

INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda

March 25th, 2019

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

AGENDA

1. Call Meeting to Order
2. Establishment of Quorum
3. Informative: Marshall County Low Income Election
4. Election of Officers
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary
 - d. Treasurer
5. Board Committee Assignments
6. Consideration/Possible Action: Acceptance of February 25th Board Minutes
7. Consideration/Possible Action: Acceptance of Financial Report for February 2019
8. Consideration/Possible Action: Acceptance of Cost Allocation Plan
9. Consideration/Possible Action: Acceptance of 2nd Quarter CSBG Allocation
10. Consideration/Possible Action: INCA Community Action Plan

11. Consideration/Possible Action: Update of Succession Plan

12. Consideration/Possible Action:

- a. Fair Housing Resolutions (ESG,USDA,OHFA)
- b. Fair Housing Proclamations (INCA and INCA LLC)
- c. Housing/Tenant Participation Plan
- d. Affirmative Fair Housing Marketing Plan and Resolution
- e. Community Services Utilization Minority Business Plan Resolution
- f. Housing Conflict of Interest Grievance Procedures
- g. CHDO Conflict of Interest Affidavit

13. Consideration/Possible Action: Personnel Policies

- a. Funeral and Bereavement Benefit
- b. Reporting Injuries & Accidents
- c. Employment Verification (I-9)
- d. Driving

14. Consideration/Possible Action: Mollett Hunter as Insurance Broker (Insurance and Workers Comp)

15. Consideration/Possible Action: RSVP Advisory Council Appointment Randy Hatton

16. Consideration/Possible Action: RSVP Grant to Center for Wellness and Recovery at OSU Medicine - \$10,000

17. Training: Fiscal Responsibilities

18. Program Highlights: INCA's IMPACT Report

19. Presentation of Years of Service Certificates to Board

20. Program Reports: Informative, no action needed

- a. LaQuita Thornley: Program Reports
 - i. Audit will be the week of May 13th
- b. Brenna Moore: Staffing Report
- c. Amber Freeman: Communication/Strategic Plan
 - i. ROMA Report
- d. Erica Pogue: JAMM Transit and Housing Report
 - i. DBE Matters and Achievement
 - ii. JAMM Journal
- e. Kathy Castleberry: Head Start/Early Head Start Report
 - i. Head Start Headline
- f. Wanda Gray: RSVP Report
- g. Kristy Mobbs: RAVE Report

21. Next Meeting: April 29th