

INCA COMMUNITY SERVICES, INC.



Board Meeting

May 22, 2023

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

Chairperson, Tara Huddleston, called the meeting to order at 5:31 pm.

Chairperson, Tara Huddleston, asked for a Roll Call Vote to establish a quorum.

Present: Tara Huddleston, Jena Newman, Chris Duroy, Oma Dell Burns, Jesse Dunlap, Roy Wayne Blevins, Rolanda Rogers, Kent McKinley

Absent: LaToya Davis, Marvin Wallace

Quorum established.

Staff Present:

On-site: Erica Pogue, JoAnn Barnes, LaQuita Thornley, Sue Ishmael

Zoom: Kristy Mobbs, Kathy Castleberry, Shawna Latham, and Wanda Gray

Consultants Present:

Lowell Wright, Financial Consultant.

Item #3

Erica Pogue, Executive Director presented the program highlight and customer satisfaction report on the Volunteer Income Tax Assistance (VITA) program. INCA did a total of 329 tax preparations, with a total of \$546,008 in Federal Tax Returns, \$51,987 in State Tax Returns, \$204,064 in Earned Income Tax Returns, and \$15,946 in Oklahoma Sales Tax Credits. This was a total of \$597,995 in total tax returns for INCA's service area.

Item #4

The Chair, Tara Huddleston, entertained a motion to approve Chris Duroy, County Commissioner as the Marshall County Public Board Member. Roy Wayne Blevins, moved to accept Chris Duroy as the Marshall County Public representative on the Board of Directors. Roll Call Vote: 7 yes, 0 no, 1 abstain.

Item #5

The Chair, Tara Huddleston, asked for nominations for the position of Vice-Chair. Roy Wayne Blevins nominated Chris Duroy. No other nominations were made, Roy Wayne Blevins moved for nominations to cease, and Oma Dell Burns seconded the motion. The Chair asked for a voice vote to cease nominations. The vote was approved unanimously. Roy Wayne Blevins moved to approve Chris Duroy as Vice Chairperson, and Oma Dell Burns seconded the motion. Roll Call Vote: 7 yes, 0 no, 1 abstain.

Item #6

Erica Pogue, Executive Director, shared the documentation of Miranda Russell's request to resign as the representative of the Low Income Sector for Marshall County on the Board of Directors. The Chair, Tara Huddleston, entertained a motion to accept the resignation of Miranda Russell as Marshall County Low Income Sector Board representative. Rolanda Rogers moved to accept Miranda Russell's resignation, and Oma Dell Burns seconded the motion. Roll Call Vote: 8 yes, 0 no, 0 abstain.

Item #7

Erica Pogue, Executive Director, shared the documentation of Veronica Labrada's request to resign as the representative of the Low Income Sector for Atoka County on the Board of Directors. She has moved out of the service area. The Chair, Tara Huddleston, entertained a motion to accept Veronica Labrada's resignation as Atoka County Low Income Sector Board representative. Roy Wayne Blevins moved to accept Veronica Labrada's resignation, and Jesse Dunlap seconded the motion. Roll Call Vote: 8 yes, 0 no, 0 abstain.

Item #8

The Chair, Tara Huddleston, entertained a motion to approve the 2023 Board Committee Roster. Rolanda Rogers moved to accept the 2023 Board Committee Roster and Roy Wayne Blevins seconded the motion. Roll Call vote: 8 yes, 0 no, 0 abstain.

Item #9

The Chair, Tara Huddleston, entertained a motion to approve the February 2023 minutes. Roy Wayne Blevins, moved approval of the minutes. Kent McKinley, seconded the motion. Roll Call Vote: 7 Yes, 0 No, 1 Abstain.

Item #10

Lowell Wright, Financial Consultant, presented the financial report for April 2023. No program grants ended in April. The Finance Committee met prior to the Board of Directors meeting and reviewed it in detail. Jena Newman, Finance Committee Chairperson, made a recommendation to approve the April 2023 financials. The Chair, Tara Huddleston, entertained a motion to approve the April 2023 financials. Jena Newman moved to accept the financial report as presented, and Jesse Dunlap second the motion. Roll Call Vote: 8 yes, 0 no, 0 abstain.

Item #11

Erica Pogue, Executive Director, went over the 2023 Succession Plan and highlighted the changes made. The chair, Tara Huddleston, entertained a motion to approve the 2023 Succession Plan. Rolanda Roger moved to accept the 2023 Succession Plan, Jesse Dunlap seconded the motion. Roll Call Vote: 8 yes, 0 no, 0 abstain.

Item #12

Erica Pogue, Executive Director, reviewed the changes in the ESG 22 budget revision proposal and answered questions. The chair, Tara Huddleston, entertained a motion to approve the ESG 22 Line Item Budget Revision - Oma Dell Burns moved to accept the ESG 22 Line Item Budget Revision as submitted, and Rolanda Rogers seconded the motion. Roll Call Vote: 8 yes, 0 no, 0 abstain.

Item #13

Erica Pogue, Executive Director, presented the revised budget for the CSBG 2023 second allocation of \$122,539.00. JoAnn Barnes, Financial Director pointed out this would be the last allocation. The Chair, Tara Huddleston, entertained a motion to approve the CSBG 2023 budget with the second allocation. Roy Wayne Blevins, moved to approve the CSBG 2023 budget revision as submitted, Chris Duroy seconded the motion. Roll Call Vote: 8 yes, 0 no, 0 abstain.

Item #14

Erica Pogue, Executive Director, asked for permission to apply for Tax Counseling for Elderly grant through the Internal Revenue Service (IRS). It provides free tax assistance to people who are age 60 and older. It will tie into the agency's current free tax service if awarded. The Chair, Tara Huddleston, entertained a motion to approve the permission to apply for the Tax Counseling for Elderly grant. Chris Duroy moved to approve to apply for the IRS Tax Counseling for Elderly grant, and Roy Wayne Blevins seconded the motion. Roll Call Vote: 8 yes, 0 no, 0 abstain.

Item #15

Erica Pogue, presented the proposed revision to the Medical Benefits Policy to allow part time, interim, and flex employees to take advantage of the vision benefit. This is a payroll deduction from their pay. After discussion, The Chair, Tara Huddleston entertained a motion to approve the updated Medical Benefits policy. Rolanda Rogers moved to accept the changes as presented, Jesse Dunlap seconded the motion. Roll Call Vote: 8 yes, 0 no, 0 abstain.

Item #16

The Chair, Tara Huddleston, entertained a motion to accept the changes in check signers on the checking accounts at AmeriState Bank. Chris Duroy moved that Amber Freeman and LaQuita Thornley be moved as signers and Amanda Cramer and Wanda Gray be added. Jena Newman seconded the motion. Roll Call Vote: 8 yes, 0 no, 0 abstain.

Item #17

Erica Pogue, Executive Director, presented training to the board on Community Relations which included: How to be an effective ambassador to the community, promoting INCA's mission and programs, promoting cooperative action with other organizations.

Item #18 - Program Reports (See board reports

- Shawna Lathan, RSVP Director, presented the RSVP report, including an update on the Food Pop Ups held in April and new volunteers.
- Kathy Castleberry, Head Start/Early Head Start Director highlighted the reports included in the Board Report to the Board of Directors.
- Kristy Mobbs, RAVE Director, reported to the board that she had just received approval to expand RAVE's services to Garvin and Carter Counties. This expands RAVE's service area to 13 counties.
- Erica Pogue highlighted the Human Resource, Housing and RAVE information shared in the Board Report.

Item #19

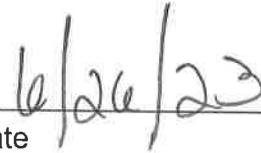
The meeting adjourned at 6:45pm

Next meeting will be on June 26, 2023.

Reports and Handouts included in the Board Packet:



Tara Huddleston, Chairperson



Date