

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 September 25, 2017 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 Revision

1. Call Meeting to Order
2. Establishment of Quorum
3. Consideration/possible action- August 21, 2017 Board Minutes
4. Consideration/possible action- August 31, 2017 Financial Report
5. Consideration/possible action – Revision of Financial Manual/Procurement Procedures
6. Consideration/possible action – Revision of Succession Plan
7. Consideration/possible action – 2016 Community Service Block Grant (CSBG) Budget Revision
8. Consideration/possible action – CAPTAIN Renewal in the amount of \$5,333.33
9. Consideration/possible action – Emergency solutions Grant (ESG) Budget Revision
10. Consideration/possible action – 2018/19 Head Start Continuation Grant
11. Consideration/possible action – INCA's 2017-2018 - Title VI Equal Opportunity and Affirmative Action Plan
12. Consideration/possible action – JAMM Transit Salary Scale
13. Consideration/possible action – Job Descriptions – JAMM Transportation
14. Distributed proposed revisions – Policy and Procedures
 - Separation Policy
 - ADA Policy
 - Alcohol and Drug Abuse
 - Leave Policy
 - Introductory Period
 - Family Medical Leave Act (FMLA)
 - Applicant Appeals
 - Payroll
15. Board Governance and Accountability
 - Head Start – 2016 – 2017 Annual Report (PIR)
 - Risk Assessment
 - Update on Agency Community Action Plan

16. Program Highlight

- Rx for Oklahoma

17. Program Reports – Informative no action needed

1. LaQuita Thornley
 - i. National Performance Indicators and CAPTAIN CSBG Demographic Report
 - ii. The Oklahoma Department of Commerce (ODOC) Community Service Block Grant (CSBG) Monitoring October 31 through November 3 and November 7 through November 9, 2017
2. Brenna Moore – Staffing
3. Erica Pogue – JAMM Transit Report
4. Kathy Castleberry – Head Start Report
 - i. Early Head Start Update
 - ii. Head Start Home Visit Report
5. Wanda Gray – RSVP Report
6. Dana Trent – Community Service Report
 - i. Rx for Oklahoma Customer Satisfaction Surveys
 - ii. Letter from the Oklahoma Department of Commerce (ODOC) for additional funds in the Emergency Solutions Grant
 - iii. Letter from the Oklahoma Department of Commerce (ODOC) Emergency Solutions Grant Monitoring
7. Kristy Mobbs – RAVE
8. Amber Freeman – Communication/Strategic Plan Report

18. 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.