



Board Meeting

September 25, 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, Marvin Wallace, Jesse Dunlap, RoyWayne Blevins, Rolanda Rogers, Greg Davidson, and Jackie Mathews.

Absent: Kent McKinley

Staff Present: Erica Pogue, LaQuita Thornley, Shelley Prince, Jo Ann Barnes, Wanda Gray, Amanda Cramer, Tina Cosby, Kathy Castleberry, Donna Lindsay, Makayla Hughes, and Shawna Latham.

Zoom: Kristy Mobbs and Gary Saunders

Consultants Present: Lowell Wright

Special Guests: RSVP Policy Council Members

Item #3

Training: Accountability/Self Evaluations were given to Board Members to complete.

Item #4

Shawna Latham, RSVP Director presented to the Board of Directors the highlights and Customer Satisfaction report for RSVP. (see attachments)

Item #6

Erica Pogue, Executive Director, presented the election results of LaToya Davis as the Low Income Sector Board Member for Johnston County. The Chair, Tara Huddleston, entertained a motion to approve LaToya Davis, as the Low Income Sector Board Member for Johnston County. Rolanda Rogers moved to accept LaToya Davis as the Low Income Sector Board. Oma Dell Burns seconded the motion. Roll call vote: 10 yes, 0 no, 0 abstain.

Item #7

The Chair, Tara Huddleston, entertained the motion to approve the August 28, 2023 Board Minutes. Roy Wayne Blevins moved approval of the minutes. Marvin Wallace seconded the motion. Roll Call Vote: 11 yes, 0 no, 0 abstain.

Item #8

Lowell Wright, Financial Consultant, presented the financial report for September 2023. Rolanda Rogers, stated the Finance Committee had reviewed the financial report in detail and recommended it to be approved by the Board of Directors. Oma Dell Burns made a motion to approve the financial report. Rolanda Rogers seconded the motion. Roll Call Vote: 11 yes, 0 no, 0 abstain.

Item #9

Lowell Wright, Financial Consultant, presented to the board the draft of the Report on the Audit of Financial Statements and Supplemental Information for the year ended January 31, 2023. The financial committee met prior to the Board meeting with Gary Saunders of Saunders & Associates, PLLC via Zoom to discuss in detail the draft audit. The Chair entertained the motion to approve the draft of the financial audit. Roy Wayne Blevins made a motion to approve the draft audit. Jena Newman seconded the motion. Roll Call Vote: 11 yes, 0 no, 0 abstain.

Item #10

The Chair, Tara Huddleston, asked for nominations for Board Secretary. Shelley Prince was nominated as the Board Secretary. The Chair, Tara Huddleston entertained a motion to approve Shelley Prince as Board Secretary. LaToya Davis moved to approve Shelley Prince as Board Secretary. Jena Newman seconded the motion. Roll Call Vote: 11 yes, 0 no, 0 abstain.

Item #11

A motion was made by Marvin Wallace to move into Executive Session. LaToya Davis seconded the motion. Roll Call Vote: 11 yes, 0 No, 0 Abstain. Board entered into the Executive Session as authorized by Title 25 O.S. Section 307(B)(1), namely, hiring of Head Start/Early Head Start Director.

Item #12

LaToya Davis moved to return to the Board Meeting. Roy Wayne Blevins seconded the motion and the following was acknowledged:

1. Minutes of the executive session were taken.
2. Hiring of Head Start/Early Head Start Director.

Roll Call Vote: 11 yes, 0 no, 0 abstain.

Item #12

LaToya Davis presented to the board of directors the recommendation of the Search Committee for a new Early Head Start/Head Start Director for INCA Head Start. The Executive Committee recommends that Amanda Cramer be hired for the Position of Head Start Director. LaToya Davis made the motion to approve and Roy Wayne Blevins seconded the motion. Roll Call Vote: 11 yes, 0 no, 0 abstain.

Item #13

Erica Pogue, Executive Director, presented the CSBG Budget. The Chair Tara Huddleston entertained the motion to approve the CSBG Budget. Discussion was held. LaToya Davis made a motion to approve the CSBG Budget. Marvin Wallace seconded the motion. Roll Call Vote: 11 yes, 0 no, 0 abstain.

Item #14

Wanda Gray, Community Service Director, presented the 2023 ESG Budget in the amount of \$196,471.84. The Chair, Tara Huddleston, entertained the motion to approve the ESG Budget. Discussion was held. Roy Wayne Blevins made a motion to approve the ESG Budget in the amount of \$196,471.84. Jesse Dunlap seconded the motion. Roll Call Vote: 11 Yes, 0 No, 0 Abstain

Item #15

- Erica Pogue, Executive Director, presented the following Job Description:

- Murray County Route Supervisor/Transit Assistant/Community Specialist

The Planning Committee met prior to the Board of Directors meeting and reviewed in detail the Job Description. Discussion was held. The Chair, Tara Huddleston, entertained the motion to approve the Job Description. Roy Wayne Blevins made a motion to approve the Job Description. Oma Dell Burns seconded the motion. Roll Call Vote: 11 Yes, 0 No, 0 Abstain

Item #16

Erica Pogue, Executive Director, presented the proposed Salary Scale for JAMM Transit. The Planning Committee met prior to the Board of Directors meeting and reviewed in detail the Salary Scale for JAMM Transit. Discussion was held. The Chair, Tara Huddleston, entertained the motion to approve the Salary Scale for JAMM Transit. Jena Newman made a motion to approve the Salary Scale for JAMM Transit. Marvin Wallace seconded the motion. Roll Call Vote: 11 Yes, 0 No, 0 Abstain

Item #17

Shawna Latham, RSVP Director, asked for permission to apply for the 2024 AmeriCorps RSVP Grant Renewal in the amount of \$140,000. The Chair, Tara Huddleston, entertained the motion to approve applying for the 2024 AmeriCorps RSVP Grant Renewal in the amount of \$140,000. Roy Wayne Blevins made a motion to approve applying for 2024 AmeriCorps RSVP Grant Renewal. Jesse Dunlap seconded the motion. Roll Call Vote: 11 Yes, 0 No, 0 Abstain

Item #18

Program Reports (See Board Reports)

- Shawna Latham, RSVP Director, highlighted the reports included in the Board Report.
- Kathy Castleberry, Head Start Director, highlighted the reports included in the Board Report.
- Wanda Gray, ESG Director, highlighted the Community Services Report.
- Kristy Mobbs, RAVE Director, highlighted her reports included in the Board Report.
- Shelley Prince, Human Resource Assistant, highlighted the Human Resource Report.
- Erica Pogue, Executive Director, highlighted the JAMM Transit and Housing information shared in the Board Report.

Item #19

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

Tara Huddleston, Chairperson

Date

Reports & Handouts included in the Board Packet

- Accountability/Self-Evaluations
- Risk Assessment
- RSVP Highlight & Customer Satisfaction Report
- INCA Board Member Election
- August Board Minutes
- Financial Board Report
- INCA Draft Audit
- CSBG Budget
- Murray County Route Supervisor/Transit Assistant/Community Specialist Job Description
- JAMM Starting Salary Scale
- Permission to apply 2024 AmeriCorps RSVP
- Board of Directors Monthly Report.
- CACFP
- 2023 Award Letter-ESG
- RAVE Child placing license audit- September 12th
- 2023 HOME Monitoring -Mannsville (County West) #1306-09 Result
- 2023 HOME Monitoring -Mannsville (County West) #1306-09 Cleared

A handwritten signature in blue ink, appearing to be "John D.", with a long horizontal line extending to the right.