



## **Special Board Meeting**

**November 28, 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, Veronica Labrada, LaToya Davis, Oma Dell Burns, Marvin Wallace, Shane Tomlinson, Royce Bartee.

Absent: Roy Wayne Blevins, Rolanda Rogers, and Kent McKinley.

Quorum established.

### **Staff Present:**

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

Zoom: Deborah Perkins, Shawna Latham (Left Early), Kathy Castleberry

### **Consultants Present:**

Zoom: Lowell Wright, Financial Consultant.

Chairperson Tara Huddleston asked for a motion on the October 24, 2022 minutes and November 7, 2022 minutes. Shane Tomlinson made a motion to approve. Marvin Wallace seconded the motion.

Roll Call Vote: 7 Yes, 0 No, 1 Abstain

Associate Director, Erica Pogue, presented the results from the Atoka County Low-Income election. Veronica Labrada won the election.. Chairperson Tara Huddleston asked for a motion to approve Veronica Labrada as the Atoka County Low - Income Board Member. Jena Newman made a motion to approve. Chris Duroy seconded the motion. Roll Call Vote: 8 Yes, 0 No, 0 Abstain.

Lowell Wright, Financial Consultant, presented the financial information for October 2022. No grants ended this month. Discussion was had. Chairperson Tara Huddleston asked for a motion. Royce Bartee made a motion to approve the financial report. Oma Dell Burns seconded the motion. Roll Call Vote: 8 Yes, 0 No, 0 Abstain.



Executive Director, LaQuita Thornley, presented the 2023 Board Program and Training Schedule with no major changes. Discussion was had. Chairperson Tara Huddleston asked for a motion. LaToya Davis made a motion to approve the schedule. Shane Tomlinson seconded the motion. Roll Call Vote: 8 Yes, 0 No, 0 Abstain

Executive Director, LaQuita Thornley, presented the 2023 Meeting Calendar and 2023 CHDO Meeting Calendar with no major changes. Discussion was had. Chairperson Tara Huddleston asked for a motion. Marvin Wallace made a motion to approve the schedule. Royce Bartee seconded the motion. Roll Call Vote: 8 Yes, 0 No, 0 Abstain

Executive Director, LaQuita Thornley, presented the 2023 Agency Holidays with no major changes. Discussion was had. Chairperson Tara Huddleston asked for a motion. Jena Newman made a motion to approve the schedule. LaToya Davis seconded the motion. Roll Call Vote: 8 Yes, 0 No, 0 Abstain

Associate Director, Erica Pogue, presented the request to apply for the 5311 ODOT Funding. Discussion was had. Chairperson Tara Huddleston asked for a motion. LaToya Davis made a motion to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 8 Yes, 0 No, 0 Abstain

Financial Director, JoAnn Barnes, presented the INCA LLC Bank Signature Card updates to remove Crystal Cortes and LaToya Davis, and add Roy Wayne Blevins and Erica Pogue. Discussion was had. Chairperson Tara Huddleston asked for a motion. LaToya Davis made a motion to approve. Jena Newman seconded the motion. Roll Call Vote: 8 Yes, 0 No, 0 Abstain

Associate Director, Erica Pogue and Executive Director LaQuita Thornley, presented the agency Organization Charts. Discussion was had. Chairperson Tara Huddleston asked for a motion. Shane Tomlinson made a motion to approve. Chris Duroy seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain

Executive Director, LaQuita Thornley, presented Head Start Job Descriptions - Education Manager, Job Description, HS/EHS Health and Nutrition Manager, Job Description - HS/EHS Mental Health and Disabilities Manager, Job Description - HS/EHS Family Engagement Coordinator/Administrative Assistant, Job Description - Family Service Manager. Discussion was had. Chairperson Tara Huddleston asked for a motion. The Planning Committee and Policy Council had reviewed and recommended approval. Shane Tomlinson, member of the Planning Committee, made a motion to approve. Oma Dell Burns seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain

Executive Director, LaQuita Thornley, presented Head Start Policies and Procedures - Child Screening and Assessment Policy, School Readiness (Child Outcome) Policy, Self - Assessment Policy, Program Management and Quality Improvement Policy, Achieving Program Goals Policy, Ongoing Monitoring of Head Start and Early Head Start, Ongoing Education Assessment Policy, CLASS Observation Instrument Policy, Training Plans, Use of Community Assessment Data for program planning, Organizational Structure and Program Objectives, and Training and Professional Development Policy. Discussion was had. Chairperson Tara Huddleston asked for a motion. The Planning Committee and Policy Council had reviewed and recommended approval. Chris Duroy made a motion to approve. Shane Tomlinson seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0



Associate Director, Erica Pogue, presented Agency Job Descriptions - Bookkeeper Job Description and Human Resources Coordinator/Corporate Secretary Job Description. Discussion was had. Chairperson Tara Huddleston asked for a motion. The Planning Committee had reviewed and recommended approval. Shane Tomlinson made a motion to approve. LaToya Davis seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain

Executive Director, LaQuita Thornley, presented Agency and ESG Policies and Procedures - Access Control System Policy, Customer Satisfaction Survey System Policy, and Evaluation of Individual and Families Eligibility. Discussion was had. The Planning Committee had reviewed and recommended approval. Chairperson Tara Huddleston asked for a motion. LaToya Davis made a motion to approve. Oma Dell Burns seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain

Medical/Health Manager, Deborah Perkins, presented the Program Highlight/Customer Satisfaction Report for Rx for Oklahoma, MIPPA, and Navigator.

Board Reports (included in attachments):

Executive Director, LaQuita Thornley, presented the INCA Board of Director Committees updates and upcoming term ending dates. LaQuita highlighted this month's events that were depicted on the cover of the Program Report.

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. Erica reviewed the Workers Comp report for the month. INCA's EMR rate for 2023 is .67. This is one of the lowest rates in the state for Community Action agencies.

Associate Director Amber Freeman, presented the social media and communications report. Amber informed board members that in January the final ROMA reports will be ready for review. She highlighted upcoming charitable causes for the season.

Head Start Director, Kathy Castleberry, presented the Office of Head Start IM that discussed conversion of Head Start slots to Early Head Start to possibly increase staff salaries. Kathy highlighted the PIR HS/EHS Summary. Discussion was had.

Associate Director, Amber Freeman, presented the RSVP monthly report. She highlighted the month's events including the volunteer recognition event. The United Way fundraiser campaign exceeded their goal for the 2023 year.

Chairperson Tara Huddleston called for adjournment. All In Favor.

Meeting Adjourned.

Next meeting will be on January 30, 2023. There will be a Finance Committee and CHDO meeting prior.



Report & Handouts included in Board Packet:

- October Minutes
- November Special Meeting Minutes
- INCA Board Member Election letter
- INCA Board Member Election nomination
- Atoka County Times Election Notice article
- INCA Low Income Board Member Election Guidelines
- INCA Low Income Board Member Election Ballots
- Financial Report for October 2022
- 2023 Board Program and Training Schedule
- 2023 Meeting Calendar and 2023 CHDO meeting Calendar
- 2023 Agency Holidays
- Budget for 5311
- Organizational Charts
- Head Job Descriptions Packet
- Head Start Policies and Procedures Packet
- Agency Job Descriptions Packet
- Agency Policies Packet
- ESG Policies and Procedures Packet
- Rx for Oklahoma, MIPPA, and Navigator Slideshow
- INCA Board of Directors Committees
- CompSource claims report
- CACFP Report
- ACF-IM-HS-22-09
- PIR HS/EHS Summary
- DDSD Quality Assurance Resurvey

A handwritten signature in blue ink, appearing to be "John", is located in the lower right quadrant of the page. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

