

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 March 28, 2016 at 5:00 p.m. at INCA Community Services, INCA HEAD START TRAINING CENTER, 109 South Capitol, Tishomingo, Oklahoma. This is a dinner meeting.

AGENDA

1. Call Meeting to Order
2. Establishment of Quorum
3. Consideration/possible action- February 29, 2016 Board Minutes
4. Consideration/possible action- February 29, 2016 Financial Report
5. RSVP Special Recognition
6. Consideration/possible action – RSVP to apply for the 2016 United Way Grant Funds - \$12,645.00
7. Consideration/possible action – Change June Board Meeting from Monday, June 27, 2016 to Monday, June 20, 2016
8. Consideration/possible action –CSBG State Appropriated Funds Contract# 2015-INCA-CAA-00065 Budget Revision \$8,379.81
9. Consideration/possible action –CSBG Head Start State Appropriated Funds Contract# CAAHS-2016-INCA CAA-00106 Budget Revision \$48,348.96
10. Consideration/possible action – Rx for Oklahoma Budget Revision - \$10,421.62
11. Consideration/possible action – INCA Community Services Policies and Procedures – Facilities Maintenance and Repair Policy; Vehicle Maintenance Policy; Social Media Policy; Computer/Internet/E-Mail Policy; Driving Policy
12. Consideration/possible action – INCA Community Services Community Action Plan
13. Consideration/possible action – INCA Community Services Agency Wide Budget
14. Consideration/possible action – 2016 Head Start Plans: (1) Part 1305 – eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) In Head Start (2) Transition Plan (3) Child Abuse Policy
15. Consideration/possible action – INCA LLC Apartments Fair Housing Proclamation
16. Consideration/possible action - INCA Community Services Fair Housing Proclamation
17. Consideration/possible action – Resolution: Formal process for low-income beneficiaries to advise the Community Housing Development Organization (CHDO)
18. Consideration/possible action – Resolution: Formal process for low-income homeless or formerly homeless beneficiaries to advise INCA Community Services
19. Consideration/possible action - INCA Community Services, Inc., Section 3 Compliance Plan
20. Consideration/possible action – Resolution: USDA Housing Preservation Grant (HPG) Funds
21. Consideration/possible action - INCA's Tenant Participation Plan

22. Consideration/possible action – INCA's Affirmative Fair Housing Marketing Plan and Resolution
23. Consideration/possible action - INCA Community Services Utilization Minority Business Plan Resolution
24. Consideration/possible action - INCA's Housing Conflict of Interest Grievance Procedures
25. Consideration/possible action – Job Descriptions
26. Consideration/possible action – Community Housing Development Organization (CHDO) Conflict of Interest Affidavit
27. Presentation: Fiscal Responsibilities- Lowell Wright
28. Program Reports – Informative no action needed
 1. Insurance Package Policy for 4/1/2016 – 4/31/2017 – LaQuita Thornley
 2. National Performance Indicators and CAPTAIN CSBG Demographic Report – LaQuita Thornley
 3. Human Resource-Brenna Moore
 4. Community Services, Housing and Weatherization – Dana Trent
 - i. Sunset Funds Project ESG 10 Contract No. 16529 Monitoring Clearance Letter
 - ii. Volunteer Income Tax Assistance (VITA) Monitoring clearance Letter: Johnston County Site Review
 - iii. CSBG State Appropriated Funds Contract# 2015-INCA-CAA-00065 Letter of Budget Cuts
 - iv. Toys for Tots Audit
 5. Head Start-Kathy Castleberry
 - i. CSBG State Appropriated Head Start Funds Contract# CAAHS-2016-INCA CAA-00106 Letter of Budget Cuts
 6. RAVE-Kristy Mobbs
 7. RX Oklahoma- Navigator - MIPPA-Debbie Perkins
 8. RSVP-Mary Jo Massey
 9. Transit-Erica Pogue
29. Comments
30. 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.