

# INCA COMMUNITY SERVICES, INC.

**Board of Directors Agenda**  
**May 20, 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. Presentation: Program Highlight & Customer Satisfaction Report: VITA
4. Training: Community Relations
  1. How to be an effective ambassador to the community
  2. Promoting INCA's mission and its program
  3. Promote cooperative action with other organizations.
5. Consideration/Possible Action: Acceptance of Board Minutes for April 29, 2024
6. Consideration/Possible Action: Acceptance of Financial Report for April 30, 2024
7. Consideration/Possible Action: INCA Audit Report
8. Consideration/Possible Action: CSBG 2023 Line Item Revision
9. Consideration/Possible Action: ESG 23 Budget Revision
10. Consideration/Possible Action: Acceptance of CSBG Discretionary Funds - Murray County \$20,000.
11. Review: Policies and Procedures
  1. Payroll Policy
  2. Wage Garnishment Policy
  3. Reduction in Force Policy
  4. Succession Plan
12. Consideration/Possible Action: Acceptance of HS/EHS COLA Increase FY2024 - \$66,924
13. Program Reports:
  1. Wanda Gray: RSVP Report
  2. Wanda Gray: Community Services Report
  3. Amanda Cramer: Head Start/Early Head Start Report
    - a. CACFP
    - b. FA2 Monitoring
  4. Kristy Mobbs: RAVE Report

5. Shelley Prince: Human Resource Update
  - a. Staffing Report
  
6. Erica Pogue: JAMM Transit/Housing/CSBG
  - a. Housing Report
  - b. JAMM Transit

14. Adjourn Next Meeting: June 24, 2024