



Special Board of Directors Agenda

March 31, 2025 - 5:30 p.m.

109 S. Capitol, PO Box 68, Tishomingo, OK 73460
580-371-2352

1. Call Meeting to Order
2. Establish Quorum
3. Years of Service
4. Program Highlight & Customer Satisfaction Report:
 1. Agency Customer Satisfaction
 2. Impact Report
 3. Mission Statement
5. Training: Fiscal Responsibilities
6. Consideration/Possible Action: Election of Officers:
 1. Chairperson
 2. Vice-Chairperson
 3. Treasurer
7. Consideration/Possible Action: Acceptance of Board Minutes for January 27, 2025
8. Consideration/Possible Action: Acceptance of Financial Reports:
 1. January 31, 2025
 2. February 28, 2025
9. Review: Articles of Incorporation
10. Consideration/Possible Action: FY2024 CSBG Budget Revision
11. Consideration/Possible Action: Diaper Distribution Demonstration and Research Pilot Budget \$63,250
12. Consideration/Possible Action: 2025 Vita Budget \$6,440.00
13. Consideration/Possible Action: Permission to apply for SODA \$41,500.00
14. Consideration/Possible Action: Permission to apply for 2025 ESG Application \$100,000.00
15. Consideration/Possible Action: RAVE Transportation Mileage Increase \$0.70
16. Consideration/Possible Action: Nitel Upgrade
17. Consideration/Possible Action: Community Action Plan
18. Consideration/Possible Action: Strategic Plan Logic Models
19. Consideration/Possible Action: Organizational Charts
20. Consideration/Possible Action: Policies and Procedures:
 1. Head Start
 - a. Determining, Verifying, and Documenting Eligibility Policy

- b. Selection of Children Policy
- 2. RSVP
 - 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
 - a. Administration
 - b. Conflict of Interest
 - c. Evaluation of Individual and Families 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 Policy
- 5. Personnel
 - a. Employee Performance Evaluation
 - b. Sexual Harassment and Sexual Misconduct
 - c. Code of Conduct - Ethical and Confidential Behavior
- 6. Financial Manual (Yearly Review)
 - 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, MOU's and Insurances
 - h. Fixed Assets
 - i. Cost Allocation Plan
 - j. Record Retention and Destruction Policy
 - k. Other
- 7. Agency
 - a. Affirmative Action Plan

- 21. Program Reports:
 - 1. Wanda Gray: RSVP Report/Community Service Report
 - a. AmeriCorps Monitoring
 - 2. Pinky Mayo: CSBG Report
 - a. CSBG Monitoring Report
 - 3. Amanda Cramer: Head Start/Early Head Start Report
 - a. CACFP
 - b. HSES Enrollment- 06CH011638
 - 4. Kristy Mobbs: RAVE Report
 - a. Child Placing Audit Results
 - b. Building Project Update
 - 5. Shelley Prince: Human Resource Update
 - 6. Erica Pogue: JAMM Transit/Housing

- 22. Adjourn Next Meeting: April 28, 2025
Executive Session - Executive Director Evaluation and Review of Compensation

Our Mission | INCA Community Services, Inc. shall operate programs to alleviate the causes of poverty and enhance the public health and welfare by opening to everyone the opportunity to work, have safe and affordable housing, transportation, training and education, and live in decency and dignity.