



## Board of Directors Minutes

**September 30, 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, LaToya Davis, Oma Dell Burns, Jesse Dunlap, Roy Wayne Blevins, Rolanda Rogers, Greg Davidson, and Jackie Matthews.

Absent: Chris Duroy and Kent McKinley

Staff Present: Erica Pogue, Jo Ann Barnes, Shelley Prince, Wanda Gray, Lori Turman, Tina Cosby, and Sue Ishmael.

Zoom: Kristy Mobbs and Amanda Cramer.

Consultants Present: Lowell Wright

### Item #3

Lori Turman, Head Start Education Manager, presented the Head Start Performance Report (PIR). (see attachment)

### Item #4

Erica Pogue, Executive Director, presented the Head Start 5-Year Goals. (see attached)

### Item #5

Head Start/ Early Head Start Annual Report was tabled.

### Item #6

Erica Pogue, Executive Director, presented the training on Head Start Governance. (see attached)

### Item #7

Chairperson Tara Huddleston entertained the motion to approve the August 19, 2024 Board Minutes. Roy Wayne Blevins made a motion to approve. Rolanda Rogers seconded the motion. Roll call vote: 7 yes, 0 no, 2 abstain.

#### Item #8

Lowell Wright, Financial Consultant, presented the Financial Report for August 31, 2024. 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: 9 yes, 0 no, 0 abstain.

#### Item #9

Erica Pogue, Executive Director, presented the following policies and procedures:

1. Medical Insurance Benefits Policy
2. JAMM Transit Drug and Alcohol Policy

Chairperson Tara Huddleston entertained a motion to approve the policies and procedures. Greg Davidson made a motion to approve. Jessie Dunlap seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

#### Item #10

Erica Pogue, Executive Director, presented the Board's Self-Evaluation Results and Key Findings.

#### Item #11

Erica Pogue, Executive Director, asked for permission to apply for FFY 2024/25 Section 5339(a). A discussion was had. Chairperson Tara Huddleston entertained a motion to approve applying for FFY 2024/25 Section 5339(a). Rolanda Rogers made a motion to approve. LaToya Davis seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

#### Item #12

Erica Pogue, Executive Director, asked for permission to apply for Transportation TANF-WRO. There was discussion. Chairperson Tara Huddleston entertained a motion to approve. Rolanda Rogers made a motion to approve. Oma Dell Davis seconded the motion. The roll call vote was 9 yes, 0 no, and 0 abstain.

#### Item #13

Prior to the Board of Directors meeting the Finance Committee met to discuss in detail the RFPs for Audit services. Oma Dell Burns, Finance Committee board member, reviewed the Request for Proposals with the Board and presented the recommendation to accept the audit proposal from Michael W. Green. A discussion was had. Chairperson Tara Huddleston asked for a motion to approve Michael W. Green's proposal for the audits. LaToya Davis made a motion to approve. Jackie Matthews seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

#### Item #14

Erica Pogue, Executive Director, presented the JAMM Salary Scale. A discussion was had. Chairperson Tara Huddleston entertained a motion to approve JAMM Salary Scale. LaToya Davis made a motion to approve. Rolanda Davis seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

#### Item #15

Erica Pogue, Executive Director, presented the CSBG 23 Budget Revision. A discussion was had. Chairperson Tara Huddleston entertained a motion to approve CSBG 23 Budget Revision. Greg Davidson made a motion to approve. Roy Wayne Blevins seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

#### Item #16

Amanda Cramer, Head Start/Early Head Start Director, asked for permission to apply for Head Start/Early Head Start Continuation Grant. A discussion was had. Chairperson Tara Huddleston entertained a motion to approve to apply for Head Start/Early Head Start Continuation Grant. Roy Wayne Blevins moved to approve. Greg Davidson seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

Item #17

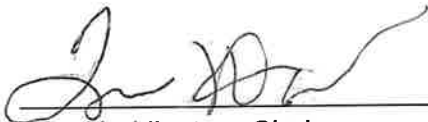
Erica Pogue, Executive Director, presented the RX Contract and Budget. A discussion was had. Chairperson Tara Huddleston entertained a motion to approve the RX Contract and Budget. Jessie Dunlap moved to approve. LaTaya Davis seconded the motion. Roll call vote: 9 yes, 0 no, 0 abstain.

Item #18

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 Early Head Start and Head Starts reports included in the Board Report.
- Kristy Mobbs, RAVE Director, highlighted the RAVE report included in the Board Report. Kristy also gave an update on the building project and the Child Placing Audit was on September 30, 2024.
- Shelley Prince, HR Manager, highlighted the Staffing Report included in the Board Report.
- Erica Pogue, Executive Director, highlighted the JAMM and Housing Reports. Erica also discussed a possible contract with SafeRide and the 2024 HOME Site Visit Monitoring.

Chairperson Tara Huddleston called for adjournment. All in favor.



Tara Huddleston, Chairperson

10/28/24  
Date

Reports & Handouts included in the Board Packet:

- PIR Report
- HS 5-Year Goals
- Head Start Governance
- Board Minutes- August 19, 2024
- Financials- August 31, 2024
- Medical Insurance Benefits Policy
- JAMM Transit Drug and Alcohol Policy
- Board Self-Evaluation Results and Key Findings
- Permission to Apply FFY 2024/25 Section 5339(a)
- Permission to Apply Transportation TANF-WRO
- Audit Bids
- JAMM Salary Scale
- CSBG 23 Budget Revision
- Head Start/Early Head Start Continuation Grant
- RX Contract and Budget
- Monthly Board Report
- CACFP
- 2024 HOME Site Visit Monitoring

