

Helping People. Changing Lives.



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 January 29, 2018 at 5:00 p.m. at INCA Community Services, 371 W. 10th Street, Atoka, Oklahoma. This is a dinner meeting.

REVISED AGENDA

1. Call Meeting to Order
2. Establishment of Quorum
3. Consideration/possible action - November 27, 2017 Board Minutes
4. Consideration/possible action - November 30, 2017 Financial Report
5. Consideration/possible action - December 31, 2017 Financial Report
6. Consideration/possible action - Agency 2018 Budget
7. Consideration/possible action - Budget Revision Emergency Shelter Grant
8. Consideration/possible action - Release of Mortgage for Sulphur Home located at 1002 E. 7th Street, Sulphur, OK
9. Resignation of Board Member - Mona Osbrin, Murray County, Private Sector
10. Consideration/possible action - JAMM Transit Permission to Apply for 2019 5311 Funding - Authorizing Resolution
11. Consideration/possible action - RSVP Permission to Apply for Dollar General Literacy - \$3,000.00.
12. Consideration/possible action - RSVP Permission to Apply for American Hiking Society - \$3,000.00.

13. Consideration/possible action - RSVP Permission to Apply for OG&E/Keep Oklahoma Beautiful - \$200 per county (Atoka, Marshall, Murray, Johnston)
14. Consideration/possible action - Job Description - RSVP Coordinator (Garvin, Pontotoc)
15. Consideration/possible action - Job Description - JAMM Data Clerk/Service Support/HS Driver
16. Consideration/possible action - Policies and Procedures
 - Wage and Compensation Policy
 - Garnishment Policy
 - Retirement Benefits Plan
 - Employee Personnel Information
17. Program/Training
 - Roles and Responsibilities of the Board and the Board Officers
 - Review listing of current officers and committees
18. Program Reports – Informative no action needed
 - LaQuita Thornley
 - Brenna Moore – Staffing Report
 - Erica Pogue – JAMM Transit and Housing Report
 - Compsource Letter
 - Kathy Castleberry – Head Start/Early Head Start Report
 - Certified Healthy Early Childhood Program
 - Early Head Start opens on Feb. 19 in Sulphur and Tishomingo
 - Notice of Award - Head Start/Early Head Start
 - Wanda Gray – RSVP Report
 - Amber Freeman – Communication/Strategic Plan Report
 - ROMA Report
 - ROMA Logic Model
 - Planning Logic Model
 - INCA Customer Satisfaction Survey
 - Kristy Mobbs – RAVE
 - Funding letters from DHS/DDSD
19. 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.*