

INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda

August 31, 2020

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

REVISED AGENDA

1. Call Meeting to Order
2. Establish Quorum
3. Consideration/Possible Action: Acceptance of LaToya Davis as the Johnston County Low Income Member
4. Consideration/Possible Action: Acceptance of July 27th Board Minutes
5. Consideration/Possible Action: Acceptance of Financial Report for July, 2020
6. Consideration/Possible Action:
 - a. Acceptance of SAF HS Budgets
 - b. Acceptance of SAF CSBG Budgets
 - c. Acceptance of Rx Budget
 - d. Acceptance of CSBG 1% allocation totalling \$161,364
7. Consideration/Possible Action: Acceptance of HS/EHS Grant Expansion
8. Consideration/Possible Action: Board has received Attorney's Letter of By-Law Review
9. Consideration/Possible Action: Board Program and Training Schedule for 2021

10. Consideration/Possible Action: ESG COVID-19 Standards
11. Consideration/Possible Action: Policies & Procedures
 - a. Customer Satisfaction Survey System Policy (update for Org Standards)
 - b. Emergency Assistance Caseworker (COVID)- Job Description
 - c. Receptionist/Dispatcher/Relief Driver- Job Description
 - d. Corporate Secretary/Purchasing Agent/Capacity Assistant- Job Description
12. Training: Accountability/Self Evaluations
13. Consideration/Possible Action: Strategic Plan Update
 - a. Logic Model Review
14. Consideration/Possible Action: Analysis of Agency Outcomes & Goal Achievement Progress
15. Consideration/Possible Action: Tracking of Volunteer Contributions Acknowledgement
16. Consideration/Possible Action: Permission to Apply for the RSVP Grant in the amount of \$127,500
17. Program Highlight & Customer Satisfaction Report: RSVP

18. Program Reports: Informative, no action needed
 - a. LaQuita Thornley: Program Reports
 - i. Weatherization Underserved Area Grant - not awarded
 - b. Victoria Yates: Human Resources
 - i. Staffing Report
 - c. Amber Freeman: Communication/Strategic Plan
 - i. ROMA Report
 - d. Erica Pogue: JAMM Transit & Housing Report
 - i. DBE Matters & Achievement
 - e. Kathy Castleberry: Head Start/Early Head Start
 - i. Message from Office of Head Start
 - f. Wanda Gray: RSVP Report
 - g. Kristy Mobbs: RAVE Report
19. Next Meeting: September 28
 - a. Finance Committee
20. Adjournment into CHDO Meeting