

INCA Community Services, Inc.

Board Meeting Minutes

February 29, 2016

Sarilea Combs, Board Chairperson, called the meeting to order and asked for a roll call.

Present: , Jena Newman, Maren Turner, Tara Huddleston, Phillip Culbreath, Sarilea Combs, James Wallace, Betty Stephens, Roy Wayne Blevins, Charlotte Northcutt, Erin Lemons and Cathy Awalt

Absent: Mona Ozbirn

Staff in Attendance: LaQuita Thornley, Dana Trent, JoAnn Barnes, Amber Freeman, Mary Jo Massey, Kathy Castleberry Sue Ishmael, Sherrie Adams and Erica Pogue

Consultant(s): Lowell Wright

Welcomes: LaQuita Thornley, Executive Director, welcomed Phillip Culbreath back to INCA's Board of Directors.

Chairperson Combs asked for a motion to approve the January 25, 2016 Board Minutes. Discussion. Chairperson Combs asked for a motion to approve minutes Roy Wayne Blevins so moved. Betty Stephens seconded the motion. Roll call vote; 10 yes, 0 no and 1 Abstain.

Lowell Wright, Financial Consultant, reviewed the January 31, 2016 Financial Reports. Discussion. Chairperson Combs asked for a motion to approve the Financial Reports. Charolette Northcutt so moved. Maren Turner seconded the motion. Roll call vote; 11 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board Contract 16507 DOE 15 Budget Revision and Budget Modification allocation amount of \$51,422.00. Discussion. Chairperson Combs asked for a motion to approve Contract 16507 DOE 15 Budget Revision and Budget Modification allocation amount of \$51,422.00. Roy Wayne Blevins so moved. Cathy Awalt seconded the motion. Roll call vote; 11 yes and 0 no.

Dana Trent, Community Services Director, presented to the 2016 Oklahoma Asset Development Budget allocation amount of \$7,921.00. Discussion. Chairperson Combs asked for a motion to approve the 2016 Oklahoma Asset Development Budget allocation amount of \$7,921.00. Erin Lemons so moved. Jena Newman seconded the motion. Roll call vote; 11 yes and 0 no.

Erica Pogue, JAMM Operations Director, presented to the Board the JAMM Transit State of Good Repairs FY 2012 ODOT Budget allocation amount of \$473,515.00. Discussion. Chairperson Combs asked for a motion to approve the JAMM Transit State of Good Repairs FY 2012 ODOT Budget allocation amount of \$473,515.00. Charolette Northcutt so moved. Betty Stephens seconded the motion. Roll call vote; 11 yes and 0 no.

Erica Pogue, JAMM Operations Director, presented to the Board the JAMM Transit permission to apply for SODA Senior Medical Transportation Grant allocated amount of \$42,000.00. Discussion. Chairperson Combs asked for a motion to

approve the JAMM Transit permission to apply for SODA Senior Medical Transportation Grant allocated amount of \$42,000.00. Betty Stephens so moved. Charolette Northcutt seconded the motion. Roll call vote; 11 yes and 0 no.

Emergency Solutions Grant Conflict of Interest was tabled – Dana Trent, Community Service Director said it was no longer needed.

Kathy Castleberry, Head Start Director, presented to the Board the Head Start Sub Part B: (1) Health Plans (2) Disabilities Plan (3) Mental Health Plan (4) Education Plan (5) Nutrition Plan (6) Curriculum Plan; there were no changes for 2016. Discussion. Chairperson Combs asked for a motion to approve the Head Start Sub Part B: (1) Health Plans (2) Disabilities Plan (3) Mental Health Plan (4) Education Plan (5) Nutrition Plan (6) Curriculum Plan. Betty Stephens so moved. Maren Turner seconded the motion. Roll call vote; 11 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board INCA Community Services Vision and Mission Statement. Discussion. Chairperson Combs asked for a motion to approve INCA Community Services Vision and Mission Statement. Charolette Northcutt so moved. Erin Lemons seconded the motion. Roll call vote; 11 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board INCA Community Services Cost Allocation Plan. Discussion. Chairperson Combs asked for a motion to approve INCA Community Services Cost Allocation Plan. Tara Huddleston so moved. Maren Turner seconded the motion. Roll call vote; 11 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board INCA Community Services Policies and Procedures – Criminal Reference Checks. Discussion. Chairperson Combs asked for a motion to approve INCA Community Services Policies and Procedures – Criminal Reference Checks . Charolette Northcutt so moved. Betty Stephens seconded the motion. Roll call vote; 11 yes and 0 no.

Erica Pogue, JAMM Transit Director, presented to the Board the JAMM Transit Job Descriptions. Discussion. Chairperson Combs asked for a motion to approve the JAMM Transit Job Descriptions. Betty Stephens so moved. Charolette Northcutt seconded the motion. Roll call vote; 11 yes and 0 no.

Amber Freeman, Communication and Outreach Coordinator, presented to the Board INCA Community Services Annual Report.

Board members reviewed and signed INCA Community services Board of Directors Code of Ethics, Confidentiality Statement and Conflict of Interest

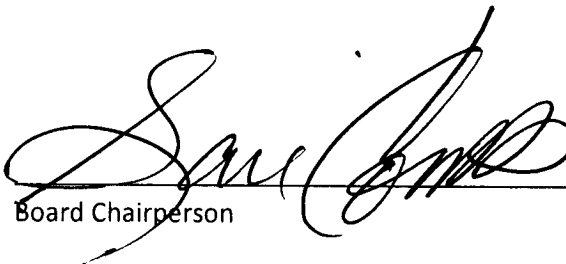
LaQuita Thornley reviewed highlights from Program Reports included in their packets.

Dana Trent, Community Services Director; Erica Pogue, Transit Director; Kathy Castleberry, Head Start Director, Mary Jo Massey, RSVP Director, reviewed their monthly reports with the Board.

Reports and handouts included in Board Packet: Board of Directors Roster; Minutes; Roll Call Votes; Financial Report; Bank of America Statements; Contract 16507 DOE 15 Budget Revision and Budget Modification; 2016 Oklahoma Asset Development Budget \$7,921.00; JAMM Transit State of Good Repairs FY 2012 ODOT \$473,515.00; JAMM Transit permission to apply for SODA Senior Medical Transportation Grant \$42,000.00; Emergency Solutions Grant OCnflct of

interest – INCA Employee; 2016 Head Start Sub Part B: (1) Health Plans (2) Disabilities Plan (3) Mental Health Plan (4) Education Plan (5) Nutrition Plan (6) Curriculum Plan; INCA Community Services Vision and Mission Statement; INCA Community Services Cost Allocation Plan; INCA Community Services Policies and Procedures – Criminal Reference Checks; JAMM Transportation Job Descriptions; INCA Community Services Annual Report; Program Reports; CAPTAIN Demographic Report; Oklahoma Department of Commerce Annual Monitoring Clearance Letter; Volunteer Income Tax Assistance (VITA) Monitoring clearance letters for Murray County site Review and Return Review; and the Head Start Award Letter from the Department of Health and Human Services.

Meeting Adjourned.



Board Chairperson