

INCA Community Services, Inc.

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

As required by Section 311 (A9), Title 25 of the Oklahoma Statute, notice is hereby given, that INCA Community Services, Inc. will hold a regular meeting of the Board of Directors on October 30, 2017 at 5:00 p.m. at INCA Community Services, INCA HEAD START TRAINING CENTER, 109 South Capitol, Tishomingo, Oklahoma. This is a dinner meeting.

AGENDA

1. Call Meeting to Order
2. Establishment of Quorum
3. Consideration/possible action- September 25, 2017 Board Minutes
4. Consideration/possible action- September 30, 2017 Financial Report
5. Resignation of Corporate Secretary
6. Consideration/possible action – INCA Communication Plan
7. Consideration/possible action – 2017 Department of Human Services (DHS) Low Income Housing Energy Assistance (LIHEAP) Weatherization Program in the amount of \$34,109.00
8. Consideration/possible action – 2017 Emergency Solutions Grant (ESG) in the amount of \$71,318.00
9. Consideration/possible action – Medicare Improvement for Patients and Providers Act (MIPPA) Budget in the amount of \$8,000.00
10. Consideration/possible action – Release of Mortgage for Sulphur #2 Project located at 1202 West 14th Street, Sulphur, OK 73086
11. Consideration/possible action – Navigator Budget in the amount of \$34,500.00
12. Consideration/possible action – Policy and Procedures
 - Separation Policy
 - ADA Policy
 - Alcohol and Drug Abuse
 - Leave Policy
 - Introductory Period
 - Family Medical Leave Act (FMLA)
 - Applicant Appeals
 - Payroll
13. Information Only –
 - Board of Directors Sub Committees
 - INCA ROMA Needs Assessment Logic Model (2016 – 2018)
 - INCA ROMA Planning Logic Model (2017)

14. Board Governance

- Bylaws

15. Program Reports – Informative no action needed

1. LaQuita Thornley
 - i. National Performance Indicators and CAPTAIN CSBG Demographic Report
 - ii. INCA ROMA Logic Models
 - iii. The Oklahoma Department of Commerce (ODOC) Community Service Block Grant (CSBG) Monitoring October 31 through November 3 and November 7 through November 9, 2017
 - iv. Monitoring clearance letter from the Oklahoma Housing Finance Agency (OHFA)
 - v. Letter from the Oklahoma Department of Commerce (ODOC) for additional funds in the Emergency Solutions Grant
 - vi. Letter from the Oklahoma Department of Commerce (ODOC) Emergency Solutions Grant Monitoring
2. Brenna Moore – Staffing
3. Erica Pogue – JAMM Transit Report
4. Kathy Castleberry – Head Start Report
 - i. Early Head Start Update
 - ii. Head Start Home Visit Report
5. Wanda Gray – RSVP Report
 - i. Monitoring clearance letter from the Corporation for National & Community Service
6. Kristy Mobbs – RAVE
7. Amber Freeman – Communication/Strategic Plan Report

16. Joint Governance Training with the Head Start Policy Council

1. ERSEA – Final Rule & Other requirements

17. Adjourn

Mission Statement

INCA Community Service, Inc. shall operate programs to alleviate the causes of poverty and enhance the public health and welfare by opening to everyone the opportunity to work, have safe and affordable housing, transportation, training and education, and the opportunity to live in decency and dignity.

Vision Statement

The opportunity exists for our communities and citizens to maintain dignity, a quality lifestyle, be self-sufficient and to benefit from a more productive, responsible and economically stable society.