5339 for \$201,235 for vehicles. The timeline was discussed. Vice Chairperson Blevins asked for a motion to approve the request. James Wallace so moved. Wes Harden seconded the motion. Roll call vote; 9 yes and 0 no.

Kathy Castleberry, Head Start/Early Head Start Director, asked permission to apply for the 2.6% Head Start Cost of Living Allocation increase. Vice Chairperson Blevins asked for a motion to approve the COLA. Chris Duroy so moved. James Wallace seconded the motion. Roll call vote; 9 yes and 0 no.

Kathy Castleberry, presented the Mentor Teacher Job Description. Vice Chairperson Blevins asked for a motion to approve the Job Description. Dwight Campbell so moved. LaToya Davis seconded the motion. Roll call vote; 9 yes and 0 no.

Amber Freeman, Communication and Capacity Director, asked permission to apply for a \$25,000 CSBG Discretionary Grant for the STOP project. After discussion, Vice Chairperson Blevins asked for a motion to approve the request. Phillip Culbreath so moved. Wes Harden seconded the motion. Roll call vote; 9 yes and 0 no.

LaToya Davis, member of the planning committee, recommended and moved the Recruitment Policy be approved. Discussion. Vice Chairperson LaToya Davis so moved. Dwight Campbell seconded the motion. Roll call vote; 9 yes and 0 no. Discussions on the Interview and New Hire policy were tabled for June.

Amber Freeman asked for permission to apply for the RSVP Cotton Electric Grant for \$10,000. Discussion. Vice Chairperson Blevins asked for a motion to approve the request. LaToya Davis so moved. Wes Harden seconded. Roll Call vote; 9 yes and 0 no.

Training - Fiscal - Lowell Wright, financial consultant, presented a handout and discussed fiscal responsibilities of the governing board.

Training - Community Relations - Amber Freeman presented a powerpoint on Community Relations. Highlighting how to be an effective ambassador, promoting INCA's mission and its programs, and cooperative action with other organizations.

LaQuita Thornley reviewed the program reports. Brenna Moore, Human Resource director, discussed the staffing report, Erica Pogue, Operations Director, discussed the DBE Matter and Achievement and OHFA Monitoring Letter, Kathy Castleberry discussed the Head Start and Early Head Start report, Amber Freeman discussed the RSVP report and Kristy Mobbs discussed the RAVE report. The VITA customer Satisfaction Survey Results were tabled for June.

Vice Chairperson Blevins asked for a motion of adjournment. Phillip Culbreath so moved. Jena Newman seconded. All were in favor.

Meeting adjourned.

Reports and handouts included in the Board Packet: Resignation Letter of Kelly Strouse, Recommendation Letter for Dwight Campbell, Board Meeting Minutes, INCA ROMA Impact Report, Roll Call Votes, April Financial Reports, Bank of America Statements, Landmark Bank Statements, Financial Procedures Manual, Request Letter for ODOT Bus and Bus Facilities Grant Program, Head Start COLA letter, Head Start Job Posting and Job Description, CSBG funds request for STOP project, Recruitment policy, RSVP request for Cotton Electric Grant, Fiscal Training Handout, INCA board training on Ambassadorship, INCA Program Reports, OHFA letter, Head Start Report.