

INCA Community Services, Inc  
Board Meeting Minutes  
November 28, 2016

Erin Lemons, Acting Chair, called the meeting to order and roll call. Present: Phillip Culbreath; Erin Lemons; James Wallace; Maren Turner; Kelly Strouse; Cathy Awalt; Jena Newman; Roy Wayne Blevins and Tara Huddleston. Absent: Mona Ozbirn and Betty Stephens

Staff in Attendance: Sue Ishmael; LaQuita Thornley; Wanda Gray; Amber Freeman; JoAnn Barnes; Dana Trent and Erica Pogue. Consultants in attendance: Lowell Wright Policy Council Liaison: Beth White

LaQuita Thornley, Executive Director, welcomed Beth White, Head Start Policy Council Representative, to INCA's Board of Directors Meeting.

Erin Lemons, Acting Chair, called the meeting to order and roll call. Roll call: 9 present and 2 absent. Quorum was established.

Acting Chair Lemons asked for a motion to approve the October 31, 2016 Board Minutes. Discussion. Acting Chair Lemons asked for a motion to approve the October 31, 2016 Board Minutes. Roy Wayne Blevins so moved. Tara Huddleston seconded the motion. Roll call vote; 9 yes and 0 no.

Lowell Wright, Financial Consultant, reviewed the October 31, 2016 Financial Reports. Discussion. Acting Chair Lemons asked for a motion to approve the October 31, 2016 Financial Reports. Phillip Culbreath so moved. Tara Huddleston seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, read a letter from Atoka County INCA Office on the election of Atoka County Low Income Board Member, Victor Cook. Acting Chair Lemons asked for a motion to approve Victor Cook, Low Income Board Member for Atoka County. Phillip Culbreath so moved. James Wallace seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board Contract #16539 ESG 15 Budget Modification. Discussion. Acting Chair Lemons asked for a motion to approve Contract #16539 ESG 15 Budget Modification. Tara Huddleston so moved. Cathy Awalt seconded the motion. Roll call vote; 9 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the Department of Human Services (DHS) Low Income Housing Energy Assistance Program (LIHEAP) Weatherization Budget in the amount of \$57,200.00. Discussion. Acting Chair Lemons asked for a motion to approve the Department of Human Services (DHS) Low Income Housing Energy Assistance Program (LIHEAP) Weatherization Budget in the amount of \$57,200.00. Phillip Culbreath so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, presented to Board INCA's Board of Directors, Board of Directors Finance Committee and Community Housing Development Organization (CHDO) Meetings for 2017. Discussion. Acting Chair Lemons asked for a motion to approve INCA's Board of Directors, Board of

Directors Finance Committee and Community Housing Development Organization (CHDO) Meetings for 2017. Roy Wayne Blevins so moved. Kelly Strouse seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley, Executive Director, presented to Board INCA Community Services Holidays for 2017. Discussion. Acting Chair Lemons asked for a motion to approve INCA Community Services Holidays for 2017. Phillip Culbreath so moved. Tara Huddleston seconded the motion. Roll call vote; 9 yes and 0 no.

Presentation: Erica Pogue, JAMM Transportation Operations Director presented the annual report for JAMM Transit Program.

Amber Freemam, Communication and Outreach Director, presented the results SWOT (Strength, Weakness, Opportunity and Threats) work session and brought the Board up-to-date on the Strategic Plan Process.

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.

LaQuita Thornley, Executive Director, announced that the December Board meeting will be held on Tuesday, December 27, 2016.

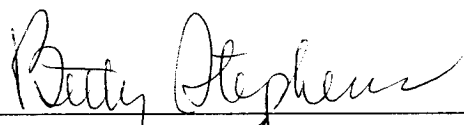
Dana Trent, Community Services Director, reviewed the DHS LIHEAP Weatherization Award Letter and the USDA Rural Development Clearance letter on INCA LLC Apartments.

Wanda Gray, RSVP Director, reviewed RSVP Highlights.

Erica Pogue, JAMM Transportation Operations Director, reviewed JAMM Transit Customer Satisfaction Surveys.

Reports and handouts included in Board Packet: Board of Directors Roster; Minutes; Roll Call Votes; Financial Report; Bank of America Statements; Emergency Solutions Grant (ESG) 2016 Budget Modification; Department of Human Services LIHEAP Budget; INCA's Board of Directors, Board of Directors Finance Committee and Community Housing Development Organization (CHDO) meetings for 2017; INCA Community Services Holidays for 2017; National Performance Indicators and CAPTAIN CSBG Demographic Report, INCA's ROMA Logic Model Report; Oklahoma Department of Commerce (ODOC) DHS LIHEAP Award Letter; USDA Monitoring Clearance Letter and JAMM Transit Customer Satisfaction Surveys.

Meeting Adjourned.

  
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Board Acting Chair  
