

# Helping People. Changing Lives.



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

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### **Board Meeting Minutes September 24th, 2018**

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

Present: Victor Cook, Jena Newman, Wes Harden, LaToya Davis, Cathy Awalt, Oma Dell Burns, Phillip Culbreath, Chris Duroy & Roy Wayne Blevins.

Absent: Betty Stephens and Tara Huddleston.

Quorum Established.

Staff in Attendance: LaQuita Thornley, Erica Pogue, JoAnn Barnes, Kathy Castleberry, Wanda Gray, Kristy Mobbs, Brenna Moore, Sue Ishmael, Deborah Perkins & Crystal Cortes.

Consultants in Attendance: Lowell Wright.

Vice-Chair Blevins asked for discussion on the acceptance of Jena Newman as Marshall County Private Sector Board Member. Executive Director LaQuita Thornley called attention to the letter of reference given. Vice-Chair Blevins asked for a motion to approve. LaToya Davis so moved. Wes Harden seconded the motion. Roll Call Vote: 8 Yes, & 0 No.

Vice-Chair Blevins asked for a motion to approve the August 20th Board Minutes. Phillip Culbreath so moved. Victor Cook seconded the motion. Roll Call Vote: 7 Yes, 0 No, 2 Abstentions.

Lowell Wright discussed the financial report through August 31st, 2018. Discussion was had. Vice-Chair Blevins asked for a motion to approve the financial report. Phillip Culbreath so moved. Cathy Awalt seconded the motion. Roll Call Vote: 9 Yes & 0 No.

LaQuita Thornley presented the CSBG Budget Revision. Vice-Chair Blevins asked for a motion to approve the revision. Victor Cook so moved. Oma Dell Burns seconded the motion. Roll Call Vote: 9 Yes & 0 No.

LaQuita Thornley presented the ESG Budget Revision. Vice-Chair Blevins asked for a motion to approve the revision. Phillip Culbreath so moved. Victor Cook seconded the motion. Roll Call Vote: 9 Yes & 0 No.

Kathy Castleberry, Head Start Director, presented the procedure for applying for the Head Start/Early Head Start Continuation Grant for \$2,287,432.00. Discussion. Vice-Chair Blevins asked for a motion to give permission to apply for the grant. Wes Harden so moved. LaToya Davis seconded the motion. Roll Call Vote: 9 Yes & 0 No.

Kathy Castleberry presented the OKACAA Head Start Collaboration Grant of \$2,100.00. Discussion. Vice-Chair Blevins asked for a motion to give permission to apply for the grant. Victor Cook so moved. Jena Newman seconded the motion. Roll Call Vote: 9 Yes & 0 No.

Victor Cook, planning committee representative, discussed and recommended to the board to approve the Head Start Policies and Procedures discussed at the planning committee meeting. Vice-Chair Blevins asked for a motion to approve. Phillip Culbreath so moved. Wes Harden seconded the motion. Roll call vote: 9 Yes & 0 No.

Erica Pogue, Programs Director, presented JAMM Transit Salary Scales. Discussion. Vice-Chair Blevins asked for a motion to approve. Chris Duroy so moved. Victor Cook seconded the motion. Roll Call Vote: 9 Yes & 0 No.

Erica Pogue presented the FTA Access & Mobility Partnership Grant. Discussion. Vice-Chair Blevins asked for a motion to approve. LaToya Davis so moved. Cathy Awalt seconded the motion. Roll Call Vote: 9 Yes & 0 No.

LaQuita Thornley presented the CAPTAIN contract renewal. Vice-Chair Blevins asked for a motion to approve. Oma Dell Burns so moved. Wes Harden seconded the motion. Roll Call Vote: 9 Yes & 0 No.

Kristy Mobbs, RAVE Director, presented a new job description of HTS IV (Total Care). Discussion. Vice-Chair Blevins asked for a motion to approve. Phillip Culbreath so moved. LaToya Davis seconded the motion. Roll Call Vote: 9 Yes & 0 No.

Kristy Mobbs, RAVE Director, presented the RAVE salary range addition of the HTS IV salary. Discussion. Vice-Chair Blevins asked for a motion to approve. Victor Cook so moved. Phillip Culbreath seconded the motion. Roll Call Vote: 9 Yes & 0 No.

Kristy Mobbs presented the RAVE HTS III Job Description which was changed to include Holidays. Discussion. Vice-Chair Blevins asked for a motion to approve. Phillip Culbreath so moved. Chris Duroy seconded the motion. Roll Call Vote: 9 Yes & 0 No.

Kathy Castleberry presented the 2018 Head Start Program Performance Report.

LaQuita Thornley presented the Risk Assessment Executive Summary.

LaQuita Thornley presented the update of the Strategic Plan.

LaQuita Thornley presented the update of the 2018 CAP Plan.

Board Training was tabled until the October meeting.

Deborah Perkins, Community Specialist, gave the program highlight for Rx for Oklahoma, MIPPA & Navigator. This included the Customer Satisfaction Survey

Results. She stated that she is seeing results for her customers and discussed the various programs and how they can help people.

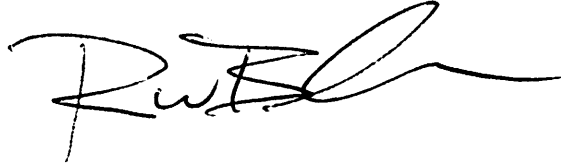
Program Reports (maintained in agency records) were reviewed.

- LaQuita Thornley reviewed the ODOC Monitoring Visit Letter, election for low income representative to the board for Murray County and highlights in board report.
- Brenna Moore- Staffing Report
- Erica Pogue- Transit & Housing Report. In Housing updated some rental properties that had just become vacant
- Kathy Castleberry- Head Start/Early Head Start Report
- Wanda Gray- RSVP Report- gave report on the Red, White and You, 9/11 commemoration and that the program was still growing and we have a need for a program for under 55's to participate in volunteer services.
- Kristy Mobbs- RAVE Report- new rate increases that went into effect July 1st, but not announced until August 22nd

Vice-Chair Blevins called for adjournment, all were in favor.

Reports and handouts included in the Board Packet: Letter of Recommendation for Jena Newman, Board Meeting Minutes for August 20th, 2018, August 31st Financial Report, CSBG 2017 Budget Revision, ESG 2017 Budget Revision, Letter on Head Start Grant Continuation, Letter on OKACAA Head Start Collaboration Grant, the following Head Start Policies and Procedures: Emergency/Disaster Preparedness Planning, Fire Prevention & Response, Safe Equipment & Materials, Physical Environment & Facilities, Physical Environment & Facilities Safety Inspection, Indoor & Outdoor Safety Inspection, Facilities Inspections & Monitoring, First Aid Kits, Child Supervision- Arrival, Departure & Leaving the Classroom, General Sanitation, Field Trips, Purchasing Materials & Equipment, Smoke-Free Environment, Height & Weight Screenings, Parent Involvement in Health Services, Mental Health Consultants Professional Services, Child Mental Health & Social Emotional Well-Being, Public School Meal Contracts, Parent/Teacher Conference, Child Development & Education Approaches to the Curriculum, Home Visits, Staff Mandatory Health Certification Renewal & Tracking Health Compliance Training & Program Governance Training, JAMM Transit Starting Salary Scale, JAMM Transit Access & Mobility Partnership Grant Letter, CAPTAIN Grant Renewal, FAVE HTS IV Job

Description, RAVE Starting Salary Scale, RAVE HTS III Job Description, Head Start PIR, Early Head Start PIR, Risk Assessment, Update to Strategic Plan, Update to Community Action Plan, Information on Medicare, Board Report, DOC Monitoring Letter, Head Start Purchasing Report, RAVE Rate Change

A handwritten signature in black ink, appearing to read "Ruth", with a long horizontal flourish extending to the right.