

INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda

March, 2022 - 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. Consideration/Possible Action: Acceptance of February 28, 2022 Board Minutes
4. Consideration/Possible Action: Move April Board Meeting from April 18th to April 25th
5. Consideration/Possible Action: Acceptance of Financial Report for February, 2022
6. Consideration/Possible Action: Approval of Finance Manual Updates
7. Training: Fiscal Responsibilities
8. Review of Insurance & Workmans Comp Broker Services
9. Consideration/Possible Action: Salary Scale Increase - JAMM

10. Consideration/Possible Action: Policies
 - a. Job Description - Medical/Health Services Manager
 - b. Job Description - Associate Director/Human Resource Director/Transit Director
 - c. Record Retention & Destruction Policy
 - d. ESG-CV Waiver Policy Updates
 - e. ESG Policy Updates
 - f. CSBG-CARES Emergency Assistance Policy
11. INCA's Impact Report
12. Program Reports:
 - a. LaQuita Thornley: Program Reports
 - i. Compsource Safety Award
 - b. Erica Pogue: JAMM Transit/Housing Report/Human Resources
 - i. Staffing Report
 - ii. COVID Report
 - iii. DBE Matters and Achievement
 - c. Amber Freeman: Communication/Strategic Plan
 - i. ROMA
 - d. Kathy Castleberry: Head Start/Early Head Start Report
 - e. Kristy Mobbs: RAVE Report
 - i. Child Placing Audit Survey Results
 - f. Shawna Latham: RSVP Report
13. Adjourn: Next Meeting: April 25

