



Board of Directors Minutes

March 31, 2025

109 S. Capitol, P.O. Box 68 Tishomingo, OK 73460
(580) 371-2352

Vice Chairperson Chris Duroy called the meeting to order at 5:30 pm.

Vice Chairperson Chris Duroy asked for a roll call to establish a quorum.

Present: Jena Newman, Chris Duroy, LaToya Davis, Oma Dell Burns, Jesse Dunlap, Roy Wayne Blevins, Rolanda Rogers, and Jackie Matthews.

Absent: Tara Huddleston, Barbara Talley, and Greg Davidson.

Staff Present: Erica Pogue, Pinky Mayo, Wanda Gray, Amanda Cramer, Jo Ann Barnes, Carrie Spicer, and Shelley Prince.

Staff via Zoom: LaQuita Thornley and Kristy Mobbs.

Consultants: Lowell Wright

Item #4

CSBG Director Pinky Mayo presented to the Board of Directors the following program highlights and customer satisfaction reports:

1. Agency Customer Satisfaction
2. Impact Report
3. Mission Statement

(see attached)

Item #5

Financial Consultant Lowell Wright presented training on Financial Responsibilities to the Board of Directors.

Item #6

Vice Chairperson Chris Duroy asked for nominations for the Election of Officers:

Nominations for Chairperson - Roy Wayne Blevins nominated Tara Huddleston, Jackie Matthews seconded.

Nominations for Vice-Chairperson - Roy Wayne Blevins nominated Chris Duroy. Jackie Matthews seconded.

Nominations for Treasurer - According to by-laws Lowell Wright serves as the Treasurer if there are no other nominations. This is a non voting position.

Nominations for Secretary - According to by-laws Shelley Prince serves as the Secretary if there are no other nominations. This is a non voting position.

Roy Wayne Blevins moved to approve nominations. LaToya Davis seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #7

Vice Chairperson Chris Duroy entertained the motion to approve the January 27, 2025 Board Minutes. Oma Dell Burns moved to approve. Rolanda Rogers seconded the motion. Roll call vote: 5 yes; 0 no; 3 abstain.

Item #8

Financial Consultant Lowell Wright presented the financial report for:

1. January 31, 2025
2. February 28, 2025

The Financial Committee met before the meeting and reviewed the financial reports in detail. Discussion followed. Vice Chairperson Chris Duroy entertained the motion to approve the financial reports. Rolanda Rogers moved to approve the financial reports. Jena Newman seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #9

Executive Director Erica Pogue presented the Articles of Incorporation for the Board of Directors to review. No changes were needed. Chris Duroy entertained the motion to approve the Articles of Incorporation. Jena Newman moved to approve the motion. Rolanda Rogers seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #10

Executive Director Erica Pogue presented the FY2024 CSBG Budget Revision. Discussion followed. Vice Chairperson Chris Duroy entertained the motion to approve the FY2024 CSBG Budget Revision. LaToya Davis moved to approve the budget. Jackie Matthews seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #11

Executive Director Erica Pogue presented the Diaper Distribution Demonstration and Research Pilot budget for \$63,250.00. Discussion followed. Vice Chairperson Chris Duroy entertained the motion to approve the budget. Jena Newman moved to approve. LaToya Davis seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #12

Executive Director Erica Pogue presented the 2025 Vita Budget in the amount of \$6,440.00. Vice Chairperson Chris Duroy entertained the motion to approve the 2025 Vita Budget. LaToya Davis moved to approve the budget. Rolanda Rogers seconded the motion. Roll call vote: 8 yes; 0 no; 0 yes.

Item #13

Executive Director Erica Pogue asked permission to apply for SODA in the amount of \$41,500.00. Discussion followed. Vice Chairperson Chris Duroy entertained the motion to approve. Jesse Dunlap moved to approve. Oma Dell Burns seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #14

RSVP Director Wanda Gray asked permission to apply for the ESG Application in the amount of \$100,000.00. Discussion followed. Vice Chairperson Chris Duroy entertained the motion to approve to apply for the ESG Application. Jena Newman made the motion to approve. LaToya Davis seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #15

RAVE Director Kristy Mobbs presented the RAVE transportation mileage increase of \$0.70. Vice Chairperson Chris Duroy entertained the motion to increase mileage. Jena Newman made a motion to approve. Rolanda Rogers seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #16

The Executive Director presented the Nitel Upgrade. Discussion followed. Vice Chairperson Chris Duroy entertained a motion to approve the Nitel upgrade. Rolanda Rogers moved to approve. Oma Dell Burns seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #17

CSBG Director Pinky Mayo presented the Community Action Plan. The Planning Committee met prior to the meeting and reviewed the Community Action Plan in detail. Discussion followed. Vice Chairperson Chris Duroy entertained the motion

to approve the final Community Action Plan. LaToya Davis moved to approve. Rolanda Rogers seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #18

Executive Director Erica Pogue presented the Strategic Plan Logic Models. Discussion followed. The Planning Committee met before the meeting and reviewed the Strategic Plan's Logic Models. Vice Chairperson Chris Duroy entertained the motion to approve the Strategic Plan Logic Models. Oma Dell Burns moved to approve. Jesse Dunlap seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #19

Executive Director Erica Pogue presented the Organizational Charts. Discussion followed. Vice Chairperson Chris Duroy entertained the motion to approve the Organizational Charts. LaToya Davis moved to approve. Oma Dell Burns seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #20

The following Policies and Procedures were presented to the board:

1. Head Start policies presented by Head Start Director Amanda Cramer.
 - a. Determining, Verifying, and Documenting Eligibility Policy
 - b. Selection of Children

Discussion followed. Vice Chairman Chris Duroy entertained a motion to approve Head Start policies. Rolanda Rogers moved to approve. Oma Dell Burns seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

2. RSVP policies presented by RSVP Director Wanda Gray.
 - a. Volunteer Station Oversight Policy
 - b. Volunteer Cost Reimbursement and Volunteer Insurance Policy
 - c. Volunteer Prohibited Activities Policy
 - d. Volunteer Management, Training, Monitoring, and Oversight Policy
3. ESG Policies and Procedures presented by Executive Director Erica Pogue.
 - a. Administration
 - b. Conflict of Interest
 - c. Evaluation of Individual and Family Eligibility
 - d. ESG Partnership Coordination (Coordination with Mainstream Resources)
 - e. Financial Management
 - f. Homeless Participation in Program
 - g. Determination of Prevention vs Rapid Re-Housing
 - h. Distribution of Services
 - i. ESG Purchase, Procurement, and Inventory
 - j. Habitability Standards for Shelter and Housing Components
 - k. Performance Measures
 - l. Denial and Termination of Assistance
 - m. Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
4. DDDRP-Program Policies presented by Executive Director Erica Pogue.
5. Personnel Policies presented by Executive Director Erica Pogue.
 - a. Employee Performance Evaluation
 - b. Sexual Harassment and Sexual Misconduct
 - c. Code of Conduct - Ethical and Confidential Behavior
6. Financial Manual (Yearly Review) presented by Executive Director Erica Pogue.
 - a. Purchasing Process
 - b. Electronic Purchase Request
 - c. Procurement Standards
 - d. Checks, Ledgers, and Bank Procedures
 - e. Payroll Procedures
 - f. Revenue Receipts
 - g. Contracts, Leases, MOUs, and Insurances
 - h. Fixed Assets
 - i. Cost Allocation Plan

- j. Record Retention and Destruction Policy
- k. Other

7. Agency policies presented by Erica Pogue.

- a. Affirmative Action Plan

The Planning Committee met before the meeting and reviewed all relevant policies and procedures. Discussions followed. Vice Chairperson Chris Duroy entertained a motion to approve policies 2-7. Jena Newman moved to approve. Rolanda Rogers seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #21

Program Reports (See Board Reports)

- Wanda Gray, RSVP Director, highlighted the RSVP report in the Board of Directors' report. Wanda also discussed the AmeriCorps Monitoring.
- Pinky Mayo, CSBG Director, discussed the CSBG Monitoring Report.
- Amanda Cramer, Head Start/Early Head Start Director, highlighted the Head Start and Early Head Start Report. Amanda also discussed the CACFP and the HSES Enrollment- 06CH011638.
- Kristy Mobbs, RAVE Director, highlighted the RAVE Report. Kristy also discussed the Child Placing Audit Results and gave an update on the Building Project.
- Shelley Prince, HR Manager, highlighted the staffing report included in the Board Report.
- Erica Pogue, Executive Director, highlighted the JAMM and Housing Reports.

Vice Chairperson Chris Duroy called for adjournment. All in favor.


Chris Duroy, Vice Chairperson

4-28-25
Date

Reports & Handouts included in the Board Packet

- Impact Report
- Fiscal Responsibilities
- Board Minutes - January 27, 2025
- Financial Report - January 31, 2025
- Financial Report - February 28, 2025
- Articles of Incorporation
- FY2024 CSBG Budget
- DDDRP Budget
- 2025 Vita Budget
- Permission to Apply for SODA
- Permission to Apply for 2025 ESG
- RAVE Mileage
- Nitel Upgrade
- Community Action Plan
- Strategic Plan Logic Models
- Organizational Charts
- Determining, Verifying, and Documenting Eligibility Policy
- Selection of Children Policy
- Volunteer Station Oversight Policy
- Volunteer Cost Reimbursement and Volunteer Insurance Policy
- Volunteer Management, Training, Monitoring, and Oversight Policy
- ESG Administration
- Conflict of Interest
- Evaluation of Individual and Family Eligibility

- ESG Partnership Coordination (Coordination with Mainstream Resources)
- Financial Management
- Homeless Participation in Program
- Determination of Prevention vs Rapid Re-Housing
- Distribution of Services
- ESG Purchase, Procurement, and Inventory
- Habitability Standards for Shelter and Housing Components
- Performance Measures
- Denial and Termination of Assistance
- Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
- DDDRP Program Policy
- Employee Performance Evaluation
- Sexual Harassment and Sexual Misconduct
- Code of Conduct- Ethical and Confidential Behavior
- Purchasing Process
- Procurement Standards
- Cost Allocation Plan
- Record Retention and Destruction Policy
- Affirmative Action Plan
- Program Report
 - January 2025
 - February 2025
- CACFP
 - January 2025
 - February 2025
- Child Placing Audit Results

