



Board Meeting

June 24, 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 to establish a quorum.

Present: Tara Huddleston, Jena Newman, Chris Duroy, LaToya Davis, Oma Dell Burns, Marvin Wallace, Roy Wayne Blevins, Greg Davidson and Jackie Matthews.

Absent: Jesse Dunlap, Rolanda Rogers, and Kent McKinley

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

Staff Via Zoom: LaQuita Thornley

Consultants: Lowell Wright

Item #3

Chairperson, Tara Huddleston presented the referral letter recommending Rolanda Rogers as a representative for the private sector for Murray County on the INCA Board of Directors. Chairperson, Tara Huddleston entertained a motion to reappoint Rolanda Rogers as a Private Sector Board Member for Murray County. Latoya Davis made a motion to approve. Jena Newman made a motion to second. Roll call vote: 9 yes, 0 no, 0 abstain.

Item #4

Executive Director, Erica Pogue presented training on Results Oriented Management and Accountability (ROMA). See attached.

Item#5

Executive Director, Erica Pogue discussed the Community Needs Assessment (CNA) and introduced Cherish Mayo to the Board of Directors, as the new CSBG Director/Capacity Director. Surveys were handed out to the Board of Directors to complete.

Item #6

Chairperson, Tara Huddleston entertained a motion to approve the May 20, 2024, Board Minutes. Latoya Davis made a motion to approve. Jena Newman seconded the motion. Roll call vote: 8 yes, 0 no, 1 abstain.

Item #7

Lowell Wright, Financial Consultant, presented the Financial Report for May 31, 2024. Discussion followed. Chairperson Tara Huddleston, entertained a motion to approve the Financial Report. Oma Dell Burns made a motion to approve. Jackie Matthews seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

Item #8

Lowell Wright, Financial Consultant, presented the INCA 990 FY January 31, 2024. Chairperson Tara Huddleston entertained a motion to approve the INCA 990. Oma Dell Burns made a motion to approve the INCA 990. Jackie Matthews seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

Item #9

Executive Director Erica Pogue presented the CSBG Budget Revision to the Board of Directors. Chairperson Tara Huddleston entertained a motion to approve the CSBG Budget Revision. Roy Wayne Blevins made a motion to approve. Marvin Wallace seconded the motion. Roll Call Vote: 9 yes, 0 no, 0 abstain.

Item #10

Executive Director Erica Pogue asked permission to apply for the JAMM Revolving Fund. Chairperson Tara Huddleston asked for a motion to approve. Jackie Matthews made a motion to approve. Jena Newman seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

Item #11

Head Start Director Amanda Cramer presented the Head Start/ Early Head Start Salary Scale. Discussion followed. Chairperson Tara Huddleston entertained a motion to approve the Salary Scale. Jena Newman made a motion to approve. Marvin Wallace seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

Item # 12

Executive Director Erica Pogue asked permission to apply for the SAF-HS/SAF-CAA Funding. Discussion followed. Chairperson Tara Huddleston entertained the motion to approve. Oma Dell Burns made a motion to approve. Marvin Wallace seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

Item #13

Head Start Director Amanda Cramer presented the following to the Board:

1. Closing of the Head Start Center - Caney
2. Conversion of the EHS - Davis
3. Conversion of the EHS - Oakland
4. Opening/Conversion EHS - Atoka

Discussion followed. Chairperson Tara Huddleston entertained a motion to approve. Greg Davidson made a motion to approve. Jackie Matthews seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

Item #14

Head Start Director Amanda Cramer asked permission to apply for HS/EHS One-time Program Improvement Funding. Discussion followed. Chairperson Tara Huddleston entertained a motion to approve applying for the funding. Chris Duroy made a motion to approve. Oma Dell Burns seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

Item # 15

The following policies and procedures were reviewed with the Board of Directors:

1. Head Start Director Amanda Cramer discussed with the Board the Head Start Policy - Exclusion

2. Executive Director Erica Pogue reviewed with the Board the Holiday Policy.

Discussion followed. Chairperson Tara Huddleston entertained a motion to approve the policies. Chris Duroy made a motion to approve. LaToya Davis seconded the motion. Roll call vote: 8 yes, 1 no, 0 abstain.

Item #16

Executive Director Erica Pogue presented the following job descriptions to the Board of Directors.

1. Program Assistant (Floater) for RAVE
2. Human Resource Manager

Discussion followed. Chairperson Tara Huddleston entertained the motion to approve. LaToya Davis made a motion to approve. Jena Newman seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

Item #17

RAVE Director Kristy Mobbs presented the RAVE 2024 - 2025 Budget to the Board of Directors. Discussion followed. Chairperson Tara Huddleston asked for a motion to approve the budget. Marvin Wallace made a motion to approve. Jena Newman seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

Item #18

RAVE Director Kristy Mobbs presented the RAVE Salary Scale to the Board of Directors. Discussion followed. Chairperson Tara Huddleston entertained a motion to approve the Salary Scale. Marvin Wallace made a motion to approve. LaToya Davis seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

Item #19

RAVE Director Kristy Mobbs presented the RAVE Agency Companion Salary Scale to the Board of Directors. Discussion followed. Chairperson Tara Huddleston requested a motion to approve Salary Scale. Jena Newman made a motion to approve. Jackie Matthews seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

Item #20

RAVE Director Kristy Mobbs sought approval to seek proposals to build a building for the RAVE Program. Upon further discussion, it was determined more information was needed. LaToya Davis moved to table. Marvin Wallace seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

Item #21

Program Reports (see Board Reports)

- Wanda Gray, RSVP Director, highlighted the RSVP report included in the Board Report. Wanda also shared the United Way Approved Allocations.
- Wanda Gray, RSVP Director, highlighted the Community Service Report included in the Board Report. Wanda also shared a letter from the VA Center.
- Amanda Cramer, Head Start/Early Head Start Director, highlighted the Head Start and Early Head Start Reports.
- Kristy Mobbs, RAVE Director, highlighted the RAVE Report included in the Board Report. Kristy also shared information about possible rate increases and gave client updates.
- Shelley Prince, HR Coordinator, highlighted the Staffing Report included in the Board Report.
- Erica Pogue, Executive Director, highlighted the Housing and JAMM Reports.

Chairperson Tara Huddleston called for adjournment. All in favor.



Tara Huddleston, Chairperson

7/19/24

Date

Reports & Handouts included in the Board Packet:

- Community Needs Survey
- May 20,2024 Board Minutes
- May 31, 2024 Financials
- INCA 990 FY 1/31/24
- CSBG Budget Revision
- JAMM Revolving Fund
- HS/EHS Salary Scale
- ODOC Funding Opportunity (SAF-HS and SAF-CAA)
- Full Enrollment Requirements
- Program Improvement Grant
- Medical Short Term Exclusion Policy
- Holidays and Birthday Holiday
- Program Assistant (Floater)-RAVE
- Human Resource Manager
- RAVE 2024 - 2025 Budget
- RAVE Salary Scale
- RAVE Agency Companion Salary Scale
- Program Report
- United Way Approved Allocations
- Letter from VA Center
- CACFP Report