



**Board Meeting**  
**September 27, 2021**  
202 S. Capitol, P.O. Box 68  
Tishomingo, Oklahoma 73460  
(580) 371-2352

Vice Chairperson Chris Duroy called the meeting to order at 5:30 pm.

Vice Chairperson Chris Duroy asked for a Roll Call Vote to establish a quorum.

Present: Chris Duroy, Victor Cook, Oma Dell Burns, LaToya Davis, Shane Tomlinson, Rolanda Rogers & Marvin Wallace

Absent: Jena Newman, Tara Huddleston, Royce Bartee, & T. J. Clements

Quorum established.

Staff Present: LaQuita Thornley, Amber Freeman, Kalee Sundeen & Crystal Cortes  
Zoom: Kathy Castleberry, JoAnn Barnes, Erica Pogue & Kristy Mobbs

Consultants Present: Lowell Wright (via Zoom)

Guest: Kent McKinley (Murray County Commissioner)

Vice Chairperson Chris Duroy asked for a motion on the resignation of Jill Hall. Victor Cook made a motion to accept the resignation. Shane Tomlinson seconded the motion. Roll Call Vote: 7 Yes, 0 No.

Vice Chairperson Chris Duroy asked for a motion on the August 2021 minutes. Victor Cook motioned to approve the August 2021 minutes. LaToya Davis seconded the motion. Roll Call Vote: 7 Yes, 0 No.

Financial Consultant, Lowell Wright, presented the financial statements for August 2021. Mr Wright stated that three program grants were ending: ESG CARES, Mippa, & VITA. We are in the process of switching banks, and have opened the Ameristate accounts. We have yet to close the Simmons accounts. Vice Chairperson Chris Duroy asked for a motion on the financial report. Shane Tomlinson motioned to approve the financial statements for April 2021. Marvin Wallace seconded the motion. Roll Call Vote: 7 Yes, 0 No.

LaQuita Thornley, Executive Director, presented the Rx Budget. She discussed the program and recommended continuing giving the service. Vice Chairperson Chris Duroy asked for a motion. Victor Cook made a motion to approve. LaToya Davis seconded the motion. Roll Call Vote: 7 Yes, 0 No

Executive Director, LaQuita Thornley presented the SAF-HS budget for 2022 of \$45,327. Vice Chairperson Chris Duroy asked for a motion. LaToya Davis made a motion to approve. Oma Dell Burns seconded the motion. Roll Call Vote: 7 Yes, 0 No.

Head Start Director Kathy Castleberry discussed the COVID Carryover Funds for \$170,487.69. Vice Chairperson Chris Duroy asked for a motion. Marvinna made a motion to approve. Oma Dell seconded the motion. Roll Call Vote: 7 Yes, 0 No

Director Thornley, presented the CSBG 2020 revision of funds, mainly due to the lack of travel for training events. Vice Chairperson Chris Duroy asked for a motion. Victor Cook made a motion to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 7 Yes, 0 No

James Thornley, law advisor for INCA, gave a short lecture on the Open Meeting Act. Zoom participation was discussed. There were no changes to the By-laws recommended at this time. The Board were each given a copy of the Inca Bylaws and signed an acknowledgement of receipt.

Associate Director, Amber Freeman, explained the CNA Prioritization Report Analysis. Decent Affordable Houses to Rent, Utility Assistance and Rental Assistance were the top three priorities. These will be the focus, with the top ten list being addressed.

Director Thornley presented the following policies, along with changes made to the policies. All had been gone through in detail during the Planning Committee:

- Infectious Disease Control Policy- tabled
- RAVE Covid 19 Work Plan- cleared away the daily Health Survey and locked door policies. Other Covid safety measures stayed or were implemented. Vice Chairperson Chris Duroy asked for a motion. Rolanda Rogers made a motion to approve. Marvin Wallace seconded the motion. Roll Call Vote: 7 Yes, 0 No
- Time & Attendance Policy- biggest change was the new online link for EWS. Vice Chairperson Chris Duroy asked for a motion. Oma Dell Burns made a motion to approve. Victor Cook seconded the motion. Roll Call Vote: 7 Yes, 0 No
- Leave Without Pay Policy- confirmed that employees who do not have approval to miss work will be required to use Leave Without Pay. Vice Chairperson Chris Duroy asked for a motion. LaToya Davis made a motion to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 7 Yes, 0 No
- Sick Leave Benefit Policy- statement added that employees who are denied annual leave and call in sick will be required to bring in a doctor's statement. Vice Chairperson Chris Duroy asked for a motion. LaToya Davis made a motion to approve. Victor Cook seconded. Roll Call Vote: 7 Yes, 0 No.

- Covid 19 Policy- added that employees would have up to 2 hours to get their COVID vaccinations during work.
- Vaccination Policy- tabled

Head Start Director Kathy Castleberry gave the annual training on Head Start Program Governance and Head Start annual report.

Program Report Section:

LaQuita Thornley congratulated Kristy Mobbs on being the recipient of the 2021 Guy Davis Leadership Award for OKACAA. She also discussed the vaccine mandate and how it could impact INCA as an Agency.

Kalee Sundeen, Human Resource manager, stated that many positions had been filled, but there were still openings. Some areas are very thinly staffed.

Amber Freeman stated that we had hired one of the open RSVP positions. Still looking for a director for the program.

Erica Pogue, Associate Director, gave a brief statement on transit doing well and meeting the needs of the community.

Kathy Castleberry, Head Start Director, referred to the Head Start program reports and had nothing additional to add.

LaQuita Thornley said that Kristy Mobbs's recent Child Placing Audit was in the packet, and there were no findings.

Next meeting will be held on October 25th.

Report & Handouts included in Board Packet:

- Agenda
- Jill Hall's Resignation Letter
- August 2021 Minutes
- August 2021 Financials
- Rx Budget & KIBOIS Contract
- Budgets on SAF-HS 2022
- HS Covid Carryover Letter
- CSBG Budget Revision
- ByLaws
- CNA Prioritization Needs
- RAVE Covid 19 Work Plan
- Time and Attendance Policy
- Leave Without Pay Policy
- Sick Leave Benefit Policy
- Covid 19 Policy
- HS Program Governance Slides & Annual Report
- Board Report
- CACFP Memorandum
- CACFP Report
- RAVE Child Placing Monitoring Summary