

# INCA COMMUNITY SERVICES, INC.



## **Special Board Meeting**

**October 24, 2022**

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

Chairperson Tara Huddleston called the meeting to order at 5:30 pm.

Chairperson Tara Huddleston asked for a Roll Call Vote to establish a quorum.

Present: Tara Huddleston, Chris Duroy, Jena Newman, Victor Cook, Oma Dell Burns, Marvin Wallace, Shane Tomlinson, Roy Wayne Blevins (late arrival), and Royce Bartee.

Absent: LaToya Davis, Rolanda Rogers, and Kent McKinley,

Quorum established.

### Staff Present:

On-site: Victoria Gonzales, LaQuita Thornley, Erica Pogue, Amber Freeman, JoAnn Barnes, Wanda Gray, and Shawna Latham.

Zoom: Kristy Mobbs and Kathy Castleberry

### Consultants Present:

Zoom: Lowell Wright, Financial Consultant.

Chairperson Tara Huddleston asked for a motion on the September 2022 minutes. Board Member Shane Tomlinson brought attention to a correction that needed to be made prior to approval. The minutes stated Shane Tomlinson was appointed as the Johnston County Public Board Member. The correct individual is Roy Wayne Blevins. Chairperson Tara Huddleston asked for a motion to approve the amended minutes. Oma Dell Burns made a motion to approve. Victor Cook seconded the motion. Roll Call Vote: 7 Yes, 0 No, 1 Abstain

Associate Director, Amber Freeman presented the revised minutes from April 25, 2022. The revisions consisted of including the wording "performance evaluation" and "compensation" to reflect all items reviewed in session. Chairperson Tara Huddleston asked for a motion to approve the revised minutes from April 25, 2022. Jena Newman made a motion to approve the amended minutes. Shane Tomlinson seconded the motion. Roll Call Vote: 8 Yes, 0 No, 0 Abstain.

Lowell Wright, Financial Consultant, presented the financial information for September 2022. Several CSBG 21, CSBG Cares, CSBG Captain, and ESG grants end this month and all funds obligated and spent. Discussion was had. Chairperson Tara Huddleston asked for a motion. Victor Cook made a motion to approve the financial report. Shane Tomlinson seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain.

Lowell Wright, Financial Consultant, presented the current 401(k) draft audit. Discussion was had. Chairperson Tara Huddleston asked for a motion. Jena Newman made a motion to approve the accepted 401 (k) draft audit. Royce Bartee seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain

Kristy Mobbs, RAVE Program Director, presented the rate increase for the RAVE Salary Scale, RAVE Reimbursement/Mileage Rate, and RAVE Agency Comparison Contracts. The rate increase was the result of a 25% increase in funding from the state. Discussion was had. Chairperson Tara Huddleston asked for a motion. Oma Dell Burns made a motion to accept the RAVE rate increases. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain

Associate Director, Amber Freeman, presented the Head Start Annual Report and Customer Satisfaction Survey. Discussion was had. Chairman Tara Huddleston asked for a motion. Victor Cook made a motion to accept. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain.

Executive Director, LaQuita Thornley, presented the Risk Assessment. Discussion was had. Chairperson Tara Huddleston asked for a motion. Oma Dell Burns made a motion to accept the Risk Assessment. Royce Bartee seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain

Associate Director, Erica Pogue, presented a revision to the Cost Allocation Plan. Cost allocation by employee was changed from number of employees to Full Time Equivalent (FTE). Discussion was had. The Planning Committee discussed the Cost Allocation Plan in detail and Royce Bartee recommended a motion to approve. Chairperson Tara Huddleston asked for a motion to second. Marvin Wallace seconded the motion to approve.

Associate Director, Amber Freeman, presented the Goal Achievement and Outcomes. Amber highlighted the Mid-Year ROMA Outcomes Report and Community Action Plan Update (CAP). The CAP update also included the most up to date Strategic Plan.

Associate Director, Amber Freeman, presented the Building Financial Support training. Amber discussed the goal to seek diversified funding and support for organizational activities. Amber highlighted the mission and key strategies to obtain funds that support INCA's values. Amber also discussed available tools such as Giving Tuesday and the AmazonSmile program.

Associate Director, Erica Pogue, presented the Policy and Job descriptions. Discussion was had about the annual review of the Affirmative Action Plan. Victor Cook informed the Board Members that the Planning Committee and Affirmative Action Committee met prior to the Board of Directors meeting and discussed the Head Start Tuition Assistance Policy and Head Start Compliance Officer Job Description in detail and recommended a motion to approve. Jena Newman made a motion to approve the updates. Shane Tomlinson seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain.

Operations Assistant, Wanda Gray, presented the JAMM Transit Program Highlight and Customer Satisfaction Report. Wanda highlighted the JAMM mission statement and the importance of "Connecting People and Places". Wanda discussed the upcoming release of the JAMM on Demand application. This will allow community individuals to book rides on their cellular device and receive real time updates on the status of their driver's arrival.

Board Reports (included in attachments):

Vice Chairperson, Chris Duroy presented the Search Committee Report. Chris informed the Board Members that a candidate for interview had been selected for a Special Board Meeting to be held Monday November 7, 2022 at 5:30 PM. The candidate will be interviewed by the Board for the Executive Director position at which time they could offer employment or expand the search.

Executive Director, LaQuita Thornley, informed the Board Members that the CSBG Monitoring came to a close this week and it went well. Results report will be at the November Board of Directors meeting. LaQuita extended a thank you to Oma Dell and Tara for representing the Board of Directors at the exit meeting and the staff for an outstanding execution of the CSBG monitoring.

Associate Director Erica Pogue highlighted items in the Board Report for discussion. She gave the staffing report for HR. Erica gave a brief overview of new hires and recent terminations.

Associate Director Amber Freeman will move back to the monthly ROMA report next month following this month's mid-year ROMA Report. Amber highlighted INCA's social media presence reports and completed the CSBG monitoring.

Head Start Director, Kathy Castleberry, presented the Head Start issued ACF-IM on reporting Child Health and Safety Concerns. Kathy also discussed adding Head Start health and enrollment statistics to the Head Start Director portion of the Board Programs Report. Kathy informed Board Members that the updated CACFP Report was located in the board packet.

RAVE Program Director, Kristy Mobbs, presented the Child Placing Audit results from October 5, 2022. The audit was successfully completed. Kristy informed the board of the upcoming DDSD Resurvey scheduled for October 25, 2022. The 5 items to be corrected are complete and ready for review at the resurvey.

RSVP Program Director, Shawna Latham, informed the Board Members of the upcoming volunteer appreciation event and encouraged attendance. She has sent our donation request letters to various local businesses in order to boost appreciation options for the event. RSVP held their annual United Way fundraiser and teamed up with local businesses

Chairperson Tara Huddleston called for adjournment. All In Favor.

Meeting Adjourned.

Next meeting will be on November 28th. There will be a Finance Committee meeting prior.

Adjourned.

Report & Handouts included in Board Packet:

- September 2022 Minutes
- Revised April 2022 Minutes
- Financial Report September 2022
- 401 (k) Draft Audit
- RAVE Salary Scale
- RAVE Reimbursement/Mileage table
- RAVE Agency Comparison Contracts
- Head Start Annual Report and Customer Satisfaction Surveys booklet
- Risk Assessment
- Cost Allocation Plan
- Mid-Year ROMA Outcomes Report
- Community Action Plan
- Building Financial Support Slideshow
- Affirmative Action Plan
- Head Start Tuition Assistance Policy
- Head Start Compliance Officer Job Description
- JAMM Transit Slideshow
- CACFP Report
- ACF-IM-HS-22-07 Reporting Child Health and Safety Incidents

A handwritten signature in black ink, appearing to read "Jan H. H. H.", with a long horizontal flourish extending to the right.