

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 October 24, 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.

Amended AGENDA

1. Call Meeting to Order
2. Consideration/possible action – Resignation letter from Sarilea Combs, Atoka County Low Income
3. Establishment of Quorum
4. Consideration/possible action- August 22, 2016 and September 26, 2016 Board Minutes
5. Consideration/possible action- August 31, 2016 and September 30, 2016 Financial Reports
6. Consideration/possible action – Navigator Budget Approval in the amount of \$28,750.00
7. Consideration/possible action – Department of Energy (DOE) Weatherization Budget Revision in the amount of \$50,648.55
8. Consideration/possible action – Head Start Coordination Program through the Oklahoma Association of Community Action Agencies (OKACAA) in the amount of \$2,150.00
9. Consideration/possible action – INCA Community Services Job Descriptions – JAMM Transportation
10. Consideration/possible action – INCA Community Services Equal Opportunity and Affirmative Action Plan
11. Consideration/possible action – JAMM Transportation Salary Scale Change
12. Consideration/possible action – JAMM Transportation Merit Raises
13. Consideration/possible action – Head Start Continuation Grant Budget
14. Consideration/Possible Action - Head Start Plans - wording changes proposed for 2016-2017
15. Consideration/possible action – Medicare Improvement for Patients and Providers Act (MIPPA) in the amount of \$10,000.00
16. Consideration/possible action – INCA Policies and Procedures – Equal Opportunity Policy
17. Consideration/possible action – INCA Community Services 401 K Audit
18. Consideration/possible action- Community Service Block Grant 4th Allocation in the amount of \$40,514.00

19. Head Start Policy Council and Board Joint Training – Kathy Castleberry

20. Program Reports – Informative no action needed

1. LaQuita Thornley
 - i. National Performance Indicators and CAPTAIN CSBG Demographic Report
 - ii. INCA's ROMA Logic Model Report
 - iii. The Oklahoma Department of Commerce Monitoring Clearance Letter
2. Human Resource-Brenna Moore
3. Community Services, Housing and Weatherization, Rx for Oklahoma – Navigator-MIPPA – Dana Trent
 - i. Rx for Oklahoma Customer Satisfaction Surveys
 - ii. Letter from the Oklahoma Department of Commerce on 2016 Emergency Solutions Grant Award
 - iii. Letter from the Oklahoma Department of Commerce on Annual Monitoring Contract 16539 ESG 15
 - iv. Letter from the Oklahoma Department of Commerce - Risk Assessment for DHS LIHEAP Weatherization 2016 Contract
4. Head Start-Kathy Castleberry
 - i. Health-Disabilities-Mental Health Report
 - ii. Head Start Agency Outcomes Report Pre 2016
5. RAVE-Kristy Mobbs
6. RSVP-Wanda Gray
 - i. Enrollment and Hours Report
 - ii. Station & Current Projects Report
 - iii. United Way kickoff/participation & Upcoming Events
 - iv. RSVP Newsletter
7. Transit-Erica Pogue

21. 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.