

INCA Community Services, Inc
Board Meeting Minutes
October 24, 2016

Betty Stephen, Acting Chair, called the meeting to order and roll call.

Present: Roy Wayne Blevins; Jena Newman; Betty Stephens; Tara Huddleston; Phillip Culbreath and Maren Turner; Phillip Culbreath

Absent: Cathy Awalt; Mona Ozbirn; Erin Lemons; Kelly Strouse and James Wallace

Staff in Attendance: Dana Trent; Kathy Castleberry; LaQuita Thornley; Erica Pogue; Amber Freeman; Wanda Gray and JoAnn Barnes

Consultants in attendance: Lowell Wright

Betty Stephens, Acting Chair, read a resignation letter from Sarilea Combs, Atoka County Low Income Sector. Discussion. Acting Chair Stephens asked for a motion to approve the resignation letter for Sarilea Combs. Phillip Culbreath so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 6 yes and 0 no.

Quorum was established.

Acting Chair Stephens asked for a motion to approve the August 22, 2016 and September 26, 2016 Board Minutes. Discussion. Acting Chair Stephens asked for a motion to approve the minutes. Phillip Culbreath so moved. Tara Huddleston seconded the motion. Roll call vote; 6 yes and 0 no.

Lowell Wright, Financial Consultant, reviewed the August 31, 2016 and September 30, 2016 Financial Reports. Discussion. Acting Chair Stephens asked for a motion to approve the Financial Reports. Roy Wayne Blevins so moved. Jena Newman seconded the motion. Roll call vote; 6 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the Navigator Budget in the amount of \$28,750.00. Discussion. Acting Chair Stephens asked for a motion to approve the Navigator Budget in the amount of \$28,750.00. Tara Huddleston so moved. Jena Newman seconded the motion. Roll call vote; 6 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the Department of Energy (DOE) Weatherization Budget Revision in the amount of \$50,648.55. Discussion. Acting Chair Stephens asked for a motion to approve the Department of Energy (DOE) Weatherization Budget Revision in the amount of \$50,648.55. Maren Turner so moved. Tara Huddleston seconded the motion. Roll call vote; 6 yes and 0 no.

LaQuita Thornley, Executive Director, presented to Board the Head Start Coordination Program through the Oklahoma Association of Community Action Agencies (OKACAA) in the amount of \$2,150.00. Discussion. Acting Chair Stephens asked for a motion to approve the Head Start Coordination Program through the Oklahoma Association of Community Action Agencies (OKACAA) in the amount of \$2,150.00. Tara Huddleston so moved. Jena Newman seconded the motion. Roll call vote; 6 yes and 0 no.

Erica Pogue, JAMM Transportation Director, presented to the Board INCA Community Services Job Descriptions for JAMM Transportation. Discussion. Acting Chair Stephens asked for a motion to approve INCA Community Services Job Descriptions for JAMM Transportation. Tara Huddleston so moved Roy Wayne Blevins seconded the motion. Roll call vote; 6 yes and 0 no.

Erica Pogue, JAMM Transportation Director/EEO Officer, presented to the Board INCA Community Services Equal Opportunity and Affirmative Action Plan. Discussion. Acting Chair Stephens asked for a motion to approve INCA Community Services Equal Opportunity and Affirmative Action Plan. Maren Turner so moved Tara Huddleston seconded the motion. Roll call vote; 6 yes and 0 no.

Erica Pogue, JAMM Transportation Director, presented to the Board JAMM Transportation Salary Scale Change. Discussion. Acting Chair Stephens asked for a motion to approve JAMM Transportation Salary Scale Change. Jena Newman so moved Roy Wayne Blevins seconded the motion. Roll call vote; 6 yes and 0 no.

Erica Pogue, JAMM Transportation Director, presented to the Board JAMM Transportation Merit Raises. Discussion. Acting Chair Stephens asked for a motion to approve JAMM Transportation Merit Raises. Roy Wayne Blevins so moved Tara Huddleston seconded the motion. Roll call vote; 6 yes and 0 no.

LaQuita Thornley, Executive Director, presented to Board the Head Start Continuation Grant Budget in the amount of \$2,265,133.00. Discussion. Acting Chair Stephens asked for a motion to approve the Head Start Continuation Grant Budget in the amount of \$2,265,133.00. Tara Huddleston so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 6 yes and 0 no.

LaQuita Thornley, Executive Director, presented to Board the Head Start Plans wording changes proposed for 2016-2017. Discussion. Acting Chair Stephens asked for a motion to approve the Head Start Plans wording changes proposed for 2016-2017. Maren Turner so moved. Phillip Culbreath seconded the motion. Roll call vote; 6 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the Medicare Improvement for Patients and Providers Act (MIPPA) Budget in the amount of \$10,000.00. Discussion. Acting Chair Stephens asked for a motion to approve the Medicare Improvement for Patients and Providers Act (MIPPA) Budget in the amount of \$10,000.00. Phillip Culbreath so moved. Maren Turner seconded the motion. Roll call vote; 6 yes and 0 no.

Erica Pogue, JAMM Transportation Director/EEO Officer, presented to the Board INCA Community Services Policies and Procedures -Equal Opportunity Policy. Discussion. Acting Chair Stephens asked for a

motion to approve NCA Community Services Policies and Procedures -Equal Opportunity Policy. Tara Huddleston so moved Roy Wayne Blevins seconded the motion. Roll call vote; 6 yes and 0 no

LaQuita Thornley, Executive Director, presented to Board INCA Community Services 401 K Audit. Discussion. Acting Chair Stephens asked for a motion to approve INCA Community Services 401 K Audit. Roy Wayne Blevins so moved. Maren Turner seconded the motion. Roll call vote; 6 yes and 0 no.

LaQuita Thornley, Executive Director, presented to Board INCA Community Services Community Service Block Grant 4th Allocation Budget in the amount of \$40,514.00. Discussion. Acting Chair Stephens asked for a motion to approve INCA Community Services Community Service Block Grant 4th Allocation Budget in the amount of \$40,514.00. Phillip Culbreath so moved. Tara Huddleston seconded the motion. Roll call vote; 6 yes and 0 no.

Head Start Policy Council and Board Joint Training: Kathy Castleberry, Head Start Director

LaQuita Thornley, Executive Director, reviewed highlights from Program Reports included in their packets.

LaQuita Thornley, Executive Director, reviewed the ROMA National Performance Indicators and CAPTAIN CSBG Demographic Report and INCA Community Services ROMA Logic Model Report.

LaQuita Thornley, Executive Director, announced that the Oklahoma Department of Commerce Monitoring Clearance letter was enclosed in the Board packet.

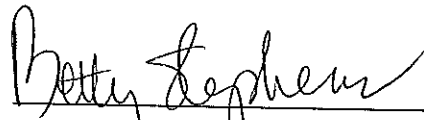
Dana Trent, Community Services Director, reviewed the 2015 Rx for Oklahoma Customer Satisfaction Survey and the Oklahoma Department of Commerce Emergency Solutions Monitoring, plus the 2016 Emergency Solutions Grant award letter for \$100,000.00 and the DHS LIHEAP Weatherization Risk Assessment Letter.

Wanda Gray, RSVP Director, reviewed RSVP Highlights.

Reports and handouts included in Board Packet: Board of Directors Roster; Minutes; Roll Call Votes; Financial Report; Bank of America Statements; Navigator Budget; Department of Energy (DOE) Weatherization Budget Revision; Head Start Coordination Program through the Oklahoma Association of Community Action Agencies (OKACAA); JAMM Job Descriptions; INCA Community Services Equal Opportunity and Affirmative Action Plan; JAMM Transportation Salary Scale Change; JAMM Transportation Merit Raises; Head Start Continuation Budget; Head Start Plans – wording changes for 2016-2017; Medicare Improvement for Patients and Providers Act (MIPPA) Budget; INCA Policies and Procedures – Equal Opportunity Policy; INCA Community Services 401 K Audit; Community Service Block Grant (CSBG) 4th Allocation Budget; Head Start Policy Council and Board Joint Training PowerPoint; National Performance Indicators and CAPTAIN CSBG Demographic Report, INCA's ROMA Logic Model Report; Monitoring Clearance letter from the Oklahoma Department of Commerce (ODOC); Rx for Oklahoma Customer Satisfaction Surveys; Monitoring Letter from the Oklahoma Department of Commerce (ODOC) on the Emergency Solutions Grant (ESG) Program and Award letter on 2016 Emergency Solutions Grant (ESG); Risk Assessment from the Oklahoma Department of Commerce

(ODOC) on Department of Humans Services LIHEAP Program; Head Start Health- Disabilities- Mental Health Report; Head Start Agency Outcomes Report Pre 2016; Retired Senior Volunteer Program (RSVP) Enrollment and Hours Report; Retired Senior Volunteer Program (RSVP) Newsletter

Meeting Adjourned.


Board Acting Chair