

INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda

August 19th, 2019

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

AGENDA

1. Call Meeting to Order
2. Establish Quorum
3. Consideration/Possible Action: Acceptance of July 29th Board Minutes
4. Consideration/Possible Action: Financial Report for July 2019
5. Program Highlight & Customer Satisfaction Results: RSVP
6. Consideration/Possible Action: RAVE Starting Salary Scale Increase
7. Consideration/Possible Action: Strategic Plan Update
8. Consideration/Possible Action: CAP Plan Update
 - A. Logic Models (Planning)
 - B. Partnership List Update
 - C. Annual Report Case Demographic Report
 - D. ROMA Mid-Year Update
9. Consideration/Possible Action: Policies & Procedures
 - A. Applicant Appeals Policy
 - B. ESG Small Purchase Procurement and Inventory
 - C. Travel Policy
 - D. Community Complaint Policy
 - E. Driving Policy
 - F. Customer Satisfaction Policy (Review)
10. Consideration/Possible Action: Job Descriptions
 - A. Housing Community Service Manager
 - B. Transit Route Supervisor/Assistant/Community Service Specialist

11. Head Start Program Performance Report (PIR)
12. Consideration/Possible Action: 2020 Head Start Renewal Grant
13. Consideration/Possible Action: Board Meeting Yearly Agenda Items for 2020
14. Consideration/Possible Action: Volunteer Tracking (Org Standard)
 - A. Data Reporting
 - B. Volunteer Tracking
15. Consideration/Possible Action: Permission to apply for CNCS/RSVP Competitive Grant Application - \$127,500
16. Training: Self-Evaluations
17. Program Reports: Informative, no action needed
 - A. LaQuita Thornley: Program Reports
 - a. ODOC Monitoring Report
 - B. Teri Scroggins: Human Resources
 - a. Staffing Report
 - C. Amber Freeman: Communication/Strategic Plan
 - D. Erica Pogue: JAMM Transit and Housing Report
 - a. DBE Matters and Achievement
 - b. ESG Report Letter
 - c. Transit Report from Saunders & Associates, PLLC
 - d. JAMM Journal
 - e. 20th Year Anniversary
 - E. Kathy Castleberry: Head Start/Early Head Start
 - F. Wanda Gray: RSVP Report
 - a. 2019 United Way Allocation - \$16,400
 - G. Kristy Mobbs: RAVE Report
19. Next Meeting: September 30th
 - A. Finance Committee Meeting
 - B. Human Rights Committee Meeting
 - C. CHDO Meeting
20. Adjourn

