

INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda
March, 2022 - 5:30 P.M.
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 February 28, 2022 Board Minutes
4. Consideration/Possible Action: Move April Board Meeting from April 18th to April 25th
5. Consideration/Possible Action: Acceptance of Financial Report for February, 2022
6. Consideration/Possible Action: Approval of Finance Manual Updates
7. Training: Fiscal Responsibilities
8. Review of Insurance & Workmans Comp Broker Services
9. Consideration/Possible Action: Salary Scale Increase - JAMM

10. Consideration/Possible Action: Policies
 - a. Job Description - Medical/Health Services Manager
 - b. Job Description - Associate Director/Human Resource Director/Transit Director
 - c. Record Retention & Destruction Policy
 - d. ESG-CV Waiver Policy Updates
 - e. ESG Policy Updates
 - f. CSBG-CARES Emergency Assistance Policy

11. INCA's Impact Report

12. Program Reports:
 - a. LaQuita Thornley: Program Reports
 - i. Comsource Safety Award
 - b. Erica Pogue: JAMM Transit/Housing Report/Human Resources
 - i. Staffing Report
 - ii. COVID Report
 - iii. DBE Matters and Achievement
 - c. Amber Freeman: Communication/Strategic Plan
 - i. ROMA
 - d. Kathy Castleberry: Head Start/Early Head Start Report
 - e. Kristy Mobbs: RAVE Report
 - i. Child Placing Audit Survey Results
 - f. Shawna Latham: RSVP Report

13. Adjourn: Next Meeting: April 25

Our Mission | INCA Community Services, 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 live in decency and dignity.