

INCA Community Services, Inc  
Board Meeting Minutes  
July 25, 2016

Betty Stephens, Vice Chairperson, called the meeting to order and asked for a roll call.

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

Absent: James Wallace, Sarilea Combs , Cathy Awalt and Mona Ozbirn

Staff in Attendance: Sue Ishmael, Dana Trent, Amber Freeman, Wanda Gray, JoAnn Barnes, LaQuita Thornley, Kathy Castleberry, Kristy Mobbs and Brenna Moore

Consultants in attendance: Lowell Wright

LaQuita Thornley, Executive Director, introduced Wanda Gray as INCA Community Services Retired Senior Volunteer Program (RSVP) new Program Director.

Vice Chairperson Stephens asked for a motion to approve the June 20, 2016 Board Minutes. Discussion. Vice Chairperson Stephens asked for a motion to approve minutes. Maren Turner so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 5 yes; 2 Abstain and 0 no.

Lowell Wright, Financial Consultant, reviewed the June 20, 2016 Financial Reports. Discussion. Vice Chairperson Stephens asked for a motion to approve the Financial Reports. Roy Wayne Blevins so moved. Erin Lemons seconded the motion. Roll call vote; 7 yes and 0 no.

LaQuita Thornley, Executive Director, presented a letter from the Tishomingo Church of the Nazarene recommending Kelly Strouse to the Board of Directors for the vacant Johnston County Selected Board Member. Vice Chairperson Stephens asked for a motion to approve the Tishomingo Church of the Nazarene recommending Kelly Strouse to the Board of Directors for the vacant Johnston County Selected Board Member. Roy Wayne Blevins so moved. Maren Turner seconded the motion. Roll call vote; 7 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board revised November 30, 2015 Board Minutes and November 30, 2015 Roll Call. Correction needed. Tara Huddleston attended the Board meeting and she should have been a non-voting interim Board Member since her term had expired. Vice Chairperson Stephens asked for a motion to approve the Board revised November 30, 2015 Board Minutes and November 30, 2015 Roll Call. Roy Wayne Blevins so moved. Erin Lemons seconded the motion. Roll call vote; 4 yes; 3 Abstain and 0 no.

Dana Trent, Community Services Director, presented to the Board the revised February 29, 2016 Board minutes to include INCA Community Services Vision, Mission statement and agencies programs and services align with INCA's Mission. Discussion. Vice Chairperson Stephens asked for a motion to approve the revised February 29, 2016 Board minutes to include INCA Community Services Vision, Mission statement and agencies programs and services align with INCA's Mission. Phillip Culbreath so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 7 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board approval to change the August Board of Directors Meeting from Monday, August 29 to Monday, August 22, 2016. Discussion. Vice Chairperson Stephens asked for a motion to approve to change the August Board of Directors Meeting from Monday, August 29 to Monday, August 22, 2016. Phillip Culbreath so moved. Jena Newman seconded the motion. Roll call vote; 7 yes and 0 no.

Erica Pogue, JAMM Transit Operations Director, presented to the Board Permission for JAMM Transit to apply for the Public Transit Revolving Fund grant through the Oklahoma Department of Transportation (ODOT) in the amount of \$144,288.00. Discussion. Vice Chairperson Stephens asked for a motion to approve Permission for JAMM Transit to apply for the Public Transit Revolving Fund grant through the Oklahoma Department of Transportation (ODOT) in the amount of \$144,288.00. Erin Lemons so moved. Jena Newman seconded the motion. Roll call vote; 7 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the Conflict of Interest Resolution – Emergency Solutions grant (ESG) Homeless funds to assist an INCA employee- Marshall County. Discussion. Vice Chairperson Stephens asked for a motion to approve the Conflict of Interest Resolution – Emergency Solutions grant (ESG) Homeless funds to assist an INCA employee- Marshall County. Phillip Culbreath so moved. Tara Huddleston seconded the motion. Roll call vote; 7 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the Rx for Oklahoma Budget in the amount of \$10,173.16. Discussion. Vice Chairperson Stephens asked for a motion to approve the Rx for Oklahoma Budget in the amount of \$10,173.16. Tara Huddleston so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 7 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board the 2016 Board of Directors Committee Members Roster. Discussion. Vice Chairman Stephens asked for a motion to accept the 2016 Board of Directors Committee Members Roster. Tara Huddleston so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 7 yes and 0 no.

Lowell Wright, Financial Consultant, presented to the Board INCA Community Services Revised Financial Policy Manual. Discussion. Vice Chairperson Stephens asked for a motion to approve INCA Community Services Revised Financial Policy Manual. Roy Wayne Blevins so moved. Jena Newman seconded the motion. Roll call vote; 7 yes and 0 no.

Lowell Wright, Financial Consultant, presented to the Board INCA Community Services Return of Organization Exempt From Income Tax (Form 990) Report. Discussion. Vice Chairperson Stephens asked for a motion to approve INCA Community Services Return of Organization Exempt From Income Tax (Form 990) Report. Jena Newman so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 7 yes and 0 no

LaQuita Thornley, Executive Director, presented to the Board INCA Community Services Policies and Procedures – Outside Employment; Whistleblower and Customer Satisfaction Survey System Policy. Discussion. Vice Chairman Stephens asked for a motion to approve INCA Community Services INCA Community Services Policies and Procedures – Outside Employment; Whistleblower and Customer Satisfaction Survey System Policy. Jena Newman so moved. Erin Lemons seconded the motion. Roll call vote; 7 yes and 0 no.

Presentation: Kristy Mobbs, Residential and Vocational Excellence (RAVE) Program Director

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

Brenna Moore, Human Resources Director; Dana Trent, Community Services Director; Erica Pogue, JAMM Transits Operations Director; Kathy Castleberry, Head Start Director; and Amber Freeman, Retired Senior Volunteer Program Coordinator, 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; Letter of recommendation for Kelley Strouse new Johnston County Board Member ; Revised November 30, 2015 Board minutes and Roll call; Revised February 29, 2016 Board Minutes; Permission for JAMM Transit to apply for the Public Transit Revolving Fund grant through the Oklahoma Department of Transportation (ODOT); Emergency Solutions Grant (ESG) Conflict of Interest; Rx for Oklahoma 2016 Budget; Board of Directors Committee Members Roster; INCA Community Services Return of Organization Exempt From Income Tax (Form 990) Report; INCA Community Services Revised Financial Policy Manual; INCA Community Services Policies and Procedures; INCA Community Services National Performance Indicators and CAPTAIN CSBG Demographic Report; INCA Community Services Logic Models; Oklahoma Housing Finance Agency (OHFA) On-site Monitoring letter for 1306 HOME 09 INCA LLC Apts; Oklahoma Housing Finance Agency (OHFA) Probationary Community Housing Development (CHDO) Recertification Letter; Oklahoma Housing Finance Agency (OHFA) HOME Application letter for New Construction – Duplexes in Marshall County; Head Start 2015-2016 Parent Survey Results; RAVE Customer Satisfaction Report; Email – Funding announcement for 2017; RSVP Customer Satisfaction Report; RSVP Quarterly News Letter and the INCA Informer Newsletter.

Meeting Adjourned.



Board Chairperson