

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

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

Present: Phillip Culbreath, Mona Ozbirn, James Wallace, Jena Newman, Sarilea Combs, Roy Wayne Blevins, Maren Turner and Erin Lemons.

Absent: Charolette Northcutt , Betty Stephens, Tara Huddleston and Cathy Walt

Staff in Attendance: LaQuita Thornley, Dana Trent, Amber Freeman, Mary Jo Massey, JoAnn Barnes, Sue Ishmael, Kathy Castleberry, Erica Pogue and Brenna Moore

Consultants in attendance: Lowell Wright

Chairperson Combs asked for a motion to approve the February 29, 2016 Board Minutes. Discussion. Chairperson Combs asked for a motion to approve minutes. Phillip Culbreath so moved. James Wallace seconded the motion. Roll call vote; 8 yes and 0 no.

Lowell Wright, Financial Consultant, reviewed the February 29, 2016 Financial Reports. Discussion. Chairperson Combs asked for a motion to approve the Financial Reports. Roy Wayne Blevins so moved. Erin Lemons seconded the motion. Roll call vote; 8 yes and 0 no.

Mary Jo Massey, RSVP Director, presented a recognition plaque to Roy Wayne Blevins, Johnston County Commissioners, for the volunteer hours provided to the Retired Senior Volunteer Program (RSVP).

Amber Freeman, RSVP Coordinator, presented to the Board the 2016 United Way Grant Budget in the amount of \$12,645.00. Discussion. Chairperson Combs asked for a motion to approve the 2016 United Way Grant Budget in the amount of \$12,645.00. Erin Lemons so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 8 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board a request to change the June Board Meeting from Monday, June 27, 2016 to Monday, June 20, 2016. Discussion. Chairman Combs asked for a motion to approve changing the June Board Meeting from Monday, June 27, 2016 to Monday, June 20, 2016. Maren Turner so moved. James Wallace seconded the motion. Roll call vote; 8 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board the CSBG State Appropriated Funds Contract # CAA-2016-INCA CAA-00103 Budget Revision in the amount of \$8,379.81. Discussion. Chairman Combs asked for a motion to approve the CSBG State Appropriated Funds Contract # CAA-2016-INCA CAA-00103 Budget Revision in the amount of \$8,379.81. Phillip Culbreath so moved. Roy Wayne Blevins so moved. Roll call vote; 8 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board the CSBG Head Start State Appropriated Funds Contract # CAAHS-2016-INCA CAA-00106 Budget Revision in the amount of \$48,348.96. Discussion. Chairman Combs asked for a motion to approve the CSBG Head Start State Appropriated

Funds Contract # CAAHS-2016-INCA CAA-00106 Budget Revision in the amount of \$48,348.96. Mona Ozbirn so moved. Maren Turner so moved. Roll call vote; 8 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the Rx for Oklahoma Budget Revision in the amount of \$10,421.62. Discussion. Chairperson Combs asked for a motion to approve the Rx for Oklahoma Budget Revision in the amount of \$10,421.62. Roy Wayne Blevins so moved. Maren Turner seconded the motion. Roll call vote; 8 yes and 0 no.

Erica Pogue, JAMM Transit Operations Manager, presented to the Board the Personnel Policy and Procedures (1) Facilities Maintenance and repair Policy (2) Vehicle Maintenance Policy (3) Social Media Policy (4) Internet Policy (5) Driving Policy. Discussion. Chairperson Combs asked for a motion to approve the Personnel Policy and Procedures (1) Facilities Maintenance and repair Policy (2) Vehicle Maintenance Policy (3) Social Media Policy (4) Internet Policy (5) Driving Policy. Phillip Culbreath so moved. Erin Lemons seconded the motion. Roll call vote; 8 yes and 0 no.

INCA Community Services Action Plan was tabled.

Lowell Wright, Financial Consultant, presented to the Board INCA Community Services Agency Wide Budget. Discussion. Chairperson Combs asked for a motion to approve INCA Community Services Agency Wide Budget. Roy Wayne Blevins so moved. James Wallace seconded the motion. Roll call vote; 8 yes and 0 no.

Kathy Castleberry, Head Start Director, presented to the Board the 2016 Head Start Plans: (1) Part 1305 – Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) in Head Start (2) Transition Plan (3) Child Abuse Policy – No changes made for 2016. Discussion. Chairperson Combs asked for a motion to approve the 2016 Head Start Plans: (1) Part 1305 – Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) in Head Start (2) Transition Plan (3) Child Abuse Policy – No changes made for 2016. Roy Wayne Blevins so moved. Erin Lemons seconded the motion. Roll call vote; 8 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board INCA LLC Apartments Fair Housing Proclamation. Discussion. Chairperson Combs asked for a motion to approve INCA LLC Apartments Fair Housing Proclamation. Phillip Culbreath so moved. Maren Turner seconded the motion. Roll call vote; 8 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board INCA Community Services Fair Housing Proclamation. Discussion. Chairperson Combs asked for a motion to approve INCA Community Services Fair Housing Proclamation. Erin Lemons so moved. Jena Newman seconded the motion. Roll call vote; 8 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the Resolution for the Formal process for low-income beneficiaries to advice the Community Housing development Organization (CHDO). Discussion. Chairperson Combs asked for a motion to approve the Resolution for the Formal process for low-income beneficiaries to advice the Community Housing development Organization (CHDO). Jena Newman so moved. Maren Turner seconded the motion. Roll call vote; 8 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the Resolution for the Formal process for low-income homeless or formerly homeless beneficiaries to advise INCA Community Services. Discussion. Chairperson Combs asked for a motion to approve the Resolution for the Formal process for low-income homeless or formerly homeless beneficiaries to advise INCA Community Services. Phillip Culbreath so moved. Erin Lemons seconded the motion. Roll call vote; 8 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board INCA Community Services Section 3 Compliance Plan. Discussion. Chairperson Combs asked for a motion to approve INCA Community Services Section 3 Compliance Plan. Roy Wayne Blevins so moved. James Wallace seconded the motion. Roll call vote; 8 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the USDA Housing Preservation Grant Funds (HPG) Resolution . Discussion. Chairperson Combs asked for a motion to approve the USDA Housing Preservation Grant Funds (HPG) Resolution. Jena Newman so moved. Erin Lemons seconded the motion. Roll call vote; 8 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board INCA Community Services Tenant Participation Plan. Discussion. Chairperson Combs asked for a motion to approve INCA Community Services Tenant Participation Plan. Erin Lemons so moved. Maren Turner seconded the motion. Roll call vote; 8 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board INCA Community Services Affirmative Fair Market Housing Plan and Resolution. Discussion. Chairperson Combs asked for a motion to approve INCA Community Services Affirmative Fair Market Housing Plan and Resolution. Roy Wayne Blevins so moved. James Wallace seconded the motion. Roll call vote; 8 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board INCA Community Services Utilization Minority Business Plan Resolution. Discussion. Chairperson Combs asked for a motion to approve INCA Community Services Utilization Minority Business Plan Resolution. Erin Lemons so moved. Mona Ozbirn seconded the motion. Roll call vote; 8 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board INCA Community Services Housing Conflict of Interest Grievance Procedures. Discussion. Chairperson Combs asked for a motion to approve INCA Community Services Housing Conflict of Interest Grievance Procedures. Phillip Culbreath so moved. Jena Newman seconded the motion. Roll call vote; 8 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board, RAVE Job Descriptions. Discussion. Chairman Combs asked for a motion to approve the RAVE Job Descriptions. Erin Lemons so moved. Jena Newman seconded the motion. Roll call vote; 8 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board INCA Community Services Community Housing Development Organization (CHDO) Conflict of Interest Affidavit. Discussion. Chairperson Combs asked for a motion to approve INCA Community Services Community Housing Development

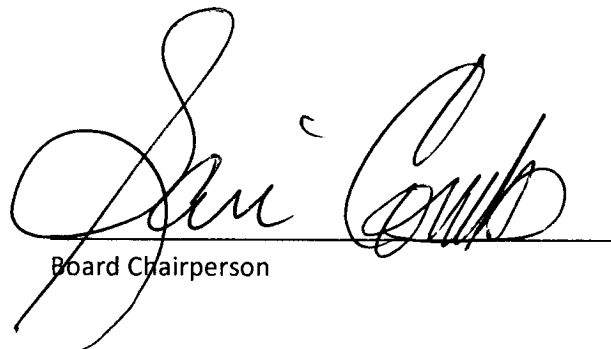
Organization (CHDO) Conflict of Interest Affidavit. Phillip Culbreath so moved. Maren Turner seconded the motion. Roll call vote; 8 yes and 0 no.

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 Manager; Kathy Castleberry, Housing Director; and Mary Jo Massey, Retired Senior Volunteer Program 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; RSVP 2016 United Way Grant Funds; Request to change June Meeting Date; CSBG State Appropriated Funds Budget Revision; CSBG Head Start State Appropriated Funds Budget Revision; Rx for Oklahoma Budget Revision; INCA Community Services Policies and Procedures (1) Facilities Maintenance and Repair Policy (2) Vehicle Maintenance Policy (3) Social Media Policy (4) Social Media Policy (5) Driving Policy; INCA Community Services Agency Wide Budget; 2016 Head Start Plans: (1) Part 1305-Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) in Head Start (2) Transition Plan (3) Child Abuse Policy; INCA LLC Apartments Fair Housing Proclamation; INCA Community Services Fair Housing Proclamation; Resolution: Formal process for low-income beneficiaries to advise the Community Housing Development Organization (CHDO); Resolution: Formal process for low-income homeless or formerly homeless beneficiaries to advise INCA Community Services; INCA Community Services Section 3 Compliance Plan; Resolution: USDA Housing Preservation grant (HPG) Funds; INCA's Tenant Participation Plan; INCA's Affirmative Fair Market Housing Plan and Resolution; INCA Community Services Utilization Minority Business Plan Resolution; INCA's Housing Conflict of Interest Grievance Procedures; RAVE Job Descriptions; Community Housing Development Organization (CHDO) Conflict of Interest; March 2016 Program Reports; CAPTAIN CSBG National Performance Indicators and Demographic Report; Sunset Project Funds ESG 10 Monitoring Clearance Letter; Volunteer Income Tax Assistance (VITA) Monitoring Clearance Letter – Johnston County Site Review; SCBG State Appropriated Head Start Letter of Budget Cuts; RSVP Newsletter and the INCA Informer Newsletter.

Meeting Adjourned.



Board Chairperson