



## Board of Directors Minutes

February 23, 2026

109 S. Capitol, P.O. Box 68 Tishomingo, OK 73460

(580) 371-2352

Chairperson Tara Baskin called the meeting to order at 5:30 p.m.

Chairperson Tara Baskin requested a roll-call to establish a quorum.

Present: Tara Baskin, Jena Newman, LaToya Davis, Oma Dell Burns, Jesse Dunlap, Roy Wayne Blevins, Rolanda Rogers, Amy Lovett, Greg Davidison, Jackie Matthews, and Cliff Agee.

Absent: Chris Duroy

Staff Present: Erica Pogue, Jo Ann Barnes, Wanda Gray, Shelley Prince, Amanda Cramer, and Sue Ishmael.

Zoom: Lowell Wright, LaQuita Thornley, and Kristy Mobbs.

Quorum established.

### Item #3

Chairperson Tara Baskin acknowledged the years of service and expressed appreciation for each Board member.

### Item #4

Chairperson Tara Baskin presented the election results of Amy Lovett as the Low Income Sector Board Member for Murray County. Chairperson Tara Baskin entertained a motion to approve Amy Lovett as the Low Income Sector Board Member for Murray County. Rolanda Rogers moved to approve. LaToya Davis seconded the motion. Roll call vote: 10 yes, 0 no; 0 abstain.

### Item #5

Chairperson Tara Baskin entertained the motion to approve the reappointment of Jesse Dunlap as the Public Sector Board Member for Atoka County. LaToya Davis moved to approve. Cliff Agee seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

### Item #6

Executive Director Erica Pogue presented the Program Highlight for the Holiday Projects. (attached)

### Item #7

Executive Director Erica Pogue presented the Agency Customer Satisfaction Report. (attached)

### Item #8

Executive Director Erica Pogue presented the Housing Customer Satisfaction Survey Results. (attached)

**Item #9**

Executive Director Erica Pogue presented the 2025 Impact Report.

**Item #10**

Executive Director Erica Pogue presented the training for Board Roles and Responsibilities.

**Item #11**

Executive Director Erica Pogue presented the Officers and Committee Member Responsibilities and reviewed the Board Committee List.

**Item #12**

Chairperson Tara Baskin entertained the motion to approve the Board Committee List. Cliff Agee moved to approve. Jackie Matthews seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #13**

Chairperson Tara Baskin entertained the motion to approve the Board Minutes for November 24, 2025. Roy Wayne Blevins moved to approve. Jesse Dunlap seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #14**

Financial Consultant Lowell Wright presented the financial reports for November 30, 2025, and December 31, 2025. A Finance Committee met prior to the meeting to discuss in more detail. Discussion followed. Chairperson Tara Baskin entertained the motion to approve November and December 2025 financials. LaToya Davis moved to approve. Jesse Dunlap seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #15**

Executive Director Erica Pogue presented the Cost Allocation Plan. Discussion followed. Chairperson Tara Baskin entertained the motion to approve. Oma Dell Burns moved to approve. Jesse Dunlap seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #16**

Financial Consultant Lowell Wright presented the 990. Discussion followed. Chairperson Tara Baskin entertained the motion to approve. Jesse Dunlap moved to approve. Cliff Agee seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #17**

Executive Director Erica Pogue presented the Certificate of Good Standing from the State of Oklahoma. Chairperson Tara Baskin entertained the motion to approve. Roy Wayne Blevins moved to approve. Jesse Dunlap seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #18**

Executive Director Erica Pogue presented the Articles of Incorporation. Chairperson Tara Baskin entertained the motion to approve. Roy Wayne Blevins moved to approve. Oma Dell Burns seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #19**

Executive Director Erica Pogue presented the IRS Mileage Rate Increase to \$0.72.5. Chairperson Tara Baskin entertained the motion to approve. Rolanda Rogers moved to approve. Jackie Matthews seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #20**

Financial Consultant Lowell Wright presented the Agency-Wide Budget. Discussion followed. Chairperson Tara Baskin entertained the motion to approve. Greg Davidson moved to approve. LaToya Davis seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #21**

Executive Director Erica Pogue presented the CSBG 2026 1st Allocation in the amount of \$53,462.00. Discussion followed. Chairperson Tara Baskin entertained the motion to approve. Cliff Agee moved to approve. Jesse Dunlap seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #22**

Executive Director Erica Pogue presented the RX Contract and Budget. Discussion followed. Chairperson Tara Baskin entertained the motion to approve. Jesse Dunlap moved to approve. Roy Wayne Blevins seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #23**

RSVP Director Wanda Gray asked permission to apply for United Way for RSVP services in the amount of \$45,000. Chairperson Tara Baskin entertained the motion to approve. Greg Davidson moved to approve. Rolanda Rogers seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #24**

Executive Director Erica Pogue asked permission to apply to SODA for a senior transportation grant in the amount of \$41,500. Chairperson Tara Baskin entertained the motion to approve. Jackie Matthews moved to approve. LaToya Davis seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #25**

Executive Director Erica Pogue presented the JAMM Salary Scale. Discussion followed. Chairperson Tara Baskin entertained the motion to approve. LaToya Davis moved to approve. Greg Davidson seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #26**

Executive Director Erica Pogue presented the Organizational Chart. Chairperson Tara Baskin entertained the motion to approve. Jesse Dunlap moved to approve. Oma Dell Burns seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #27**

Executive Director Erica Pogue presented the following Job Descriptions:

1. RAVE Program Coordinator Assistant
2. Atoka County Dispatcher/Housing Assistant
3. Murray County Dispatcher/Scheduling Assistant
4. Evening/Weekend Dispatcher
5. Part-Time Driver

Discussion Followed. Tara Baskin entertained the motion to approve. Rolanda Rogers moved to approve. Greg Davidson seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

**Item #28**

RSVP Director Wanda Gray asked permission to apply for an RSVP grant in the amount of \$80,000.00. Discussion followed. Tara Baskin entertained the motion to approve. LaToya Davis moved to approve. Oma Dell Burns seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

Item #29

Executive Director Erica Pogue presented the following policies and procedures:

1. Computer/Internet/Email Policy
2. Housing Conflict of Interest Grievance Procedures
3. Employee Performance Evaluation
4. DDDRP Policy

Discussion Followed. Tara Baskin entertained the motion to approve. Rolanda Rogers moved to approve. Greg Davidson seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

Item #30

Executive Director Erica Pogue presented the following for Housing:

1. Fair Housing Resolutions (ESG, USDA, OHFA)
2. Fair Housing Proclamation (INCA and INCA LLC)
3. Housing Tenant Participation Plan
4. Fair Housing Marketing Plan
5. Community Services Utilization Minority Business Plan Resolution
6. CHDO Conflict of Interest Affidavit

Discussion Followed. Tara Baskin entertained the motion to approve. Cliff Agee moved to approve. Jackie Matthews seconded the motion. Roll call vote: 11 yes; 0 no; 0 abstain.

Item #31

Executive Director Erica Pogue presented training on Strategic Governance, reviewing the following: Strategic Plan and Agency Goals.

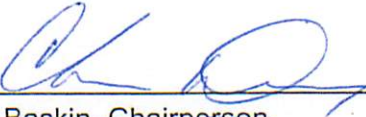
Item #32

Program Reports (see Board Reports)

1. Wanda Gray, RSVP Director, highlighted the RSVP and Community Service Report.
2. Amanda Cramer, Head Start/ Early Head Start Director, highlighted the Head Start and Early Head Start Report. She also reported on the CACFP reports.
3. Kristy Mobbs, Rave Director, highlighted the RAVE report and reported on the following:
  - a. DDSD Quality Assurance Resurvey Finding
  - b. Child Placing Audit
  - c. New Building Project Update
4. Shelley Prince, Human Resource Manager, highlighted the Human Resource updates.
5. Erica Pogue, Executive Director, highlighted updates on JAMM Transit and Housing.

Item #33

Chairperson Tara Baskin called for adjournment. All in favor.

  
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~~Tara Baskin, Chairperson~~  
Chris Duroy, Vice Chairperson

3-30-26  
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Date



## Reports and Handouts Board Packets - February 23, 2026

- Board Election Results - Amy Lovett
- Certificate of Appointment- Jesse Dunlap
- 2025 Holiday Newsletter
- Agency Customer Satisfaction Report
- Housing Customer Satisfaction Report
- 2025 Impact Report
- Board Roles and Responsibilities
- Committee List
- Board Minutes - November 2025
- November 2025 Financial Reports
- December 2025 Financial Reports
- Cost Allocation Plan
- 990
- Certificate of Good Standing
- Articles of Incorporation
- IRS Mileage Rate
- Agency Wide Budget
- CSBG Budget
- RX Contract and Budget
- Permission to Apply- United Way
- Permission to Apply - SODA
- JAMM Salary Scale
- Organizational Chart
- Job Descriptions
  - RAVE Program Coordinator Assistant
  - Atoka County Dispatcher/Housing Assistant
  - Murray County Dispatcher/Scheduling Assistant
  - Evening/Weekend Dispatcher
  - Part-Time Driver
- Permission to Apply- RSVP
- Policies and Procedures
  - Computer/Internet Policy
  - Housing Conflict of Interest Grievance Procedures
  - Employee Performance Evaluation
  - DDDRP Policy
- Housing
  - Fair Housing Resolutions (ESG, USDA, OHFA)
  - Fair Housing Proclamations (INCA and INCA LLC)
  - Housing Tenant Participation
  - Fair Housing Marketing Plan

- Community Services Utilization Minority Business Plan Resolution
- CHDO Conflict of Interest Affidavit
- Strategic Plan Update
- Program Report
- CACFP Report November 2025 - January 2026
- DDSD Resurvey Finding
- Child Placing Audit