INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda
July 27th, 2020
202 S. Capitol, P.O. Box 68
Tishomingo, Oklahoma 73460
580-371-2352

AGENDA

1. Call Meeting to Order

2. Establish Quorum

3. Presentation of Audit by Saunder & Associates via Video Conference

4. Consideration/Possible Action: Receipt of and Acceptance of the Audit Results

5. Consideration/Possible Action: Acceptance of June 22nd Board Minutes

6. Consideration/Possible Action: Acceptance of Financial Report for June, 2020

7. Consideration/Possible Action: INCA 990 Form

8. Consideration/Possible Action: RAVE Budget Approval

9. Training: Governance and Oversight
   a. By-Laws- Pass Out and Sign Acknowledgement
   b. Open Meeting Laws and Legal Update (James Thornley)

10. Consideration/Possible Action: Policies & Procedures
    a. Client Access Policy
    b. Exposure Response Policy
    c. Maintenance Service Worker Job Description
    d. Weatherization Reopening Plan

11. Consideration/Possible Action: Weatherization Application
    a. Unserved Counties - Bryan, Cater, Coal, Love, and Pontotoc
        i. DOE - $121,181
        ii. DHS - $69,381
    b. DOE - Johnston, Atoka, Marshall, and Murray Counties
        i. DOE - $66,705

12. Consideration/Possible Action: ESG-CR Grant
    a. Budget $300,000

13. Consideration/Possible Action: CSBG/ESG COVID-19 Updates
    a. COVID-19 Community Needs Assessment
    b. 2020 Community Action Plan with COVID-19 Addendum

14. Program Highlight & Customer Satisfaction Report: RAVE

15. Program Reports: Informative, no action needed
    a. LaQuita Thornley: Program Reports
    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
    f. Wanda Gray: RSVP Report
    g. Kristy Mobbs: RAVE Report

16. Next Meeting: August 31st

17. Executive Session: Executive Director Evaluation and Review of
     Compensation

18. Adjournment