

# INCA COMMUNITY SERVICES, INC.

**Board of Directors Agenda**  
**January 29, 2024 - 5:30 P.M.**  
 202 S. Capitol, P.O. Box 68  
 Tishomingo, Oklahoma 73460  
 580-371-2352

## AGENDA

1. Call Meeting to Order
2. Establish Quorum
3. Training: Board Roles and Responsibilities/Officers and Committee Member Responsibilities
4. Agency Wide Customer Satisfaction Survey Results
5. Consideration/Possible Action: Acceptance of the Minutes for November 27, 2023
6. Consideration/Possible Action: Acceptance of Financial Report for:
  1. November 2023
  2. December 2023
7. Consideration/Possible Action: Agency Wide Budget
8. Consideration/Possible Action: Mileage Rate
  1. IRS Mileage Rate \$ 0.67
  2. RAVE Transportation Increase Request \$ 0.60
9. Consideration/Possible Action: Computer/Internet/Email Policy
10. Consideration/Possible Action: Housing
  1. Fair Housing Resolutions (ESG, USDA, OHFA)
  2. Fair Housing Proclamations (INCA and INCA LLC)
  3. Housing Tenant Participation Plan
  4. Fair Housing Marketing Plan and Resolution
  5. Housing Conflict of Interest Grievance Procedures
  6. CHDO Conflict of Interest Affidavit
11. Consideration/Possible Action: RAVE Salary Scale
12. Consideration/Possible Action: Permission to Apply United Way Grant/RSVP \$30,004.00
13. Consideration/Possible Action: Approval of Incentive program from DDSD for RAVE
14. Consideration/Possible Action: ESG Budget Revision \$96,471.84

15. Program Reports:
1. Wanda Gray: RSVP Report
    - a. UW Bonus Grant
  2. Wanda Gray: Community Services Report
  3. Amanda Cramer: Head Start/Early Head Start Report
    - a. CACFP
    - b. Under Enrollment Update
    - c. CLASS Review Update
    - d. Grant Contract for year 24 - 25
  4. Kristy Mobbs: RAVE Report
  5. Shelley Prince: Human Resource Update
    - a. Staffing Report
    - b. WorkComp Reports
  6. Erica Pogue: JAMM Transit/Housing/CSBG
    - a. Housing Report
    - b. JAMM Transit
    - c. CSBG Allocation

16. Adjourn Next Meeting: February 26, 2024