



Board of Directors Minutes

January 27, 2025

109 S. Capitol, P.O. Box 68 Tishomingo, OK 73460

(580) 371-2352

Chairperson Tara Huddleston called the meeting to order at 5:30 pm.

Chairperson Tara Huddleston asked for a roll call to establish a quorum.

Present: Tara Huddleston, Chris Duroy, LaToya Davis, Oma Dell Burns, Rolanda Rogers, Greg Davidson, and Jackie Matthews.

Absent: Jena Newman, Jesse Dunlap, Roy Wayne Blevins, and Barbara Talley.

Staff Present: Erica Pogue, Jo Ann Barnes, Shelley Prince, Pinky Mayo, Wanda Gray, Kristy Mobbs, and Sue Ishmael.

Consultants: Lowell Wright via Zoom

Item #3

Executive Director Erica Pogue presented the Holiday Projects report. (see attached)

Item #4

Executive Director Erica Pogue presented the referral letter recommending Tara Huddleston as a representative for the private sector for Atoka County on the INCA Board of Directors. Chris Duroy made a motion to approve Tara Huddleston as Private Sector for Atoka County. LaToya Davis seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #5

Chairperson Tara Huddleston entertained the motion to approve the November 25, 2024 Board Minutes. LaToya Davis made a motion to approve. Jackie Matthews seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #6

Financial Consultant Lowell Wright presented the financial report for November and December 2024. The Financial Committee met prior to the meeting and reviewed the financial reports in detail. Discussion followed. Chairperson Tara Huddleston entertained the motion to approve the financial reports. LaToya Davis made a motion to approve. Rolanda Rogers seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #7

RSVP Director Wanda Gray asked permission to apply for the United Way Grant in the amount of \$37,000.00. Discussion followed. Chairperson Tara Huddleston entertained the motion to approve. Rolanda Rogers made a motion to approve. LaToya Davis seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #8

Executive Director Erica Pogue presented the budget for CSBG 2025 1st allocation in the amount of \$41,683.00 and sought permission to apply. Chairperson Tara Huddleston entertained the motion to approve the budget and apply for CSBG 2025. Rolanda Rogers made a motion to approve. Oma Dell Burns seconded the motion. Roll call vote: 7 yes, 0 no, 0 abstain.

Item #9

Executive Director Erica Pogue presented the IRS mileage rate increase to \$0.70 per mile to the board, effective January 1, 2025. Chairperson Tara Huddleston entertained the motion to approve the mileage increase. Chris Duroy moved to approve. LaToya Davis seconded the motion. Roll call vote: 7 yes: 0 no; 0 abstain.

Item #10

Financial Consultant Lowell Wright presented the Agency-Wide Budget. Discussion followed. Chairperson Tara Huddleston entertained the motion to approve the Agency-Wide Budget. Rolanda Rogers moved to approve. Chris Duroy seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #11

Executive Director Erica Pogue presented the Computer/Internet/Email Policy. The following Head Start policies were tabled:

- Determining, Verifying, and Documenting Eligibility Policy
- Selection of Children Policy

Chairperson Tara Huddleston entertained the motion to approve the Computer/Internet/Email Policy. Oma Dell Burns moved to approve. Jackie Matthews seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #12

Executive Director Erica Pogue presented the following job descriptions:

- Community Coordinator - Atoka County
- Transit Coordinator - Johnston and Murray Counties

Chairperson Tara Huddleston entertained the motion to approve job descriptions. Rolanda Rogers moved to approve. LaToya Davis seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #13

Executive Director Erica Pogue presented to the board the following:

1. Fair Housing Resolutions (ESG, USDA, OHFA)
2. Fair Housing Proclamations (INCA and INCA LLC)
3. Housing Tenant Participation Plan
4. Fair Housing Marketing Plan and Resolution
5. Community Services Utilization Minority Business Plan Resolution
6. Housing Conflict of Interest Grievance Procedures
7. CHDO Conflict of Interest Affidavit

Chairperson Tara Huddleston entertained the motion to approve 1-7. Oma Dell Burns made a motion to approve. Greg Davidson seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #14

Executive Director Erica Pogue presented to the board the Acknowledgement of the Federal Interest of the Health and Human Services, Administration for Children and Families (HHS/ACF) in the following properties used to operate Head Start programs.

1. Oakland Modular Meeting located at 18941 8th Street, Oakland, Oklahoma
2. Mill Creek building located at 603 South Choctaw, Mill Creek, Oklahoma

Chairperson Tara Huddleston entertained the motion to approve. Greg Davidson made a motion to approve. Rolanda Rogers seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #15

RAVE Director Kristy Mobbs asked permission to request an RFP for the RAVE Building Project. Discussion was held. Chairperson Tara Huddleston entertained the motion to approve the RFP for the RAVE Building Project. Chris Duroy moved to approve. Oma Dell Burns seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #16

Executive Director Erica Pogue presented the final Community Needs Assessment for approval. The Planning Committee met prior to the meeting and reviewed the Community Needs Assessment in detail. Discussion followed. Chairperson Tara Huddleston entertained the motion to approve the final Community Needs Assessment. Rolanda Rogers moved to approve. Oma Dell Burns seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #17

Program Reports (see Board Reports)

- Wanda Gray, RSVP Director, included the RSVP report in the Board Report.
- Amanda Cramer, Head Start/Early Head Start Director, included the Head Start and Early Head Start reports in the Board Report.
- Kristy Mobbs, RAVE Director, highlighted the RAVE report included in the Board Packet. Kristy also gave an update on the DDSD QA Audit Final Survey.
- Shelley Prince, HR Manager, highlighted the Staffing report included in the Board Report.
- Erica Pogue, Executive Director, highlighted the JAMM and Housing Reports.

Chairperson Tara Huddleston called for adjournment. All in favor.



Tara Huddleston, Chairperson

Chris Duroy, Vice Chairperson

3-31-25

Date

Reports & Handouts included in the Board Packet

- Holiday Report December 2024
- Letter of recommendation
- Board Minutes - November 25, 2024
- Financial Reports
 - November 2024
 - December 2024

- Permission for United Way Grant
- FY 2025 CSBG 1st Allocation Budget
- IRS Mileage Rate
- Agency Wide Budget
- Computer/Internet/Email Policy
- Job Descriptions
 - Community Coordinator - Atoka County
 - Transit Coordinator - Johnston and Murray Counties
- Fair Housing Resolutions (ESG, USDA, OHFA)
- Fair Housing Proclamations (INCA and INCA LLC)
- Housing Tenant Participation Plan
- Fair Housing Marketing Plan and Resolution
- Community Services Utilization Minority Business Plan Resolution
- Housing Conflict of Interest Affidavit
- Federal Interest of (HHS/ACF) properties located at:
 - 18941 8th St, Oakland, Oklahoma
 - 603 South Choctaw, Mill Creek, Oklahoma
- RFP for RAVE Building Project
- Community Needs Assessment
- Program Report
- CACFP
 - November 2024
 - December 2024
- DDSD QA Audit Final Survey for 2024
- Workers Comp Premium & Claims Analysis