



Board Meeting Minutes

August 19, 2024

109 S. Capitol, P.O. Box 68

Tishomingo, OK 73460

(580) 371-2352

Chairperson Tara Huddleston called the meeting to order at 5:30 p.m.

Chairperson Tara Huddleston asked for a roll call to establish a quorum.

Present: Tara Huddleston, Jena Newman, LaToya Davis, Oma Dell Burns, Roy Wayne Blevins, Rolanda Rogers, Kent McKinley, and Greg Davidson.

Absent: Chris Duroy, Marvin Wallace, Jesse Dunlap, and Jackie Matthews.

Staff Present: Erica Pogue, Jo Ann Barns, Shelley Prince, Kristy Mobbs, Sue Ishmael, Wanda Gray, and Amanda Cramer.

Staff Via Zoom: LaQuita Thornley

Consultants Present: Lowell Wright

Item #3

The 2024 Board of Directors Self-Assessment was distributed to the board members. (see attachment)

Item #4

Kristy Mobbs, RAVE Director, presented the RAVE Program Highlights and Customer Satisfaction Report. (see attachment)

Item #5

Erica Pogue, Executive Director, presented the Housing Program Highlights and Customer Satisfaction. (see attachment)

Item #6

Erica Pogue, Executive Director, presented Fund Development to the Board of Directors. (see attached)

Item #7

Chairperson Tara Huddleston entertained a motion to approve the July 31, 2024 Board Minutes. Roy Wayne Blevins made a motion to approve. Rolanda Rogers seconded the motion. Roll call vote; 6 yes, 0 no, 2 abstain.

Item #8

Lowell Wright, Financial Consultant, presented the Financial Report for July 31, 2024. Discussion followed. Chairperson Tara Huddleston entertained a motion to approve the Financial Report. Oma Dell Burns made a motion to approve. Jena Newman seconded the motion. Roll call vote; 8 yes, 0 no 0 abstain.

Item #9

Erica Pogue, Executive Director, presented the following policy and procedures:

1. Customer Satisfaction Policy/Procedure Instruments
2. Volunteer Tracking Policy

Chairperson Tara Huddleston entertained a motion to approve the policies and procedures. LaToya Davis made the motion to approve. Jena Newman seconded the motion. Roll call vote; 8 yes, 0 no, 0 abstain.

Item #10

Erica Pogue, Executive Director, presented the CSBG 23 Budget Revision. Chairperson Tara Huddleston entertained a motion to approve the budget. Rolanda Rogers made the motion to approve. Oma Dell Burns seconded the motion. Roll call vote; 8 yes, 0 no, 0 abstain.

Item #11

Erica Pogue, Executive Director, presented the CSBG 24 Budget for the extra 1% allocation. Chairperson Tara Huddleston entertained a motion to approve the budget. Roy Wayne Blevins made the motion to approve. Kent McKinley seconded the motion. Roll call vote; 8 yes, 0 no, 0 abstain.

Item #12

Wanda Gray, RSVP Director, asked for permission to apply for the 2025 AmeriCorps RSVP Grant Competition in the amount of \$120,000. Discussion was had. Chairperson Tara Huddleston entertained a motion to approve applying for the 2025 AmeriCorps RSVP Grant Competition. Greg Davidson made a motion to approve. Roy Wayne Blevins seconded the motion. Roll call vote; 8 yes, 0 no, 0 abstain.

Item #13

Kristy Mobbs, RAVE Director, asked permission to issue an RFP for construction of a new building for RAVE. A presentation of the building plans, property location and the current clothing bank were included. (see attached) Discussion was had. Chairperson Tara Huddleston entertained a motion to approve issuing a RFP for the construction of the new building. LaToya Davis made a motion to approve. Rolanda Rogers seconded the motion.

Item #14

Erica Pogue, Executive Director, asked permission to apply for ODOT 5310 in the amount of \$164,005. Chairperson Tara Huddleston entertained a motion to approve applying for ODOT 5310 in the amount of \$164,005. Roy Wayne Blevins made a motion to approve. Greg Davidson seconded the motion. Roll call vote; 8 yes, 0 no; 0 abstain.

Item #15

Erica Pogue, Executive Director, asked permission to apply for the Public Transit Revolving Fund in the amount of \$290,143. Chairperson Tara Huddleston entertained the motion to approve applying for the Public Transit Revolving Fund. LaToya Davis made a motion to approve. Jena Newman seconded the motion. Roll call vote; 8 yes, 0 no, 0 abstain.

Item #16

Erica Pogue, Executive Director, presented the Transit Audit to the Board. The discussion was had. Chairperson Tara Huddleston entertained the motion to approve the Transit Audit. Oma Dell Burns made a motion to approve. Rolanda Rogers seconded the motion. Roll call vote; 8 yes, 0 no, 0 abstain.

Item #17

- Erica Pogue, Executive Director, asked permission to apply to SAF HS in the amount of \$55,569. Discussion was had. Chairperson Tara Huddleston entertained the motion to approve. Jena Newman moved to approve. LaToya Davis seconded the motion. Roll call vote: 8 yes; 0 no; 0 abstain.

Program Reports (see Board Reports)

- Wanda Gray, RSVP Director, highlighted the RSVP report included in the Board Report. Wanda also shared that she has signed up for several new volunteer sites.
- Amanda Cramer, Head Start/Early Head Start Director, highlighted the Early Head Start and Head Start reports.
- Shelley Prince, HR Coordinator, highlighted the Staffing Report included in the Board Report.
- Erica Pogue, Executive Director, highlighted the Housing and JAMM Reports. She also reported that there would be a 2024 HOME Site Visit Monitoring in Mannsville on August 26, 2024.

Chairperson Tara Huddleston called for adjournment. All in favor.



Tara Huddleston, Chairperson



Date

Reports & Handouts are included in the Board Packet.

- July 29, 2024 Board Minutes
- July 31, 2024 Financials
- Customer Satisfaction Survey System Policy
- Volunteer Tracking -2024
- FY 2023 CSBG Budget
- FY 2024 CSBG Budget
- RSVP permission to apply 2025 AmeriCorps Grant Competition
- Building Plans
- JAMM Transit permission to apply for ODOT 5310 program
- JAMM Transit permission to apply ODOT Public Transit Revolving Funds
- Permission to apply SAF - HS
- JAMM Transit Audit
- Monthly Board Report
- Letter regarding Monitoring of ESG 2023-INCA-CAA-00055-19284 ESG 23
- CACFP Report
- Letter regarding audit of RAVE child placing agency files.
- Letter regarding 2024 HOME Site visit

