



Board Meeting

March 25, 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.

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

Absent: Jena Newman, Marvin Wallace, Kent McKinley and Greg Davidson.

Staff Present: Erica Pogue, Shelley Prince, Jo Ann Barnes, Wanda Gray, Amanda Cramer, Sue Ishmael.

Staff via Zoom: LaQuita Thornley and Kristy Mobbs.

Consultant: Lowell Wright

Item #3

Executive Director, Erica Pogue and Chairperson Tara Huddleston honored the Board of Directors with a certificate of appreciation for their years of service.

Item #4

Financial Consultant, Lowell Wright presented the Board training on Fiscal Responsibilities (see attached).

Item #5

Executive Director, Erica Pogue presented INCA Community Action Plan on the following:

1. Annual update on success of specific strategies in CAP.
2. Community Action Plan Update/Report
3. Community Action Plan Logic Model Community Assessment
4. Strategic Plan/Update/Report.

Item #6

Chairperson, Tara Huddleston entertained the motion to approve the February 26, 2024 Board Minutes. Roy Wayne Blevins made a motion to approve. LaToya Davis seconded the motion. Roll call vote: 8 yes, 0 no, 0 abstain.

Item #7

Lowell Wright, Financial Consultant, presented the financial report for February 29, 2024. 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 the financial reports. Oma Dell Burns seconded the motion. Roll call vote: 8 yes, 0 no, 0 abstain.

Item #8

Lowell Wright, Financial Consultant, presented a review of the Financial Manual. The Financial Committee met prior to the meeting and reviewed the following financial reports in detail. Discussion followed.

1. Fiscal Policies and Procedures
 - a. Directory of Financial Manual-2024
 - b. Purchasing Process
 - c. Electronic Purchase Requisition
 - d. Procurement Standards
 - e. Checks, Ledgers, and Bank Procedures
 - f. Payroll Procedures
 - g. Revenue Receipts
 - h. Contracts, Leases, and Insurance
 - i. Fixed Assets
 - j. Record Retention and Destruction Policy
 - k. Other

Chairperson, Tara Huddleston entertained the motion to approve the Financial Minutes. LaToya Davis made a motion to approve. Rolanda Rogers seconded the motion. Roll call vote: 8 yes, 0 no, 0 abstain.

Item #9

Executive Director, Erica Pogue presented the following review of policies:

1. Employee Evaluation Policy
2. Infectious/Communicable Diseases Policy

Chairperson, Tara Huddleston entertained the motion to approve the policies. Jackie Matthews moved to approve policies. Oma Dell Burns seconded the motion. Roll call vote: 8 yes, 0 no, 0 abstain. (see attached)

Item #10

Head Start/Early Head Start Director, Amanda Cramer reviewed the following job descriptions :

1. Head Start (Five year review)
 - a. Practice-Based Coach
 - b. Teacher
 - c. Teacher Assistant
 - d. Center Assistant/Food Service Assistant
 - e. Food Service Assistant
 - f. One/One Assistant
 - g. Center Assistant/ One-on-One
 - h. Substitute
 - i. Volunteer
2. Early Head Start (Five Year Review)
 - a. Child Caregiver

Executive Director Erica Pogue presented the CSBG/Housing/Capcity Director. Chairperson, Tara Huddleston entertained the motion to approve the job descriptions. Rolanda Rogers made a motion to approve all the job descriptions. Chris Duroy seconded the motion. Roll call vote: 8 yes, 0 no, 0 abstain. (see attached)

Item #11

Head Start/Early Head Start Director, Amanda Cramer presented Head Start Customer Satisfaction Report and Self Assessment update to the Board of Directors.

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 Report.
- Kristy Mobbs, Rave Director, highlighted the RAVED reports in the Board Report.
- Shelley Prince, Human Resources Coordinator, highlighted the Human Resource Report.
- Erica Pogue, Executive Director, highlighted JAMM Transit/Housing/CSBG reports in the Board Report.

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


Tara Huddleston, Chairperson

4/29/24
Date

Reports & Handouts included in the Board Packet:

- Fiscal Responsibilities
- Inca Community Action Plan
 - Annual update on success of specific strategies in CAP
 - Community Action Plan Update/Report
 - Community Action Plan Logic Model Community Assessment
 - Strategic Plan/Update/Report
- February 26, 2024 Board Minutes
- February 29, 2024 Financials
- Financial Manual/Fiscal Policies and Procedures
 - Directory of Financial Manual-2024
 - Purchasing Process
 - Electronic Purchase Requisition
 - Procurement Standards
 - Checks, Ledgers, and Bank Procedures
 - Payroll Procedures
 - Revenue Receipts
 - Contracts, Leases, and Insurance
 - Fixed Assets
 - Record Retention and Destruction Policy
 - Other
- Employee Evaluation Policy
- Infectious/Communicable Diseases Policy
- Head Start Job Descriptions
 - Practice -Based Coach
 - Teacher
 - Teacher Assistant

- Center Assistant/Food Service Assistant
- One/One Assistant
- Center Assistant/One-on-One
- Substitute
- Volunteer
- Early Heart Start
 - Child Caregiver
- CSBG/Housing/Capcity Director
- Head Start Customer Satisfaction Report and Self Assessment update
- Program Reports

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