



Board of Directors Minutes

March 30, 2026

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 p.m.

Vice Chairperson Chris Duroy requested a roll-call to establish a quorum.

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

Absent: Tara Baskin, Jena Newman, Amy Lovett, and Greg Davidson.

Staff Present: Erica Pogue, Wanda Gray, Amanda Cramer, Jo Ann Barnes, and Shelley Prince

Zoom: LaQuita Thornley and Kristy Mobbs

Consultant: Lowell Wright

Quorum established.

Item #3

Financial Consultant Lowell Wright presented the Fiscal Responsibilities training.

Item #4

Executive Erica Pogue presented the annual update on the success of specific strategies for the INCA Community Action Plan.

Item #5

Executive Director Erica Pogue presented the following:

1. ROMA Plan
2. Community Needs Assessment Update
3. Evaluate available resources
4. Evaluate the current program service

Discussion followed. Vice Chairperson Chris Duroy entertained the motion to approve. Rolanda Rogers moved to approve. Jackie Matthews seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #6

Executive Director Erica Pogue presented the following:

1. INCA Community Action Plan
2. Planning Logic Models
3. Community Needs Assessment Update

Discussion following. Vice Chairperson Chris Duroy entertained the motion to approve. Jackie Matthews moved to approve. 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 Board Minutes for February 23, 2026. Roy Wayne Blevins moved to approve. Jesse Dunlap seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #8

Consultant Lowell Wright presented the financial reports for January 31, 2026 and February 28, 2026. A Finance Committee met prior to the Board Meeting to discuss in more detail. Discussion followed. Vice Chairperson Chris Duroy entertained the motion to approve financials. Roy Wayne Blevins moved to approve. Jesse Dunlap seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #9

Executive Director Erica Pogue presented the following Fiscal Policies and Procedures:

1. Directory
2. Purchasing Process
3. Electronic Purchase Request
4. Procurement Standard
5. Checks, Ledger, and Bank Procedures
6. Payroll Procedures
7. Revenue Receipts
8. Contract, Leases, and Insurance
9. Fixed Assets
10. Record Retention and Destruction Policy
11. Other.

Discussion followed. Vice Chairperson Chris Duroy entertained the motion to approve. Jesse Dunlap moved to approve. Cliff Agee seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #10

Executive Director Erica Pogue presented the Tobacco and Vape Free Environment Policy to the Board of Directors. Discussion followed. Chairperson Chris Duroy entertained the motion to approve. Rolanda Rogers moved to approve. Jackie Matthews seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #11

Executive Director Erica Pogue asked permission to apply for the Rural Health Transformation grant. Discussion followed. Vice Chairperson Chris Duroy entertained the motion to approve. Cliff Agee moved to approve. LaToya Davis seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item #12

Head Start Director Amanda Cramer asked permission to apply for the Head Start Expansion Grant. Discussion followed. Vice Chairperson Chris Duroy entertained the motion to approve. Roy Wayne Blevins moved to approve. LaToya Davis seconded the motion.

Item #13

Executive Director Erica Pogue opened up the discussion on moving the Kingston building. Discussion followed. Vice Chairperson Chris Duroy entertained the motion to approve moving the building. LaToya Davis moved to approve. Cliff Agee seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Item# 14

Program Reports (see Board Reports)

1. Wanda Gray, RSVP Director, highlighted the RSVP and Community Service Report.
2. Amanda Cramer, Head Start/Early Head Start Director, highlighted the Head Start and Early Head Start Report. She also reported on the CACFP report.
3. Kristy Mobbs, RAVE Director, highlighted the RAVE Report and gave an update on the new building project.
4. Shelley Prince, Human Resource Manager, highlighted the Human Resource updates.
5. Erica Pogue, Executive Director, highlighted updates for JAMM Transit, Housing, and CSBG ROMA Reports.

Item #15

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

Chris Duroy, Vice Chairperson

Date



Reports and Handouts Board Packets - November 24, 2025

CNA County Snapshots

2026 CSBG ROMA Plan

2026 CAP Plan

2026 ROMA Planning Logic Model

- Homeless
- Housing
- Transit

Board Minutes- February 23, 2026

Board Financials

- January 31, 2026
- February 23, 2026

Financial Manual

- Directory
- Purchasing Process
- Electronic Purchase Requisition
- Procurement Standards
- Checks, Ledgers, and Bank Procedures
- Payroll Procedures
- Revenue Receipts
- Contracts, Ledgers, and Bank Procedures
- Fixed Assets
- Record Retention and Destruction Policy
- Other

Tobacco and Vape Free Environment Policy

Rural Health Transformation Program Permission to Apply

CACFP Report - February 2026

