

INCA Community Services, Inc  
Board Meeting Minutes  
April 27, 2015

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

Present: Cliff Ridgway, Sarilea Combs, Roy Wayne Blevins, Charolette Northcutt, Maren Turner, Erin Lemons, Cathy Awalt, James Wallace and Mona Ozbirn

Absent: Tara Huddleston, Sallianne Milford and Betty Stephens

Staff in Attendance: LaQuita Thornley, Shelley Prince, Dana Trent, Jo Ann Barnes, Mary Jo Massey, Kristi Shivers, Jane Allen and Kathy Castleberry

Consultants in attendance: Lowell Wright

LaQuita Thornley, Executive Director, presented a power point presentation on Committee Responsibilities. (see attached)

Chairperson Combs, reviewed with the Board the appointments of the Committees as follows:

Executive Committee: Sarilea Combs, Charolette Northcutt, Betty Stephens, Sallianne Milford and LaQuita Thornley, Executive Director.

Governance Committee: Betty Stephens, Erin Lemons, Tara Huddleston, Sallianne Milford, Shelley Prince, Executive Secretary.

Finance Committee: Roy Wayne Blevins, Charolette Northcutt, Betty Stephens, Sallianne Milford, Mona Ozbirn, Lowell Wright, Financial Consultant, and Jo Ann Barnes, Senior Bookkeeper.

Human Rights Committee: Cliff Ridgway, Mona Ozbirn, Cathy Awalt, Maren Turner, James Wallace, Erica Pogue, Equal Opportunities Officer, Brenna Moore, Human Resource Director.

Grievance Committee: James Wallace, Maren Turner, Tara Huddleston, Erin Lemons, Cliff Ridgway, Brenna Moore, Human Resource Director.

Planning/By-Laws Committee: Charolette Northcutt, Roy Wayne Blevins, Mona Ozbirn, Betty Stephens, Cathy Awalt, and James Thornley, Legal Council.

Chairperson Combs asked for a motion to approve the March 30, 2015 Board Minutes. Roy Wayne Blevins so moved. Charolette Northcutt seconded the motion. Roll call vote; 9 yes and 0 no.

Lowell Wright, Financial Consultant, reviewed the March 31, 2015 Financial Reports. Discussion. Chairperson Combs asked for a motion to approve the Financial Reports. Cliff Ridgway so moved. James Wallace seconded the motion. Roll call vote; 9 yes and 0 no.

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LaQuita Thornley, Executive Director, presented to the Board the Budget Revision for 16172 DOE 14 in the amount of \$46,444.23. Discussion. Chairperson Combs asked for a motion to approve the Budget Revision. Maren Turner so moved. Charolette Northcutt seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley presented to the Board the Budget Revision for 16185 DHS 14 in the amount of \$34,284.00. Discussion. Chairperson Combs asked for a motion to approve the Budget Revision. Erin Lemons so moved. Charolette Northcutt seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley presented to the Board the Budget Revision for RX for Oklahoma in the amount of \$11,951.03. Discussion. Chairperson Combs asked for a motion to approve the Budget Revision. Charolette Northcutt so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley presented to the Board the following on Fair Housing: INCA Limited Liability Company (LLC) Fair Housing Proclamation; INCA Community Service-Fair Housing Proclamation; Tenant Participation Plan/Resolution; Section 3 Compliance Plan; INCA Utilization Minority Business Plan Resolution; INCA Affirmative Fair Housing Marketing Plan Resolution; INCA Housing Conflict of Interest Grievance Procedure; Formal process for homeless or formerly homeless beneficiaries to advise INCA-Resolution. Chairperson Combs asked for a motion to approve the Fair Housing documents. Roy Wayne Blevins so moved. Charolette Northcutt seconded the motion. Roll call vote; 9 yes and 0 no.

Head Start plans were presented to the Board as follows: Jane Allen presented Head Start Health Plan, Head Start disability Plan and the Mental Health Plan. Kristi Shivers presented the Head Start Health Plan. Kathy Castleberry, Head Start Director, presented the Head Start Nutrition Plan. Discussion. Chairperson Combs asked for a motion to approve the Head Start plans. Cathy Awalt so moved. James Wallace seconded the motion. Roll call vote; 9 yes and 0 no.

Kathy Castleberry presented to the Board the INCA Head Start Policy Council By-Law Revision. Discussion. Chairperson Combs asked for a motion to approve the INCA Head Start Policy Council By-Law. Maren Turner so moved. Erin Lemons seconded the motion. Roll call vote; 9 yes and 0 no.

LaQuita Thornley presented the following job descriptions to the Board: Summer Assistant-Facilities; Summer Assistant-Nutrition Administrative; Summer Assistant- Inventory/Bookkeeping; Summer Assistant-ERSEA; Summer Assistant-Education & Health; and Executive Director. Discussion. Chairperson Combs asked for a motion to approve the job descriptions. Charolette Northcutt so moved. Maren Turner seconded the motion. Roll call vote; 9 yes and 0 no.

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

Kathy Castleberry, Head Start Director; Erica Pogue, Transit Operations Manager; Brenna Moore, Human Resource Director; Mary Jo Massey, RSVP Director, and Dana Trent, Housing Director reviewed their monthly reports with the Board.

Charolette Northcutt moved to go into Executive Session, Roy Wayne seconded. Roll call vote; 9 yes and 0 no.

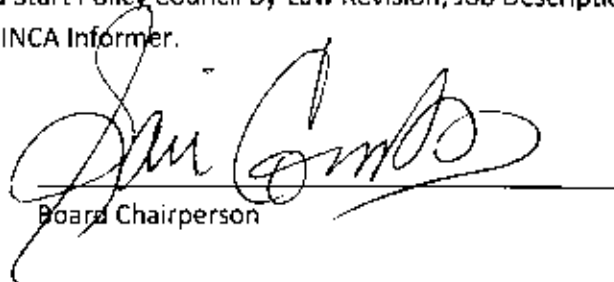
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Charolette Northcutt moved to return to the meeting, Roy Wayne Blevins seconded. Roll call vote; 9 yes 0 no. Chairperson, Sarilea Combs announced the board had met and reached a consensus of the annual evaluation of the Executive Director. The evaluation and compensation was shared with the Executive Director.

Cliff Ridgeway, moved to adjourn, Mona Ozbrin seconded. Roll call vote: 9 yes 0 no.

Meeting adjourned .

Reports and handouts included in Board Packet: Committee List; Financial Report; DOE Budget; DHS Budget; RX Budget; ESG Budget; INCA Limited Liability Company Fair Housing Proclamation; INCA Community Service Fair Housing Proclamation; Tenant Participation Plan/Resolution; Section 3 Compliance Plan; INCA Utilization Minority Business Plan Resolution; INCA Affirmative Fair Housing Marketing Plan Resolution; INCA Housing Conflict of Interest Grievance Procedure; Formal process for homeless or formerly homeless beneficiaries to advice INCA Resolution; Head Start Health Plan; Head Start Disability Plan; Head Start Mental Health Plan; Head Start Education Plan; Head Start Nutrition Plan; Head Start Transportation Waiver; Head Start Policy Council By-Law Revision; Job Descriptions; Agency Program Reports; Annual Report and INCA Informer.



Board Chairperson

April 27, 2015 Page 1 of 2	Approve: March 30, 2015 Minutes		Approve: March 31, 2015 Financial Report		Approve: DOE Budget Revision		Approve: DHS Budget Revision	
	YES	NO	YES	NO	YES	NO	YES	NO
Cliff Ridgeway	P	X	X		X		X	
Tara Huddleston	A							
Sarilea Combs	P	X	X		X		X	
Roy Wayne Blevins	P	X	X		X		X	
Charolette Northcutt	P	X	X		X		X	
Maren Turner	P	X	X		X		X	
Erin Lemons	P	X	X		X		X	
Sallianne Milford	A							
Cathy Awalt	P	X	X		X		X	
Betty Stephens	A							
James Wallace	P	X	X		X		X	
Mona Ozbirn	P	X	X		X		X	

April 27, 2015 Page 1 of 2	Approve: RX Budget Revision		Approve: ESG Budget		Approve: Fair Housing		Approve: Head Start Plans	
	YES	NO	YES	NO	YES	NO	YES	NO
Cliff Ridgeway	P	X	X		X		X	
Tara Huddleston	A							
Sarilea Combs	P	X	X		X		X	
Roy Wayne Blevins	P	X	X		X		X	
Charolette Northcutt	P	X	X		X		X	
Maren Turner	P	X	X		X		X	
Erin Lemons	P	X	X		X		X	
Sallianne Milford	A							
Cathy Awalt	P	X	X		X		X	
Betty Stephens	A							
James Wallace	P	X	X		X		X	
Mona Ozbirn	P	X	X		X		X	

April 27, 2015 Page 2 of 2	Approve: HS Transportation Waiver		Approve: HS Policy Council By-Law Revision		Approve: Job Descriptions		Approve: Executive Director Evaluation	
	YES	NO	YES	NO	YES	NO	YES	NO
Cliff Ridgeway	P	X			X		X	
Tara Huddleston	A							
Sarilea Combs	P	X	X		X		X	
Roy Wayne Blevins	P	X	X		X		X	
Charollette Northcutt	P	X	X		X		X	
Maren Turner	P	X	X		X		X	
Erin Lemons	P	X	X		X		X	
Sallianne Milford	A							
Cathy Awalt	P	X	X		X		X	
Betty Stephens	A							
James Wallace	P	X	X		X		X	
Mona Ozbirn	P	X	X		X		X	

April 27, 2015 Page 2 of 2	Approve: Adjourn	
	YES	NO
Cliff Ridgeway	P	X
Tara Huddleston	A	
Sarilea Combs	P	X
Roy Wayne Blevins	P	X
Charollette Northcutt	P	X
Maren Turner	P	X
Erin Lemons	P	X
Sallianne Milford	A	
Cathy Awalt	P	X
Betty Stephens	A	
James Wallace	P	X
Mona Ozbirn	P	X