



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 Statutes, notice is hereby given, that INCA Community Services, Inc. will hold a regular meeting of the Board of Directors on April 26, 2018 at 5:00 p.m. at INCA Community Services, 371 W. 10th Street, Atoka, Oklahoma. This is a dinner meeting.

AGENDA

1. Call Meeting to Order
2. Establishment of Quorum
3. Consideration/Possible Action - March 26, 2018 Board Minutes
4. Consideration/Possible Action - March 31, 2018 Financial Report
5. Consideration/Possible Action - Approval of Selected Murray County Board Member -
6. Consideration/Possible Action - Election Results for Marshall County Low-Income Board Member
7. Consideration/Possible Action - Organizational Chart
8. Consideration/Possible Action - Policies and Procedures
 - a. Political Activity Policy
 - b. Staff Positions/Job Descriptions
 - c. Introductory Period
 - d. Employee Classifications
 - e. Transfers and Promotion
 - f. Whistleblower Policy
9. Consideration/Possible Action - Emergency Shelter Grant (ESG) Policies and Procedures
10. Consideration/Possible Action - Permission to Apply - Emergency Solutions - \$100,000

11. Consideration/Possible Action - Head Start Staff

- a. Head Start Education Manager Job Description (Updated)
- b. Head Start Compliance Officer Job Description (Temporary/Remote)

12. Program Highlight - RSVP

13. Training - Overview of the Organization

- a. History
- b. Programs

14. Program Reports – Informative no action needed

- a. LaQuita Thornley - Program Reports
 - i. Board opening - Johnston County - Private
- b. Brenna Moore – Staffing Report
- c. Amber Freeman – Communication/Strategic Plan Report
- d. Erica Pogue – JAMM Transit and Housing Report
 - i. DBE Matters and Achievement
- e. Kathy Castleberry – Head Start/Early Head Start Report
 - i. Lap-D Report
- f. Wanda Gray – RSVP Report
- g. Kristy Mobbs – RAVE

15. Adjourn to Executive Session

- a. Executive Directors Evaluation and Review of Compensation

16. Reconvene

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.