

INCA Community Services, Inc  
Board Meeting Minutes  
August 22, 2016

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

Present: Cathy Awalt; Maren Turner; Mona Ozbirn; Erin Lemons; Kelly Strouse; Betty Stephens; James Wallace; Phillip Culbreath; Jena Newman and Sarilea Combs.

Absent: Tara Huddleston and Roy Wayne Blevins

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

Consultants in attendance: Lowell Wright

Sarilea Combs, Chairperson, welcomed new board member Kelly Strouse, Johnston County Selected Board Member.

Chairperson Combs asked for a motion to approve the July 25, 2016 Board Minutes. Discussion. Chairperson Combs asked for a motion to approve minutes. Phillip Culbreath so moved. Erin Lemons seconded the motion. Roll call vote; 10 yes and 0 no.

Lowell Wright, Financial Consultant, reviewed the July 31, 2016 Financial Reports. Discussion. Chairperson Combs asked for a motion to approve the Financial Reports. Maren Turner so moved. Erin Lemons seconded the motion. Roll call vote; 10 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the Navigator Budget Revision in the amount of \$29,000.00. Discussion. Chairperson Combs asked for a motion to approve the Navigator Budget Revision in the amount of \$29,000.00. Betty Stephens so moved. Cathy Awalt seconded the motion. Roll call vote; 10 yes and 0 no.

LaQuita Thornley, Executive Director, presented to Board the Retired Senior Volunteer Program (RSVP) One-Time Augmentation in the amount of \$3,500.00. Discussion. Chairperson Combs asked for a motion to approve the Retired Senior Volunteer Program (RSVP) One-Time Augmentation in the amount of \$3,500.00. Phillip Culbreath so moved. James Wallace seconded the motion. Roll call vote; 10 yes and 0 no.

Kathy Castleberry, Head Start Director, presented to the Board Permission to apply for 2017-2018 Head Start Grant No. 06CH7176-Continuing Grant Year three of five years in the amount of \$2,265,133.00. Discussion. Chairperson Combs asked for a motion to approve the Permission to apply for 2017-2018 Head Start Grant No. 06CH7176-Continuing Grant Year three of five years in the amount of \$2,265,133.00. Maren Turner so moved. Erin Lemons seconded the motion. Roll call vote; 10 yes and 0 no.

LaQuita Thornley, Executive Director, presented to Board INCA Community Services Overall Policies and Procedures Review. Discussion. Chairperson Combs asked for a motion to approve INCA Community Services Overall Policies and Procedures Review. Mona Ozbirn so moved. Maren Turner seconded the motion. Roll call vote; 10 yes and 0 no.

Presentation: Dana Trent, Community Services Director, presented the Housing/Weatherization Program.

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


Dana Trent, Community Services Director, reviewed the 2015 Weatherization Customer Satisfaction Survey

Kathy Castleberry, Head Start Director, reviewed the Head Start Administration for Children & Families Office Contact information and the Head Start Cost of Living Adjustment (COLA) approval letter for funding year 2016.

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 Revision; RSVP One-Time Augmentation grant; Head Start 2017-2018 Grant; INCA Community Services Overall Policies and Procedures; National Performance Indicators and CAPTAIN CSBG Demographic Report, INCA's ROMA Logic Model Report; Clearance letter from the US Department of Labor; Monitoring Letter from the Oklahoma Department of Commerce (ODOC); Monitoring letter from the Oklahoma Department of Commerce (ODOC) on Organizational Standards; Monitoring letter from the Oklahoma Department of Commerce (ODOC) for Emergency Solutions Grant (ESG); Monitoring letter from the Oklahoma Department of Commerce (ODOC) regarding the Department of Energy (DOE) Weatherization monitoring; Weatherization 2015 Customer Satisfaction Survey; Letter from the Administration for Children & Families – Contact information; Approval letter for the 2016 Head Start Cost of Living Adjustment (COLA).

Meeting Adjourned.

  
Board Acting Chair