

# **INCA COMMUNITY SERVICES, INC.**

**Board of Directors Agenda**  
**February, 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. Presentation: Years of Service to Board
4. Consideration/Possible Action: Acceptance of January 31, 2022 Board Minutes
5. Consideration/Possible Action: Acceptance of Financial Report for January, 2022
6. Consideration/Possible Action: Cost Allocation Plan
7. Consideration/Possible Action: CSBG 1st & 2nd Quarter Allocation- \$79,614
8. Consideration/Possible Action: Community Needs Assessment & CAP Plan
9. Presentation: Strategic Governance
  - a. Planning & Review of Strategic Plan
  - b. Agency Goals
10. Consideration/Possible Action: JAMM SODA Permission to Apply

11. Consideration/Possible Action: Organizational Chart
12. Review: Articles of Incorporation
13. Consideration/Possible Action: Policies
  - a. Murray - Transit Operations Assistant Job Description
14. Training: Board Responsibilities - Code of Ethics & Conflict of Interest Statements
15. Review: Mission Statement
16. INCA's Impact Report
17. Program Reports:
  - a. LaQuita Thornley: Program Reports
    - i. COVID Update
    - ii. Wx Desktop Monitoring Review Letter
  - b. Erica Pogue: JAMM Transit and Housing Report
    - i. Staffing Report
    - ii. DBE Matters and Achievement
  - c. Amber Freeman: Communication/Strategic Plan
    - i. ROMA
    - ii. CSBG CARES Monitoring Dashboard
  - d. Kathy Castleberry: Head Start/Early Head Start Report
    - i. Focus Area 1 Monitoring Notification
    - ii. ACF-IM-HS-22-02- Documenting Services to Enrolled Pregnant Women
  - e. Kristy Mobbs: RAVE Report
  - f. Shawna Latham: RSVP Report
18. Adjourn: Next Meeting: March 28