

# **INCA COMMUNITY SERVICES, INC.**

## **Board of Directors Agenda November 28, 2022 - 5:00 P.M.**

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

### **Special Meeting AGENDA**

1. Call Meeting to Order
2. Establish Quorum
3. Consideration/Possible Action: Acceptance of October 24, 2022 and November 7, 2022 Board Minutes
4. Consideration/ Possible Action: Acceptance of Veronica Labrada as the Atoka County Low-Income Board Member
5. Consideration/ Possible Action: Acceptance of Financial Report for October 2022
6. Consideration/Possible Action: 2023 Board Program and Training Schedule
7. Consideration/Possible Action: 2023 Meeting Calendar and 2023 CHDO Meeting Calendar
8. Consideration/Possible Action: 2023 Agency Holidays
9. Consideration/Possible Action: Permission to apply for 5311 ODOT Funding
10. Consideration/Possible Action: INCA LLC. Bank Signature Cards: Adding Roy Wayne Blevins and Erica Pogue, Removing Crystal Cortes and LaToya Davis
11. Consideration/Possible Action: Organization Charts

12. Consideration/Possible Action: Policies and Job Descriptions
  - a. Head Start Job Descriptions
    - i. Education Manager Job Description
    - ii. HS/EHS Health and Nutrition Manager Job Description
    - iii. HS/EHS Mental Health and Disabilities Manager Job Description
    - iv. HS/EHS Family Engagement Coordinator/Administrative Assistant
    - v. Family Service Manager
  - b. Head Start Policies and Procedures
    - i. Child Screening and Assessment Policy
    - ii. School Readiness (Child Outcome) Policy
    - iii. Self-Assessment Policy
    - iv. Program Management and Quality Improvement Policy
    - v. Achieving Program Goals Policy
    - vi. Ongoing Monitoring of Head Start and Early Head Start
    - vii. Ongoing Education Assessment Policy
    - viii. CLASS Observation Instrument Policy
    - ix. Training Plans
    - x. Use of Community Assessment Data for program planning
    - xi. Organizational Structure and Program Objectives
    - xii. Training and Professional Development Policy
  - c. Agency Job Descriptions
    - i. Bookkeeper Job Description
    - ii. Human Resources Coordinator/Corporate Secretary Job Description
  - d. Agency Policies
    - i. Access Control System Policy
    - ii. Customer Satisfaction Survey System Policy
  - e. ESG Policies and Procedures
    - i. Evaluation of Individual and Families Eligibility
13. Program Highlight/Customer Satisfaction Report: Rx for Oklahoma, MIPPA, and Navigator
14. Customer Satisfaction Survey System Policy - Program

15. Program Reports:
  - a. LaQuita Thornley: Program Reports
    - i. INCA Board of Directors Committees
  - b. Erica Pogue: JAMM Transit/Human Resources
    - i. Staffing Report
    - ii. CompSource claims report
    - iii. DBE Matters and Achievement
  - c. Amber Freeman: Communication/Planning
    - i. ROMA
    - ii. Social Media/Communications
  - d. Kathy Castleberry: Head Start/Early Head Start Report
    - i. CACFP Report
    - ii. ACF-IM-HS-22-09 Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots
    - iii. PIR HS/EHS Summary
  - e. Kristy Mobbs: RAVE Report
    - i. DDSD Quality Assurance Resurvey - October 25, 2022
  - f. Shawna Latham: RSVP Report
16. Adjourn: Next Meeting: January 31, 2023
  - a. Finance Committee
  - b. CHDO