

INCA Community Services, Inc
Board Meeting Minutes
May 31, 2016

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

Present: Roy Wayne Blevins, Phillip Culbreath, Mona Ozbirn, Maren Turner, Betty Stephens, Cathy Awalt, Jena Newman, Sari lea Combs, Erin Lemons and Tara Huddleston.

Absent: James Wallace

Staff in Attendance: JoAnn Barnes, Dana Trent, Kathy Castleberry, Sue Ishmael, LEEANNE REICHERT, Kristy Shivers, LaQuita Thornley, Erica Pogue and Brenna Moore

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

LaQuita Thornley, Executive Director, reviewed the April 30, 2016 Financial Reports. Discussion. Chairperson Combs asked for a motion to approve the Financial Reports. Betty Stephens so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 10 yes and 0 no.

Sarilea Combs, Board Chairman, requested nominations to fill the Board of Directors Vice Chairman position. Roy Wayne Blevins nominated Betty Stephens. There were no other nominations. Discussion. Chairperson Combs asked for a motion to approve the nomination for Betty Stephens to serve as Vice Chairman of the Board of Directors. Roy Wayne Blevins so moved. Maren Turner seconded the motion. Roll call vote; 10 yes and 0 no.

Dana Trent, Community Services Director, presented to the Board the 2016 Emergency Solutions Grant (ESG) in the amount of \$100,000.00 plus \$140,400 in Match funds for a total of \$240,400.00. Discussion. Chairperson Combs asked for a motion to approve the 2016 Emergency Solutions Grant (ESG) in the amount of \$100,000.00 plus \$140,400 in Match funds for a total of \$240,400.00. Phillip Culbreath 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 2015 Community Services Block Grant (CSBG) Budget Revision in the amount of \$155,989.00. Discussion. Chairperson Combs asked for a motion to approve Contract the 2015 Community Services Block Grant (CSBG) Budget Revision in the amount of \$155,989.00. Roy Wayne Blevins so moved. Maren Turner seconded the motion. Roll call vote; 10 yes and 0 no.

LaQuita Thornley, Executive Director, presented to the Board the 2016 Community Services Block Grant (CSBG) Budget Revision. Discussion. Chairman Combs asked for a motion to the 2016 Community Services Block Grant (CSBG) Budget Revision. Cathy Awalt so moved. Erin Lemons seconded the motion. Roll call vote; 10 yes and 0 no.

Kathy Castleberry, Head Start Director, presented to the Board the 2016-2017 Head Start On-going Monitoring Plan. Discussion. Chairman Combs asked for a motion to approve the 2016-2017 Head Start

On-going Monitoring Plan. Betty Stephens so moved. Roy Wayne Blevins seconded the motion. Roll call vote; 10 yes and 0 no.

Erica Pogue, JAMM Transit Operations Director, presented to the Board Permission to apply for TANF Transportation in Atoka, Johnston and Marshall Counties. Discussion. Chairperson Combs asked for a motion to approve Permission to apply for TANF Transportation in Atoka, Johnston and Marshall Counties. Erin Lemons so moved. Phillip Culbreath seconded the motion. Roll call vote; 10 yes and 0 no.

Erica Pogue, JAMM Transit Operations Director, presented to the Board JAMM Transit Authorized Resolution to apply for the Competitive Grant Opportunity, FY-2016 Rides to Wellness Initiative. Discussion. Chairperson Combs asked for a motion to approve JAMM Transit Authorized Resolution to apply for the Competitive Grant Opportunity, FY-2016 Rides to Wellness Initiative. Phillip Culbreath do moved. Mona Ozbirn seconded the motion. Roll call vote; 10 yes and 0 no.

Presentation: Kristy Shivers, Head Start Education/Training Manager, presented the Head Start Children Outcomes (Lap-D) Report.

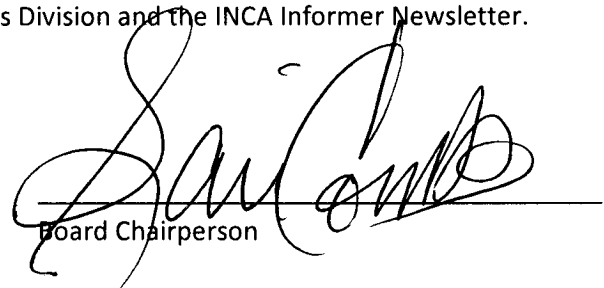
Training: James Thornley, Legal Consultant, presented the Bylaws, Open Meeting Act and conducting a meeting

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 Director; 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; 2016 Emergency Solutions Grant (ESG); 2015 Community Services Block Grant (CSBG) Budget Revision; 2016 Community Services Block Grant (CSBG) Budget Revision; Head Start 2016-2017 On-going Monitoring Plan; JAMM Transit Permission to apply for TANF Transportation in Atoka, Johnston and Marshall Counties; JAMM Transit – Authorizing Resolution to apply for the Competitive Grant Opportunity, FY 2016 Rides to Wellness Initiative; Presentation: Head Start Children Outcomes (Lap-D) Report; Training: the Bylaws, Open Meeting Act and conducting a meeting; Program Reports; CAPTAIN CSBG National Performance Indicators and Demographic Report; Letter from the Oklahoma Department of Commerce – 2016 Monitoring Visit; Community Services Block Grant (CSBG) 3rd Allocation Award Letter for 2016; Oklahoma Department of Human Services (DHS) Developmental Disabilities Services Monitoring Letter for RAVE; Monitoring Letter from the Oklahoma Department of Human Services (DHS) – Aging Services Division and the INCA Informer Newsletter.

Meeting Adjourned.



Board Chairperson