



Board Meeting

July 31, 2023

202 S. Capitol, P.O. Box 68

Tishomingo, OK 73460

(580) 371-2352

Chairperson, Tara Huddleston, called the meeting to order at 5:30 pm.

Chairperson, Tara Huddleston, asked for a Roll Call Vote to establish a quorum.

Present: Tara Huddleston, Chris Duroy, LaToya Davis, Oma Dell Burns, Marvin Wallace, Jesse Dunlap, Roy Wayne Blevins, Rolanda Rogers, Kent McKinley, and Jackie Matthews.

Absent: Jena Newman, Greg Davison

Staff Present:

On-site: Erica Pogue, LaQuita Thornley, Shelley Prince, Wanda Gray, Shawna Latham, and Kristy Mobbs.

Zoom: Kathy Castleberry

Consultants Present:

Lowell Wright

James Thornley

Item #3

James Thornley, Legal Consultant, presented training on the Bylaws and the Open Meeting Laws and Legal Update. (see attachment)

Item #4

Erica Pogue, Executive Director, presented training on Results Oriented Management and Accountability. (see attachment)

Item #5

Kristy Mobbs, RAVE Director, presented a slide show presentation highlighting the RAVE program and Customer Satisfaction Report. (see attachment)

Item #6

Erica Pogue, Executive Director, presented the election of Jackie Matthew as the Low Income Sector Board Member for Marshall County. The Chair, Tara Huddleston, entertained a motion to approve Jackie Matthews, as the Low Income Sector Board for Marshall County. Chris Duroy moved to accept Jackie Matthews as the Low Income Sector Board. Roy Wayne seconded the motion. Roll Call Vote: 10 Yes, 0 No, 0 Abstain.

Item #7

The Chair, Tara Huddleston, entertained the motion to approve the June 26, 2023 minutes. LaToya Davis moved approval of the minutes. Jesse Dunlap seconded the motion. Roll Call Vote: 8 Yes, 0 No, 2 Abstain.

Item #8

Lowell Wright, Financial Consultant, presented the financial report for June 2023. The Finance Committee met prior to the Board Meeting and reviewed in detail the Financial Report. The Chair, Tara Huddleston, entertained a motion to approve the June 2023, financials. Oma Dell Burns moved to accept the financial report as presented, and Rolanda Rogers seconded the motion. Roll Call Vote: 10 Yes, 0 No, 0 Abstain.

Item #9

Kristy Mobbs, RAVE Director, presented the RAVE Budget in the amount of \$2,873,892.30. The Chair, Tara Huddleston, entertained a motion to approve the RAVE Budget. Jesse Dunlap made a motion to accept the RAVE Budget. Roy Wayne Blevins seconded the motion. Roll Call Vote: 10 yes, 0 No, 0 Abstain.

Item #10

Erica Pogue, Executive Director, presented the CSBG Budget Revision. The Chair, Tara Huddleston, entertained the motion to approve the CSBG Budget Revision. Oma Dell Burns made a motion to accept the CSBG Budget Revision. Marvin Wallace seconded the motion. Roll Call Vote: 10 yes, 0 No, 0 Abstain.

Item #11

Wanda Gray presented the permission to apply for CoC Rapid Rehousing Bonus Application in the amount of \$41,378.00. The Chair, Tara Huddleston, entered a motion to approve permission to apply for CoC Rapid Rehousing Bonus in the amount of \$41,378.00. Roy Wayne Blevins made a motion to accept the application for CoC Rapid Rehousing Bonus Application. Chris Duroy seconded the motion. Roll Call Vote: 10 yes, 0 No, 0 Abstain.

Item #12

Erica Pogue, Executive Director, presented the Partnership List Update. The Chair, Tara Huddleston, entertained a motion to approve the Partnership List Update. Marvin Wallace made a motion to approve the Partnership List Update. Rolanda Rogers seconded the motion. Roll Call Vote: 10 yes, 0 No, 0 Abstain.

Item:13

Erica Pogue, Executive Director, presented the Volunteer Tracking Policy. The Chair, Tara Huddleston, entertained a motion to approve the Volunteer Tracking Policy. LaToya Davis made a motion to approve the Volunteer Tracking Policy. Oma Dell Burns seconded the motion. Roll Call Vote: 10 yes, 0 No, 0 Abstain.

Item #14

Erica Pogue, Executive Director, presented the USDA Corrective Action Plan. The Chair, Tara Huddleston, entertained a motion to approve the USDA Corrective Action Plan. Chris Duroy made the motion to approve the USDA Corrective Action Plan. Roy Wayne Blevins seconded the motion. Roll Call Vote: 10 yes, 0 No, 0 Abstain.

Item #15

Erica Pogue, Executive Director, presented the Customer Satisfaction Survey System Policy. The Chair, Tara Huddleston, entertained a motion to approve the Customer Satisfaction Survey System. Marvin Wallace made a motion to accept the Customer Satisfaction Survey System Policy. Jesse Dunlap seconded the motion. Roll Call Vote: 10 yes, 0 No, 0 Abstain.

Item #16

Shawna Latham, RSVP Director, asked for permission to apply for the Mutual of America Community Partnership Award 2023 with awarded amounts varying from \$50,000 to \$100,000. The Chair, Tara Huddleston, entertained the motion for approval to apply for the Mutual of America Community. LaToya Davis made a motion for approval to apply for the Mutual of America Community Partnership Award 2023. Jesse Dunlap seconded the motion. Roll Call Vote: 10 yes, 0 No, 0 Abstain.

Item #17

Erica Pogue, Executive Director, presented the following revised Job Descriptions:

- HTS II
- HTS III
- HTS IV
- HTS V
- Job Coach
- Community Based Job Coach
- Program Coordinator
- Workshop Slot Client
- Homemaker/Respite
- DLS II
- DLS II
- Human Resource Assistant/EEO Officer/Title VI Coordinator/Corporate Secretary

The Planning Committee met prior to the Board of Directors meeting and reviewed in detail the proposed changes in Job Descriptions. Oma Dell Burns made a recommendation to approve the revised Job Descriptions. Roy Wayne Blevins made a motion to approve the revised job descriptions. Chris Duroy seconded the motion. Roll Call Vote: 10 yes, 0 No, 0 Abstain.

Item #18

Program Reports (See Board Reports)

- Shawna Latham, RSVP Director highlighted the reports included in the Board Report.
- Kathy Castleberry, Head Start/ Early Head Start Director highlighted the reports included in the Board Report.
- Wanda Gray, ESG Director, highlighted the report on Community Services Report.
- Kristy Mobbs, RAVE Director, her reports included in the Board Report.
- Erica Pogue, Executive Director, highlighted the JAMM Transit, Housing and Human Resource information shared in the Board Report.

Item #19

Oma Dell Burns made a motion to move into Executive Session. Chris Duroy seconded the motion. Board entered into the Executive Session as authorized by Title 25 O.S. Section 307(B)(1), namely, a progress report of the performance of Executive Director, Erica Pogue. Roll Call Vote: 10 yes, 0 No, 0 Abstain.


Item #20

Roy Wayne Blevins moved to return to the Board Meeting. Marvin Wallace seconded the motion and the following was acknowledged:

1. Minutes of executive session
2. 3 month Progress report of Executive Director was given
3. Date set for six month evaluation - October 30, 2023

Roll Call Vote: 10 yes, 0 No, 0 Abstain.

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



Tara Huddleston, Chairperson
Chris Duroy, Vice Chair



Date

Reports & Handouts included in Board Packet:

- Oklahoma Open Meeting Act
- ROMA Monthly Snapshot Services (Jan & Feb 2023)
- Election Letter of Jackie Matthews
- July 31, 20203 Board Minutes
- Financial Board Report
- RAVE Budget
- CSBG Budget Revision
- CoC Rapid Rehousing Bonus Application Letter
- Partnership List Update
- Volunteer Tracking 2023
- USDA Corrective Action Plan
- Customer Satisfaction Survey System Policy
- Letter to Apply Mutual of America Community Partnership Award
- Job Descriptions
 - HTS I
 - HTS II
 - HTS III
 - HTS IV
 - HTS V
 - Job Coach
 - Community Based Job Coach
 - Program Coordinator
 - Program Director
 - Workshop Slot Client
 - Homemaker/Respite
 - DLS I
 - DLS II
 - Human Resource Assistant/EEO Officer/Title VI Coordinator/Corporate Secretary
 - Program Reports