



## Board of Directors Minutes

**November 25, 2024**

109 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 to establish a quorum.

Present: Tara Huddleston, Jena Newman, Chris Duroy, LaToya Davis, Oma Dell Burns, Roy Wayne Blevins, Rolanda Rogers, Barbara Talley, Greg Davidson, and Jackie Matthews.

Absent: Jesse Dunlap

Staff Present: Erica Pogue, Jo Ann Barnes, Shelley Prince, Amanda Cramer, Carrie Spicer, and Pinky Mayo.

Zoom: LaQuita Thornley, Kristy Mobbs and Deborah Perkins.

Consultants: Lowell Wright

### Item #3

Deborah Perkins presented the RSVP Program Highlight and Customer Satisfaction Report. (see attached)

### Item #4

Erica Pogue, Executive Director, presented the JAMM Transit Program Highlight and Customer Satisfaction Report. (see attached)

### Item #5

Pinky Mayo, CSBG Director, presented the preliminary Community Needs Assessment, which included demographic data summaries, community forum summaries, and survey documentation. The Planning Committee met before the meeting, reviewed the leadership team recommendation and the Top 10 Community Needs recognized in the survey, and prioritized the top three community needs to recommend to the board. The board reviewed the recommendations, and a discussion was held. Board members completed the Top Ten Needs Ballot.

### Item #6

Amanda Cramer, Head Start/Early Head Start Director, presented Head Start School Readiness Goals. (see attached)

### Item #7

Chairperson Tara Huddleston entertained the motion to approve the October 31, 2024 Board Minutes. Roy Wayne Blevins made a motion to approve. LaToya Davis seconded the motion. Roll call vote: 9 yes; 0 no; 2 abstain.

#### Item #8

Lowell Wright, Financial Consultant, presented the September 30, 2024 Financial Report. Discussion followed. Chairperson Tara Huddleston entertained a motion to approve the Financial Report. Rolanda Rogers made a motion to approve. Oma Dell Burns seconded the motion. Roll call vote: 11 yes, 0 no, 0 abstain.

#### Item #9

Executive Director Erica Pogue discussed the Meeting Calendar for 2025. Chairperson Tara Huddleston entertained a motion to approve the Meeting Calendar for 2025. LaToya Davis made a motion to approve. Jackie Matthews seconded the motion. Roll call vote: 11 yes, 0 no, 0 abstain.

#### Item #10

Executive Director Erica Pogue discussed the Board Program and Training Schedule for 2025. Chairperson Tara Huddleston entertained a motion to approve the Board Program and Training Schedule for 2025. Rolanda Rogers made a motion to approve. Oma Dell Burns seconded the motion. Roll call vote: 11 yes, 0 no, 0 abstain.

#### Item #11

Executive Director Erica Pogue discussed the Agency Holidays for 2025. Chairperson Tara Huddleston entertained a motion to approve the Agency Holidays for 2025. Jena Newman made a motion to approve. Oma Dell Burns seconded the motion. Roll call vote: 11 yes, 0 no, 0 abstain.

#### Item #12

Executive Director Erica Pogue asked permission to apply for JAMM 5311. Discussion followed. Tara Huddleston entertained a motion to approve applying for JAMM 5311. Greg Davison made a motion to apply. Jena Newman seconded the motion. Roll call vote: 11 yes, 0 no, 0 abstain.

#### Item #13

Head Start/Early Head Start Director Amanda Cramer asked permission to change the educational curriculum. Discussion followed. Chairperson Tara Huddleston entertained a motion to approve the change curriculum to Frog Street. Jackie Matthews made a motion to approve. Rolanda Burns seconded the motion. Roll call vote: 11 yes, 0 no, 0 abstain.

#### Item #14

##### Program Reports (see Board Reports)

- Wanda Gray, RSVP Director, highlighted the RSVP report included in the Board Report.
- Amanda Cramer, Head Start/Early Head Start Director, highlighted the Head Start and Early Head Start reports included in the Board Report.
- Kristy Mobbs, RAVE Director, highlighted the RAVE report included in the Board Packet. Kristy also gave an update on the building project and Oklahoma Human Services Child Placing Agencies - Monitoring Summary.
- Shelley Prince, HR Manager, highlighted the Staffing report included in the Board Report.
- Erica Pogue, Executive Director, highlighted the JAMM and Housing Reports.

Chairperson Tara Huddleston called for adjournment. All in favor.



Tara Huddleston, Chairperson

1/27/2025

Date

Reports & Handouts included in the Board Packet

- RX for Oklahoma, MIPPA, and Navigator Program Highlight & Customer Satisfaction Report
- JAMM Transit Program Highlight & Customer Satisfaction Report
- Community Needs Assessment Report (Draft)
- INCA Top Needs Ballet
- Identified Needs Recommendations from Leadership
- Head Start School Readiness Goals
- Board Minutes- October 28, 2024
- Financials-October 31, 2024
- Meeting Calendar for 2025
- Board Program and Training Schedule for 2025
- Agency Holidays for 2025
- Permission to Apply JAMM 5311
- Permission to change Curriculum
- Monthly Board Report
- CACFP

