



## Board Meeting

**October 30, 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 p.m.

Chairperson, Tara Huddleston asked for a roll call vote to establish a quorum.

Present: Tara Huddleston, Jena Newman, Chris Duroy, LaToya Davis, Oma Dell Burns, Jesse Dunlap, Roy Wayne Blevins, Rolanda Rogers, and Greg Davidson.

Absent: Marvin Wallace, Kent McKinley, and Jackie Matthews.

Staff Present: Erica Pogue, Shelley Prince, Wanda Gray, Kathy Castleberry, Amanda Cramer, Tina Cosby, Sherrie Adams, and Sandy Bonham.

Zoom: Kristy Mobbs and LaQuita Thornley

Consultants Present: Lowell Wright (Zoom)

### Item #3

Erica Pogue, Executive Director, presented the training: Building Financial Support. (see attachments)

### Item #4

Erica Pogue, Executive Director, presented to the Board of Directors the highlights and Customer Satisfaction report for JAMM. (see attachments)

### Item #5

Erica Pogue, Executive Director, presented the report for the Board Self-Evaluation. (see attachments)

### Item #6

The Chair, Tara Huddleston, entertained the motion to approve the September 25, 2023 Board Minutes. Roy Wayne Blevins moved to approve the minutes. Jesse Dunlap seconded the motion. Roll call vote: 9 yes; 0 no; 0 abstain.

### Item #7

Lowell Wright, Financial Consultant, presented the financial report for October 2023. The Chair, Tara Huddleston, entertained the motion to approve the financial report. Rolanda Rogers made the motion to approve the financial report. Oma Dell Burns seconded the motion. Roll call vote: 9 yes; 0 no; 0 abstain.

#### Item #8

The Human Rights Committee met prior to the Board meeting to discuss changes to the Affirmative Action Plan/EEO Report/ Title VI. Erica Pogue, Executive Director, presented to the Board of Directors the recommendations of the committee. Discussion was held. The Chair, Tara Huddleston asked for a motion to approve the Affirmative Action Plan. Greg Davidson made a motion to approve. Jesse Dunlap seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

#### Item #9

Wanda Gray, Community Service Director, asked for permission to apply for the United Way Capacity Building Grant 2023 in the amount of \$49,014.00. Discussion was held. The Chair, Tara Huddleston, entertained the motion to approve applying for the United Way Capacity Building Grant 2023. LaToya Davis made a motion to approve. Jena Newman seconded the motion. Roll call vote: 9 yes; 0 no; 0 abstain.

#### Item #10

Wanda Gray, Community Service Director, asked for permission to apply for the DHS Food Insecurity Grant in the amount of \$53,585.00. Discussion was held. The Chair, Tara Huddleston entertained the motion to approve applying for the grant. Chris Duroy made a motion to approve. Oma Dell Burns seconded the motion. Roll call vote: 9 yes, 0 no; 0 abstain.

#### Item #11

Wanda Gray, Community Service Director, presented to the Board a Conflict of Interest Disclosure and Resolution for ESG-23 #19284 for Louis Crooms. Discussion was held. The Chair, Tara Huddleston entertained a motion to approve. LaToya Davis made a motion to approve. Oma Dell Burns seconded the motion. Roll call vote: 9 yes; 0 no; 0 abstain.

#### Item #12

Erica Pogue, Executive Director, presented to the Board the job description for Head Start Advisor. Discussion was held. The Chair, Tara Huddleston, entertained the motion to approve the job description. LaToya Davis made a motion to approve. Oma Dell Burns seconded the motion. Roll call vote: 9 yes; 0 no; 0 abstain.

#### Item #13

Erica Pogue, Executive Director, presented to the Board the Early Head Start Personal Appearance Policy. Discussion was held. The Chair, 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 #14

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

- Wanda Gray, Community Service Director, highlighted the RSVP report included in the Board Report.
- Wanda Gray, Community Service Director, highlighted the Community Services Report report included in the Board Report.
- Kathy Castleberry, Head Start Director, highlighted the Head Start/Early Headstart Reports in the Board Report.
- Kristy Mobbs, RAVE Director, highlighted the RAVE reports in the Board Report.
- Shelley Prince, Human Resource Assistant, highlighted the Human Service Reports in the Board Report.
- Erica Pogue, Executive Director, highlighted the JAMM Transit, Housing, and ROMA information shared in the Board Report.

Item #15

A motion was made by Greg Davidson to move into Executive Session. LaToya Davis seconded the motion. Roll call vote: 9 yes, 0 no; 0 abstain. 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; 9 yes; 0 no; 0 abstain.

Item #16

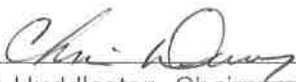
Vice Chair, Chris Derooy, moved to return to the Board Meeting. Rolanda Rogers seconded the motion and the following was acknowledged:

1. Minutes of executive session
2. 6 month Progress report of Executive Director was given
3. Date set for one year evaluation - Board meeting in April 2024

Roll call vote; 9 yes; 0 no; 0 abstain.

Item #17

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

  
Tara Huddleston, Chairperson  
Chris Derooy, Vice Chairperson

11-27-23  
Date

Reports & Handouts included in the Board Packet

- Building Financial Support
- Highlight & Customer Satisfaction Report: JAMM
- Board Self-Evaluation
- September 2023 Board Minutes
- September 2023 Financial Report
- Affirmative Action Plan/EEO Report/Title VI
- Permission to Apply United Way Capacity Building Grant
- Permission to Apply DHS Food Insecurity Grant
- ODOC Notice of Conflict of Interest
- Head Start/Early Head Start Advisor
- Early Head Start Personal Appearance (Dress Code) Policy
- Board of Directors Monthly Report.
- CACFP Report
- Work Comp Premium & Claims Analysis
- ROMA Snapshot Services (2023)
- ROMA Monthly Snapshot Services (August 2023)

