

INCA Community Services, Inc
Board Meeting Minutes
June 20, 2016

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

Present: Cathy Walt; Jena Newman; Betty Stephens; James Wallace; Maren Turner; Sarilea Combs and Roy Wayne Blevins.

Absent: Tara Huddleston; Phillip Culbreath; Erin Lemons and Mona Ozbirn

Staff in Attendance: JoAnn Barnes; Sue Ishmael; LaQuita Thornley; Erica Pogue and Brenna Moore

Consultants in attendance: Lowell Wright

Chairperson Combs asked for a motion to approve the May 31, 2016 Board Minutes. Discussion. Chairperson Combs asked for a motion to approve minutes. Roy Wayne Blevins so moved. Jena Newman seconded the motion. Roll call vote; 7 yes and 0 no.

Lowell Wright, Financial Consultant, reviewed the May 31, 2016 Financial Reports. Discussion. Chairperson Combs asked for a motion to approve the Financial Reports. Betty Stephens so moved. Jena Newman seconded the motion. Roll call vote; 7 yes and 0 no.

Gary Saunders, Saunders & Associates, PLLC, presented Draft Report on Audit of Financial Statements and Supplemental Information for the Year Ended January 31, 2016. Discussion. Chairperson Combs asked for a motion to approve the Draft Report on Audit of Financial Statements and Supplemental Information for the Year Ended January 31, 2016. Roy Wayne Blevins so moved. Maren Turner seconded the motion. Roll call vote; 7 yes and 0 no.

LaQuita Thornley, Executive Director presented to the Board the 1.8% Cost of Living Appropriation for Head Start. Discussion. Chairperson Combs asked for a motion to approve the 1.8% Cost of Living Appropriation for Head Start. Cathy Awalt so moved. Betty Stephens seconded the motion. Roll call vote; 7 yes and 0 no.

Presentation: Erica Pogue, JAMM Transit Operations Director, presented the Results Oriented Management and Accountability (ROMA) Training.

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

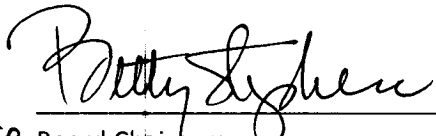
Erica Pogue, presented the customer satisfaction survey result report.

Brenna Moore, Human Resources Director; Erica Pogue, JAMM Transits Operations Manager; Kathy Castleberry, Head Start 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; Draft Audit of Financial and Supplemental Information for the Year Ended January 31, 2016; National Performance Indicators and CAPTAIN CSBG Demographic

Report, INCA's ROMA Logic Model Report; Letter from the Oklahoma Department of Commerce (ODOC) 2016 Monitoring visit; Letter from the Oklahoma Department of Commerce (ODOC) – Contract 16507 DOE 15 – Lunte Quality Assurance Report; Volunteer Income Tax Assistance (VITA) Customer Satisfaction Survey Results; The Oklahoma Housing Finance Agency (OHFA) Monitoring Letter; Head Start Program Information Review – Health Section and the INCA Informer Newsletter.

Meeting Adjourned.


Vice Board Chairperson