

**INCA Community Services, Inc.**

**Board Meeting Minutes**

**January 25, 2016**

Charlotte Northcutt, Vice Chairperson, called the meeting to order and asked for a roll call.

Present: Betty Stephens, Mona Ozbirn, Erin Lemons, Cathy Awalt, Jena Newman, Maren Turner, Charlotte Northcutt, Roy Wayne Blevins, Tara Huddleston

Absent: Sarilea Combs, James Wallace and Cliff Ridgeway

Staff in Attendance: LaQuita Thornley, Dana Trent, Erica Pogue, Kathy Castleberry, Sue Ishmael, and Mary Jo Massey

Vice Chairperson Northcutt asked for a motion to approve the January 4, 2016 Board Minutes. Discussion. Vice Chairperson Northcutt asked for a motion to approve minutes Tara Huddleston so moved. Jena Newman seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, reviewed the December 31, 2015 Financial Reports. Discussion. Vice Chairperson Northcutt asked for a motion to approve the Financial Reports. Roy Wayne Blevins so moved. Erin Lemons seconded the motion. Roll call vote; 9 yes and 0 no.

Charlotte Northcutt, Vice Chairperson, read a letter from the Atoka County Commissioners recommending INCA to appoint Phillip Culbreath to the Board of Directors. Discussion. Vice Chairperson Northcutt asked for a motion to approve the recommendation letter for Phillip Culbreath to be appointed to the Board of Directors. Betty Stephens so moved. Jena Newman seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the RX for Oklahoma budget revision allocation amount of \$11,206.05. Discussion. Vice Chairperson Northcutt asked for a motion to approve the RX for Oklahoma budget revision allocation amount of \$11,206.05. Tara huddleston so moved. Betty Stephens seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented to the State Appropriated Funds Community Services Block Grant (SFA-CSBG) budget revision allocation amount of \$8,740.23. Discussion. Vice Chairperson Northcutt asked for a motion to approve the State Appropriated Funds Community Services Block Grant (SFA-CSBG) budget revision allocation amount of \$8,740.23. Jena Newman so moved. Betty Stephens seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented to the State Appropriated Funds Head Start (SFA-HS) budget revision allocation amount of \$50,428.48. Discussion. Vice Chairperson Northcutt asked for a motion to approve the State Appropriated Funds Head Start (SFA-HS) budget revision allocation amount of \$50,428.48. Jena Newman so moved. Erin Lemons seconded the motion. Roll call vote; 9 yes and 0 no.

Mary Jo Massey, RSVP Director, presented the RSVP 2016 CNCS Grant Application Budget allocation amount \$40,000.00. Discussion. Vice Chairperson Northcutt asked for a motion to approve the RSVP 2016 CNCS Grant Application Budget

allocation amount \$40,000.00. Roy Wayne Blevins so moved. Maren Turner seconded the motion. Roll call vote; 9 yes and 0 no.

Erica Pogue, JAMM Transit Operations Manager, presented to the Board the Request for bid on Solicitation #16013887-TANF Contract for Murray County. Discussion. Vice Chairperson Northcutt asked for a motion to approve the Request for bid on Solicitation #16013887- Temporary Assistance for Needy Families (TANF) Contract for Murray County. Betty Stephens so moved. Mona Ozbirn seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board the RAVE Child Placement Policies revisions. Discussion. Vice Chairperson Northcutt asked for a motion to approve the RAVE Child Placement Policies revisions. Maren Turner so moved. Betty Stephens seconded the motion. Roll call vote; 9 yes and 0 no.

Kathy Castleberry, Head Start Director, presented to the Board the Head Start (a) Sub Part D Plan (b) Policy Council By-Laws (c) Transportation Plan (d) Professional Plan; there were no changes for 2016. Discussion. Vice Chairperson Northcutt asked for a motion to approve the Head Start (a) Sub Part D Plan (b) Policy Council By-Laws (c) Transportation Plan (d) Professional Plans. Cathy Awalt so moved. Betty Stephens seconded the motion. Roll call vote; 9 yes and 0 no.

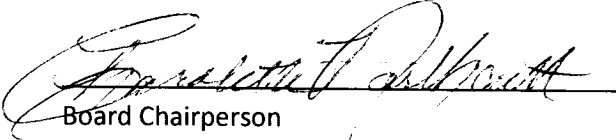
Training – LaQuita Thornley, Executive Director, presented a power point presentation reviewing the duties and responsibilities of each of the board committees and who served on each of the committees. She also reviewed the current assignment of committees.

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

Dana Trent, Community Services Director; Erica Pogue, Transit Operations Manager; 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; Letter of recommendation to appoint Phillip Culbreath; RX for Oklahoma Budget Revision allocation amount \$11,206.05; State Appropriated Funds Community Service Bock Grant (SAF-CSBG) Budget Revision allocation amount \$8,740.23; State Appropriated Funds Head Start (SAF-HS) Budget Revision allocation amount \$50,428.48; RSVP 2016 CNCS Budget allocation amount \$40,000.00; JAMM Transportation Solicitation #16013887 – Temporary Assistance for Needy Families (TANF) Contract – Murray County; RAVE Child Placement Policies revisions; Head Start (a) Sub Part D Plan (b) Policy Council By-Laws (c) Transportation Plan (d) Professional Plans; Volunteer Income Tax Assistance Flyer; Board Officer and Committee Members Responsibilities Roster and Power Point and the INCA Informer Newsletter.

Meeting Adjourned.

  
Board Chairperson