



Board Meeting

February 27, 2023

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, Veronica Labrada, Oma Dell Burns, Marvin Wallace, Rolanda Rogers, Kent McKinley, Jesse Dunlap (late arrival), Miranda Russell (late arrival) LaToya Davis (late arrival) .

Absent: Jena Newman and Roy Wayne Blevins

Quorum established.

Staff Present:

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

Zoom: Shawna Latham, Kristy Mobbs and Kathy Castleberry

Consultants Present:

Lowell Wright, Financial Consultant.

Chairperson Tara Huddleston asked for a motion on the appointment of Jessa Dunlap as the Atoka County Public Board Member. Marvin Wallace made a motion to approve. Rolanda Rogers seconded the motion. Roll Call Vote: 7 Yes, 0 No, 0 Abstain

Chairperson Tara Huddleston asked for a motion on the appointment of Miranda Russell as the Marshall County Low Income Sector Member. Chris Duroy made a motion to approve. Rolanda Rogers seconded the motion. Roll Call Vote: 7 Yes, 0 No, 0 Abstain

Executive Director LaQuita Thornley presented the Board Roles and Responsibilities/Officers and Committee Member Responsibilities training to the Board of Director Members.

Chairperson Tara Huddleston asked for nominations for the Election of Officers:

- Nominations for Chairperson - Rolanda Rogers nominated Tara Huddleston, Marvin Wallace seconded.
- Nominations for Vice-Chairperson - Oma Dell Burns nominated Chris Duroy. Marvin Wallace seconded.
- Nominations for Treasurer - According to by-laws Lowell Wright serves as the Treasurer if there are no other nominations. This is a non voting position.
- Nominations for Secretary - According to by-laws Victoria Gonzales serves as the Secretary if there are no other nominations. This is a non voting position.

Oma Dell Burns moved to accept the nominations and Veronica Labrada seconded. Roll Call Vote: 7 Yes, 0 No, 0 Abstain

Chairperson Tara Huddleston asked for a motion on the November 2022 minutes. Oma Dell Burns made a motion to approve. Marvin Wallace seconded the motion. Roll Call Vote: 6 Yes, 0 No, 3 Abstain

Lowell Wright, Financial Consultant, presented the financial information for November 2022, December 2022, and January 2023. The Finance Committee met prior to the Board of Directors meeting. Committee member Chris Duroy recommended a motion to approve. Discussion was had. Chairperson Tara Huddleston asked for a motion. LaToya Davis made a motion to approve the financial report. Marvin Wallace seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain.

Associate Director, Erica Pogue presented the Head Start Starting Salary Scale. Discussion was had. Chairperson Tara Huddleston asked for a motion. Rolanda Rogers made a motion to approve. LaToya Davis seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain.

Financial Consultant, Lowell Wright presented the Agency Wide Budget. Discussion was had. Chairperson Tara Huddleston asked for a motion. Oma Dell Burns made a motion to approve. Miranda Russell seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain.

Associate Director, Erica Pogue presented the IRS Mileage Rate Increase. The new rate is \$0.65. Executive Director, LaQuita Thornley informed Board Members that the February 27, 2023 agenda would need to be amended to reflect the correct rate increase rate. The amendment would be \$0.62 to \$0.65. Chairperson Tara Huddleston asked for a motion. Rolanda Rogers made a motion to approve the amended agenda and the rate increase. Miranda Russell seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain.

Financial Director, JoAnn Barnes presented the budget for the CSBG 23 first allocation. Chairperson Tara Huddleston asked for a motion. LaToya Davis made a motion to approve the budget. Veronica Labrada seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain.

Financial Director, JoAnn Barnes presented the budget for the CSBG 22 budget line item revision. Chairperson Tara Huddleston asked for a motion. Chris Duroy made a motion to approve the budget. LaToya Davis seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain.

Financial Director, JoAnn Barnes presented the ESG 22 budget line item revision. Chairperson Tara Huddleston asked for a motion. LaToya Davis made a motion to approve the budget. Oma Dell Burns seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain

Associate Director, Erica Pogue presented the JAMM Transit SODA ARPA additional funding in the amount of \$25,000.00. Chairperson Tara Huddleston asked for a motion. Rolanda Rogers made a motion to approve the budget. Miranda Russell seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain.

RSVP Program Director, Shawna Latham presented the Permission to Apply 2023-2024 United Way Grant in the amount of \$27,000.00. Discussion was had. Marvin Wallace made a motion to approve the permission to apply. Rolanda Rogers seconded the motion. Roll Call Vote: 9 Yes, 0 No, 0 Abstain

Associate Director Amber Freeman presented the Agency Review. She discussed the Articles of Incorporation, Mission Statement, Code of Ethics, Confidentiality Statement, and Conflict of Interest with the Board of Director members. Discussion was had. Chairperson Tara Huddleston asked for a motion. LaToya Davis made a motion to approve. Veronica Labrada seconded the motion. Roll Call Vote: 10 Yes, 0 No, 0 Abstain

Associate Director Amber Freeman presented the Community Action Plan. Discussion was had. Chairperson Tara Huddleston asked for a motion. Rolanda Rogers made a motion to approve the Community Action Plan. Marvin Wallace seconded the motion. Roll Call Vote: 10 Yes, 0 No, 0 Abstain

Head Start Director Kathy Castleberry presented the Head Start Vaccination Policy. Discussion was had. Marvin Wallace made a motion to approve. Rolanda Rogers seconded the motion. Roll Call Vote: 10 Yes, 0 No, 0 Abstain

Executive Director LaQuita Thornley and Associate Director Erica Pogue presented ESG Policies and Procedures: ESG Program Policies & Procedures, ESG Purchase, Procurement and Inventory, Determination of Prevention vs Rapid Re-Housing, Determination of Rent/Utilities Cost for Participants, Distribution of Services, Evaluation of Individual and Families Eligibility, Habitability of Shelter and Housing, Conflict of Interest, Homeless Participation in Program, Performance Measures, Partnership Coordination (Emergency Shelter Providers, Mainstream, Local and Domestic Violence Resources), ESG Program Policies & Procedures Directory, Termination of Assistance, Financial Management, Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking. The Planning Committee met prior to the Board of Directors meeting and member Rolanda Rogers made a recommendation to approve the policies and procedures. Chairperson Tara Huddleston asked for a motion. Oma Dell Burns made a motion to approve the ESG Policies and Procedures. Marvin Wallace seconded the motion. Roll Call Vote: 10 Yes, 0 No, 0 Abstain

Executive Director Erica Pogue presented the Agency Policies and Procedures Computer/Internet/Email Policy, Cost Allocation Plan. Discussion was had. Planning Committee member Rolanda Rogers made a recommendation to approve the policies and procedures. Chairperson Tara Huddleston asked for a motion. Oma Dell Burns made a motion to approve the policies and procedures. LaToya Davis seconded the motion. Roll Call Vote: 110 Yes, 0 No, 0 Abstain

Associate Director Erica Pogue presented the Community Service Director, Community Service Specialist, and RSVP/CSBG Volunteer Coordinator/Data Entry Clerk job descriptions. Discussion was had. Planning Committee member Rolanda Rogers made a recommendation to approve the job descriptions. Chairperson Tara Huddleston asked for a motion. Oma Dell Burns made a motion to approve the job descriptions. Miranda Russell seconded the motion to approve the job descriptions. Roll Call Vote: 10 Yes, 0 No, 0 Abstain

Board Reports (included in handouts)

Executive Director, LaQuita Thornley, discussed the Board Committees and their responsibilities. She highlighted the Board of Directors - Years of Service ceremony taking place in the March meeting.

Associate Director Erica Pogue highlighted items in the Board Report. She gave the staffing report for HR. Erica gave a brief overview of new hires and recent terminations. ODOT Office of Mobility and Public Transit sent a letter explaining the status of claims between all transit agencies and ODOT OMPT.

Associate Director Amber Freeman discussed the closing of the CSBG CARES monitoring. Amber highlighted INCA's social media presence reports and ROMA standings.

Head Start Director, Kathy Castleberry, presented the Head Start issued ACF-IM Administration for Children and Families. Kathy informed Board Members that the updated CACFP Report was located in the board packet.

RAVE Program Director, Kristy Mobbs, reminded 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. She discussed progress being made in the client waiting list and informed the Board Members that home visits are taking place again.

RSVP Program Director, Shawna Latham, informed the Board Members of the various volunteer events and projects taking place. Including the pop up produce initiative.

Chairperson Tara Huddleston called for adjournment. All In Favor.

Meeting Adjourned.

Next meeting will be on March 27th. There will be a Finance Committee meeting prior.

Adjourned.

Report & Handouts included in Board Packet:

- Atoka County Courthouse Resolution
- Atoka County Certificate of Appointment
- INCA Board Member Election Letter
- November Board Minutes
- November 2022 Financial Packet
- December 2022 Financial Packet
- January 2023 Financial Packet
- Head Start Starting Salary Scale
- Agency Wide Budget
- IRS Mileage Rate Letter
- CSBG 23 Budget
- CSBG 22 Budget
- ESG 22 Budget
- JAMM Transit SODA ARPA Letter
- United Way Letter
- Articles of Incorporation
- Code of Ethics and Confidentiality Statement/Conflict of Interest
- 2023 Community Action Plan
- Head Start Vaccination Policy
- ESG Program Policies and Procedures Administration Policy
- ESG Purchase, Procurement, and Inventory Policy
- Determination of Prevention vs Rapid Re-Housing Policy
- Determination of Rent/ Utilities Cost for Participants Policy
- Distribution of Services Policy
- Evaluation of Individual and Families Eligibility Policy
- Habitability of Shelter and Housing Policy
- Conflict of Interest Policy
- Homeless Participation in Program Policy
- Performance Measures Policy
- Partnership Coordination (Emergency Shelter Providers, Mainstream, Local and Domestic Violence Resources) Policy
- ESG Program Policies & Procedures Directory Policy
- Termination of Assistance Policy
- Financial Management Policy
- Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Policy
- Computer/Internet/Email Policy
- Cost Allocation Plan
- Community Services Director Job Description
- Community Service Specialist Job Description
- Volunteer Coordinator/Data Entry Clerk Job Description

- OMPT ODOT Letter
- Oklahoma Commerce CSBG Monitoring Letter
- Oklahoma Commerce CSBG CARES Dashboard
- ACF-PI-HS-23-01
- December 2022 CACFP Report
- November 2022 CACFP Report
- January 2023 CACFP Report

A handwritten signature in black ink, appearing to read "John W.", is written diagonally across the page.

