



## Board Meeting

November 27, 2023

202 S. Capitol, P.O. Box 68

Tishomingo, OK 73460

(580) 371-2352

Vice Chairperson, Chris Duroy called the meeting to order at 5:30 p.m.

Vice Chairperson, Chris Duroy asked for a roll call vote to establish a quorum.

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

Absent: Tara Huddleston, LaToya Davis, Jesse Dunlap, Rolanda Rogers, and Kent McKinley.

Staff Present: Erica Pogue, LaQuita Thornley, Shelley Prince, Jo Ann Barnes, Wanda Gray, Amanda Cramer, Lori Turman, and Robin Yudin.

Consultants Present: Lowell Wright

Zoom: Kristy Mobbs

### Item #3

Erica Pogue, Executive Director, asked that the Strategic Governance training be tabled. The Vice Chairperson entertained a motion to table the Strategic Governance training. Oma Dell Burns moved to approve. Jena Newman seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

### Item #4

Deborah Perkins presented to the Board of Directors the highlights and customer satisfaction report for RX Oklahoma, MIPPA, and Navigator. (see attachments)

### Item #5

Erica Pogue, Executive Director, presented to the Board of Directors the highlights and customer satisfaction report for Housing. (see attached)

### Item #6

Lori Turman, Education Manager, presented to the Board of Directors the Head Start School Readiness Goals. (see attachment)

Item #7

The Vice Chairperson, Chris Duroy, entertained the motion to approve the October 30, 2023 Board Minutes. Roy Wayne Blevins made the motion to approve. Oma Dell Burns seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #8

Lowell Wright, Financial Consultant, presented the financial report for October 30, 2023. The Financial Committee met prior to the meeting and reviewed the financial reports in detail. Discussion followed. The Vice Chairperson, Chris Duroy entertained the motion to approve the financial reports. Roy Wayne Blevins made a motion to approve. Jackie Matthews seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #9

Lowell Wright, Financial Consultant, presented the INCA 990 to the Board of Directors. The Financial Committee met prior to the meeting and reviewed the INCA 990. The Vice Chairperson, Chris Duroy entertained the motion to approve the INCA 990. Jena Newman moved to approve. Marvin Wallace seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #10

Erica Pogue, Executive Director, presented to the Board the meeting calendar for 2024. Discussion was held. The Vice Chairperson, Chris Duroy, entertained the motion to approve the meeting calendar. Jena Newman moved to approve. Marvin Wallace seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #11

Erica Pogue, Executive Director, presented the Board Program and Training Schedule for 2024. Discussion was held. The Vice Chairperson entertained the motion to approve the Board Program and Training Schedule for 2024. Marvin Wallace made the motion to approve. Oma Dell Burns seconded the motion. Roll call vote: 7yes; 0 no; 0 abstain.

Item #12

Erica Pogue, Executive Director, presented the Agency Holidays for 2024. Discussion was held. The Vice Chairperson, Chris Duroy, entertained the motion to approve the Agency Holiday Schedule. Marvin Wallace made a motion to approve. Jena Newman seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #13

Erica Pogue, Executive Director, asked for permission to apply for JAMM 5311. Discussion was held. The Vice Chairperson, Chris Duroy, entertained a motion to approve applying for JAMM 5311. Jena Newman made a motion to approve. Marvin Wallace seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #14

Wanda Gray, RSVP Project Director, presented to the Board of Directors and asked for permission to apply for the Temper of Times Foundation Grant to support the Environmental Awareness work plan for the upcoming 2024 RSVP grant cycle.

Discussion was held. The Vice Chairperson, Chris Duroy, entertained the motion to approve applying the Temper of Times Foundation Grant. Oma Dell Burns moved to approve. Roy Wayne Blevins seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #15

Erica Pogue, Executive Director, discussed with the Board of Directors that after the TSET Discovery grant was reviewed it did not fit the transportation needs we needed, so would not be applying for the grant at this time.

Item #16

Erica Pogue, Executive Director, presented the following job descriptions for approval:

1. Bookkeeper/CAPTAIN Administrator
2. Head Start Food Technician (Revised)
3. RSVP Volunteer Coordinator/Data Entry Clerk/Emergency Services Worker
4. RSVP Volunteer Coordinator/Emergency Services Worker

The planning committee met prior to the Board of Directors meeting and discussed in detail the job descriptions. Oma Dell Burns made a motion to approve the job descriptions. Jena Newman seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.

Item #17

LaQuita Thornley, presented the following Policies and Procedures to the Board of Directors:

1. ESG Policies and Procedures
  - a. ESG Program Policies & Procedures
  - b. ESG Purchase, Procurement and Inventory
  - c. Determination of Prevention vs Rapid Re-Housing
  - d. Determination of Rent/Utilities Cost for Participants
  - e. Distribution of Services
  - f. Evaluation of Individual and Families Eligibility
  - g. Habitability of Shelter and Housing
  - h. Conflict of Interest
  - i. Homeless Participation in Program
  - j. Performance Measures
  - k. Partnership Coordination (Emergency Shelter Providers, Mainstream, Local and Domestic Violence Resources)
  - l. ESG Program Policies & Procedures Directory
  - m. Termination of Assistance
  - n. Financial Management
  - o. Protection of Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
2. Head Start Field Trip Policy (update)

The planning committee met prior to the Board of Directors meeting and discussed in detail the job descriptions. Marvin Wallace made a motion to approve the job descriptions. Jena Newman seconded the motion. Roll call vote: 7 yes; 0 no; 0 abstain.


Item #18

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.
- Erica Pogue, Executive Director, highlighted the JAMM Transit, Housing, and ROMA information shared in the Board Report.

Item #19

The Vice Chairperson, Chris Duroy, called for adjournment. All were in favor.



Tara Huddleston, Chairperson

1/29/24  
Date

Reports & Handouts included in the Board Packet:

- Health Services Highlights and Customer Satisfaction Report
- Housing Highlights and Customer Satisfaction Report
- Head Start School Readiness Presentation
- October 30, 2023 Board Minutes
- October 30, 2023 Financials
- INCA 990
- Meeting Calendar for 2024
- Board Program and Training Schedule for 2024
- Permission to apply JAMM5311
- Permission to apply Temper of Times Foundation Grant
- Job Descriptions
  - Bookkeeper/CAPTAIN Administrator
  - Head Start Food Technician (Revised)
  - RSVP Volunteer Coordinator/Data Entry Clerk/Emergency Services Worker
  - RSVP Volunteer Coordinator/Emergency Services Worker
- Policies and Procedures
  - ESG Program Policies & Procedures
  - ESG Purchase, Procurement and Inventory
  - Determination of Prevention vs Rapid Re-Housing
  - Determination of Rent/Utilities Cost for Participants
  - Distribution of Services
  - Evaluation of Individual and Families Eligibility
  - Habitability of Shelter and Housing
  - Conflict of Interest
  - Homeless Participation in Program
  - Performance Measures
  - Partnership Coordination (Emergency Shelter Providers, Mainstream, Local and Domestic Violence Resources)
  - ESG Program Policies & Procedures Directory
  - Termination of Assistance
  - Financial Management
  - Protection of Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
  - Head Start Field Trip Policy (update)
- Board of Directors Monthly Report
- CACFP Report
- Letter for Underenrollment
- Program Income Letter
- CLASS Review