

INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda
March 25, 2024 - 5:30 P.M.
202 S. Capitol, P.O. Box 68
Tishomingo, Oklahoma 73460
580-371-2352

AGENDA

1.	Call Meeting to Order
2.	Establish Quorum
3.	Years of Service to Board
4.	Training: Fiscal Responsibilities
5.	Presentation: INCA Community Action Plan <ol style="list-style-type: none">1. Annual update on success of specific strategies in CAP.2. Community Action Plan Update/Report3. Community Action Plan Logic Model Community Assessment4. Strategic Plan/Update/Report
6.	Consideration/Possible Action: Acceptance of Board Minutes for February 26, 2024
7.	Consideration/Possible Action: Acceptance of Financial Report for: February 29, 2024
8.	Consideration/Possible Action: Review of Financial Manual <ol style="list-style-type: none">1. Fiscal Policies and Procedures<ol style="list-style-type: none">a. Directory of Financial Manual-2024b. Purchasing Processc. Electronic Purchase Requisitiond. Procurement Standardse. Checks, Ledgers, and Bank Proceduresf. Payroll Proceduresg. Revenue Receiptsh. Contracts, Leases, and Insurancei. Fixed Assetsj. Record Retention and Destruction Policyk. Other
9.	Consideration/Possible Action: Review of Policies: <ol style="list-style-type: none">1. Employee Evaluation Policy2. Infectious/Communicable Diseases Policy
10.	Consideration/Possible Action: Job Descriptions

	<ol style="list-style-type: none"> 1. Head Start- (Five year review) <ol style="list-style-type: none"> a. Practice-Based Coach b. Teacher c. Teacher Assistant d. Center Assistant/Food Service Assistant e. Food Service Assistant f. One/One Assistant g. Center Assistant/One-on-One h. Substitute i. Volunteer 2. Early Head Start (Five Year Review) <ol style="list-style-type: none"> a. Child Caregiver 3. CSBG/Housing/Capcity Director
11.	Presentation: Head Start Customer Satisfaction Report and Self Assessment update
12.	<p>Program Reports:</p> <ol style="list-style-type: none"> 1. Wanda Gray: RSVP Report <ol style="list-style-type: none"> a. Grant Award 2. Wanda Gray: Community Services Report 3. Amanda Cramer: Head Start/Early Head Start Report <ol style="list-style-type: none"> a. Office of Head Start Monitoring - Week of April 22 b. CACFP 4. Kristy Mobbs: RAVE Report 5. Shelley Prince: Human Resource Update <ol style="list-style-type: none"> a. Staffing Report 6. Erica Pogue: JAMM Transit/Housing/CSBG <ol style="list-style-type: none"> a. Housing Report b. JAMM Transit c. CSBG Desktop Monitoring d. TREC(Training Residential Energy Contractors)
13.	Adjourn Next Meeting: April 29, 2024