



## Board of Directors Minutes

**October 27, 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 p.m.

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

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

Absent: Tara Baskin, Jena Newman, and Rolanda Rogers.

Staff Present: Erica Pogue, Shelley Prince, Jo Ann Barnes, Amanda Cramer, Wanda Gray, Pinky Mayo, Starla Price, Sherry Adams, Sandy Bonham, Tina Cosby, Teresa Workman, Sue Ishmeal, and Lori Turman.

Consultants: Lowell Wright

Zoom: LaQuita Thornley and Kristy Mobbs.

Zoom Guests: Jack Roye and Kristi Cagle

Quorum established.

### Item #3

Executive Director Erica Pogue presented the Self-Evaluation Summary. Discussion followed. (see attached)

### Item #4

Executive Director Erica Pogue presented the training on Building Financial Support. (see attached)

### Item #5

Head Start/Early Head Start Director Amanda Cramer presented the following presentations:

- Head Start Program Performance (PIR)
- Head Start 5 Year Goals
- Head Start School Readiness Goals
- Head Start/EHS Annual Reports

Discussions followed. (see attached)

### Item #6

Vice Chairperson Chris Duroy entertained the motion to approve the minutes from September 29, 2025. Roy Wayne Blevins moved to approve the minutes. Jackie Matthews seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

#### Item #7

Financial Consultant Lowell Wright presented the Financial Report. Discussion followed. Vice Chairperson Chris Duroy entertained the motion to approve. LaToya Davis moved to approve. Roy Wayne seconded the motion. Roll call vote: 8 yes; 0 no, 0 abstain.

#### Item #8

The Finance Committee met with Jack Roye and Kristi Cagle from the Michael Green CPA Office, who had previously met via Zoom to discuss and review the Audit Draft Report PE 1-31-25. No issues were found. The Finance Committee recommended that the Board of Directors accept the Audit Report. Kristi Cagle was able to discuss everything and answer any questions for the board at this time. Discussion followed. Vice Chairperson Chris Duroy entertained the motion to approve the Audit. Cliff Agee moved to approve the motion. Jesse Dunlap seconded the motion. Roll call vote: 8 yes, 0 no; 0 abstain.

#### Item #9

Executive Director Erica Pogue presented the Affirmative Action Plan/ EEO Report/ Title VI for approval. Vice Chairperson Chris Duroy entertained the motion for approval. Greg Davidson moved to approve. Roy Wayne Blevins seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

#### Item #10

Executive Director Erica Pogue presented the Dispatcher/Nutrition Service Assistant Job Description to the Board of Directors. Discussion followed. Vice Chairman Chris Duroy entertained the motion to approve. Jesse Dunlap moved to approve. Jackie Matthews seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

#### Item #11

Executive Director Erica Pogue presented the following policies and procedures:

- New Employee Orientation Policy
- Board Orientation Policy
- ESG Policies and Procedures
  - 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 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

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 #12

Program Reports (see Board Reports)

- Wanda Gray, RSVP Director, highlighted the RSVP Report.
- Pinky Mayo, CSBG Director, highlighted CSBG updates.
- Amanda Cramer, Head Start/Early Head Start Director, highlighted the Head Start Report along with the CACFP.

- Kristy Mobbs, RAVE Director, highlighted the RAVE Report and provided updates on the DDS Audit for October 13, 2025, along with the Child Placing Agencies monitoring summary.
- Shelley Prince, HR Manager, highlighted the Human Resource Update.
- Erica Pogue, Executive Director, highlighted JAMM Transit and Housing, detailing the 5310 Triennial Review, 5311 Triennial Review, and ESG 25 Award Letter.

Item #13

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

  
Chris Duroy, Vice Chairperson

11-24-25  
Date



## Reports and Handouts Board Packets - October 27, 2025

- Self-Evaluations Summary
- Building Financial Support
- Head Start/EHS Program Highlights
  - Head Start Program Performance Report (PIR)
  - Head Start 5 Year Goals
  - Head Start School Readiness Goals
  - Head Start/EHS Annual Report
- Board Minutes for September 29, 2025
- Financial Reports for September 30, 2025
- Audit Draft - January 31, 2025
- Affirmative Action Plan/EEO Report/Title VI
- Dispatcher/Nutrition Service Assistant
- Policies and Procedures
  - New Employee Orientation Policy
  - Board Orientation Policy
  - ESG Policies and Procedures
    - 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, Dating Violence, Sexual Assault, or Stalking
- Program Report
- CACFP
- DDS Audit 10/13/25
- Child Placing Agencies - Monitoring Summary
- Workers Comp Premium and Claims Graphs
- 5310 Triennial Review
- 5311 Triennial Review
- ESG 25 Award Letter