



Board Meeting

January 29, 2024

202 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 vote to establish a quorum.

A handwritten signature in blue ink, appearing to be "Tara Huddleston", with a long horizontal line extending to the right.

Present: Tara Huddleston, Jena Newman, Chris Duroy, LaToya Davis, Oma Dell Burns, Rolanda Rogers, Kent McKinley, Greg Davidson, and Jackie Matthews.

Absent: Marvin Wallace, Jesse Dunlap, Roy and Roy Wayne Blevins.

Staff Present: LaQuita Thornley, Shelley Prince, Jo Ann Barnes, Wanda Gray, Amanda Cramer, and Sue Ishmeal.

Consultants: Lowell Wright

Zoom: Staff: Erica Pogue and Kristy Mobbs.

Item #3

LaQuita Thornley, Strategic Advisor presented to the Board of Directors the Board Roles and Responsibilities/ Officers and Committee Member Responsibilities. (See attached.)

Item #4

LaQuita Thornley, Strategic Advisor presented the Agency Wide Customer Satisfaction of Survey Results. (See attached.)

Item #5

Chairperson, Tara Huddleston, entertained the motion to approve the November 27, 2023 Board Minutes. Chris Duroy made a motion to approve. Oma Dell Burns seconded the motion. Roll call vote: 5 yes; 0 no; 4 abstain.

Item #6

Lowell Wright, Financial Consultant, presented the financial report for November and December 2023. The Financial Committee met prior to the meeting and reviewed the financial reports in detail. Discussion followed. Chairperson, Tara Huddleston entertained the motion to approve the financial reports. Rolanda Rogers made a motion to approve. Jena Newman seconded the motion. Roll call vote: 9 yes; 0 no; 0 abstain.

Item #7

Lowell Wright, Financial Consultant, presented the Agency Wide Budget to the Board of Directors. The Financial Committee met prior to the meeting and reviewed the Agency Wide Budget. Chairperson, Tara Huddleston entertained the motion to approve the Agency Wide Budget. Oma Dell Burns made a motion to approve. Jena Newman seconded the motion. Roll call vote: 9 yes; 0 no; 0 abstain.

Item #8

LaQuita Thornley, Strategic Advisor, presented to the Board of Directors the new mileage rate and asked permission to increase the mileage rate to:

1. IRS Mileage Rate to \$0.67.
2. RAVE Transportation increase to \$0.60

Chairperson, Tara Huddleston entertained the motion to approve the mileage rate. Chris Duroy made a motion to approve. LaToya Davis seconded the motion. Roll call vote: 9 yes; 0 no; 0 abstain.

Item #9

LaQuita Thornley, Strategic Advisor, presented the Computer/Internet/Email Policy to the Board of Directors. Chairperson, Tara Huddleston, entertained the motion to approve. LaToya Davis made a motion to approve. Jackie Matthews seconded the motion. Roll call vote: 9 yes; 0 no; 0 abstain.

Item #10

LaQuita Thornley, Strategic Advisor, presented to the the board the following:

1. Fair Housing Resolutions (ESG, USDA, OHFA)
2. Fair Housing Proclamations (INCA and INCA LLC)
3. Housing Tenant Participation Plan
4. Fair Housing Marketing Plan and Resolution
5. Housing Conflict of Interest Grievance Procedures
6. CHDO Conflict of Interest Affidavit

Chairperson, Tara Huddleston, entertained the motion to approve 1-6. Greg Davidson made a motion to approve. Rolanda Rogers seconded the motion. Roll call vote: 9 yes; 0 no; 0 abstain.

Item #11

Kristy Mobbs, RAVE Director, presented the RAVE Salary Scale to the Board of Directors. Chairperson, Tara Huddleston entertained the motion to approve the RAVE Salary Scale. Oma Dell Burns made a motion to approve. Rolanda Rogers seconded the motion. Roll call vote: 9 yes; 0 no; 0 abstain.

Item #12

Wanda Gray, RSVP Project Director, presented to the Board of Directors and asked permission to apply for the United Way Grant/RSVP in the amount of \$30,004.00. Chairperson, Tara Huddleston entertained a motion to approve to apply. LaToya Davis made the motion to approve. Rolanda Rogers seconded the motion. Roll call vote: 9 yes; 0 no; 0 abstain.

Item #13

Kristy Mobbs, RAVE Director, presented to the Board of Directors the Incentive Program from DDSD for RAVE. Chairperson, Tara Huddleston entertained the motion to approve the Incentive Program. Rolanda Rogers made a motion to approve. LaToya Davis seconded the motion. Roll call vote; 9 yes; 0 no; 0 abstain.

Item #14

Wanda Gray, RSVP Project Director, presented the ESG Budget revision in the amount of \$96,471.84. Chairperson, Tara Huddleston entertained the motion to approve the ESG Budget revision. LaToya Davis made a motion to approve. Oma Dell seconded the motion. Roll call vote: 9 yes; 0 no; 0 abstain.

Item #15

Program Reports (see Board Reports)

- Wanda Gray, RSVP Project Director, highlighted the RSVP report included in the Board Report.
- Wanda Gray, RSVP Project Director, highlighted the Community Services Report included in the Board Report.
- Amanda Cramer, Head Start/Early Head Start Director, highlighted the Head Start/ Early Head Start Reports in the Board.
- Kristy Mobbs, RAVE Director, highlighted the The RAVE reports in the Board Report.
- Shelley Prince, Human Resource Assistant, highlighted the Human Resource Reports.

Item #16

The Chairperson, Tara Huddleston called for adjournment. All in favor.



Tara Huddleston, Chairperson

3/25/24

Date

Reports & Handouts included in the Board Packet:

- Board of Directors Bylaws- Committees & Officers
- Agency Wide Customer Satisfaction Survey Results
- November 27,2023 Board Minutes
- November 2023 Financials
- December 2023 Financials
- Agency Wide Budget
- IRS Mileage Rate
- RAVE Transportation Increase Request
- Computer/Internet/Email Policy
- Fair Housing Resolutions (ESG, USDA, OHFA)
- Fair Housing Proclamations (INCA and INCA LLC)
- Housing Tenant Participation Plan
- Fair Housing Marketing Plan and Resolution
- Housing Conflict of Interest Grievance Procedures
- CHDO Conflict of Interest Affidavit
- RAVE Salary Scale
- Permission to apply United Way Grant/RSVP
- Incentive program for DDS
- ESG Budget Revision
- Program Reports