



Board Meeting

May 20, 2024

202 S. Capitol, P.O. Box 68
Tishomingo, OK 73460
(580) 371-2352

Vice Chairperson, Chris Duroy called the meeting to order at 5:30.

Vice Chairperson, Chris Duroy asked for a roll call vote to establish a quorum.

Present: Jena Newman, Chris Duroy, LaToya Davis, Oma Dell Burns, Marvin Wallace, Roy Wayne Blevins, Rolanda Rogers, Kent McKinley, Greg Davidson, and Jackie Matthews.

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

Staff via Zoom: LaQuita Thornley and Kristy Mobbs

Consultant: Lowell Wright

Special Guest via Zoom: Gary Saunders

Item #3

Executive Director, Erica Pogue presented to the Board of Directors VITA program highlights and Customer Satisfaction Report. (see attached)

Item #4

Executive Director, Erica Pogue presented the following training on Community Relations:

1. How to be an effective ambassador to the community
2. Promoting INCA's mission and its programs
3. Promote cooperative action with other organizations.

(see attached)

Item #5

Vice Chairperson, Chris Duroy entertained the motion to approve the April 29, 2024 Board Minutes. Roy Wayne Blevins made a motion to approve. LaToya Davis seconded the motion. Roll call vote: 10 yes; 0 no; 0 abstain.

Item #6

Lowell Wright, Financial Consultant, presented the Financial Report for April 30, 2024. The Finance Committee met prior to the Board of Directors meeting and reviewed in detail the Financial Report. Discussion followed.

Vice Chairperson, Chris Duroy entertained the motion to approve the Financial Report for April 30, 2024. Oma Dell Burns made a motion to approve. LaToya Davis seconded the motion. Roll call vote: 10 yes; 0 no; 0 abstain.

Item #7

Special Guest, Gary Saunders of Saunders & Associates, PLLC via Zoom presented to the Board the draft of the Report on the Audit of Financial Statements and Supplemental information for the year ended in January 31, 2024. Discussion followed. Vice Chairperson, Chris Duroy entertained the motion to approve the draft of the Financial Audit. Jena Newman made a motion to approve. Jackie Matthews seconded the motion. Roll call vote: 10 yes; 0 no; 0 abstain.

Item #8

Executive Director Erica Pogue asked for approval of the CSBG 2023 Line Item Revision. Discussion followed. Vice Chairperson, Chris Duroy entertained the motion to approve the CSBG 2023 Line Item Revision. LaToya Davis made a motion to approve. Jena Newman seconded the motion to approve. Roll call vote; 10 yes; 0 no; 0 abstain.

Item #9

Executive Director Erica Pogue presented the ESG 23 Budget Revision to the Board of Directors. Vice Chairperson, Chris Duroy entertained the motion to approve the ESG 23 Budget Revision. Oma Dell Burns made a motion to approve. LaToya Davis seconded the motion. Roll call vote: 10 yes; 0 no; 0 abstain.

Item #10

Executive Director, Erica Pogue asked permission for acceptance of CSBG Discretionary Funds for Murray County in the amount of \$20,000.00. Vice Chairperson, Chris Duroy entertained the motion to approve acceptance of CSBG Discretionary Funds for Murray County. Roy Wayne Blevins made a motion to approve. Kent McKinley seconded the motion. Roll call vote: 10 yes; 0 no; 0 abstain.

Item #11

Executive Director, Erica Pogue reviewed with the Board of Directors the following policies and procedures:

1. Payroll Policy
2. Wage Garnishment Policy
3. Reduction in Force Policy
4. Succession Plan

Vice Chairperson, Chris Duroy entertained the motion to approve policies and procedures. Jena Newman made a motion to approve. Jackie Matthews seconded the motion.

Item #12

Amanda Cramer, Head Start Director, asked for Acceptance of Head Start/ Early Head Start COLA Increase FY2024 in the amount of \$66,924.00. Vice Chairperson, Chris Duroy entertained the motion to approve acceptance of Head Start/Early Head Start COLA Increase FY2024. LaToya Davis made a motion to approve. Jackie Matthews seconded the motion. Roll call vote: 10 yes; 0 no; 0 abstain.

Item #13

Program Reports (see Board Reports)

- Wanda Gray, RSVP Director, highlighted the RSVP report included in the Board Report.
- Wanda Gray, RSVP Director, highlighted the Community Services Report included in the Board Report.
- Amanda Cramer, Head Start/Early Head Start Director, highlighted the Head Start and Early Head Start Reports. Amanda also shared the results from the FA2 monitoring report.
- Kristy Mobbs, RAVE Director, highlighted the RAVE Report.

- Shelley Prince, HR Coordinator highlighted the Staffing Report
- Erica Pogue, Executive Director highlighted the Housing and JAMM Reports.

Vice Chairperson, Chris Duroy called for adjournment. All in favor.



Chris Duroy, Vice-Chairperson

6-24-24

Date

Reports & Handouts included in the Board Packet:

- INCA's Mission Statement
- 2024 INCA's Partnerships and Outcomes
- April 29, 2024 Board Minutes
- April 30, 2024 Financials
- Audit Report for year ended January 31, 2024
- CSBG Budget Revision
- ESG Budget Revision
- Succession Plan
- Payroll Policy
- Wage Garnishment
- Reduction in Force Policy
- HS/EHS COLA Increase FY2024
- Program Reports

