

# INCA COMMUNITY SERVICES, INC.

**Board of Directors Agenda**  
**March 25, 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.	Years of Service to Board
4.	Training: Fiscal Responsibilities
5.	Presentation: INCA Community Action Plan <ol style="list-style-type: none"> <li>1. Annual update on success of specific strategies in CAP.</li> <li>2. Community Action Plan Update/Report</li> <li>3. Community Action Plan Logic Model Community Assessment</li> <li>4. Strategic Plan/Update/Report</li> </ol>
6.	Consideration/Possible Action: Acceptance of Board Minutes for February 26, 2024
7.	Consideration/Possible Action: Acceptance of Financial Report for: February 29, 2024
8.	Consideration/Possible Action: Review of Financial Manual <ol style="list-style-type: none"> <li>1. Fiscal Policies and Procedures               <ol style="list-style-type: none"> <li>a. Directory of Financial Manual-2024</li> <li>b. Purchasing Process</li> <li>c. Electronic Purchase Requisition</li> <li>d. Procurement Standards</li> <li>e. Checks, Ledgers, and Bank Procedures</li> <li>f. Payroll Procedures</li> <li>g. Revenue Receipts</li> <li>h. Contracts, Leases, and Insurance</li> <li>i. Fixed Assets</li> <li>j. Record Retention and Destruction Policy</li> <li>k. Other</li> </ol> </li> </ol>
9.	Consideration/Possible Action: Review of Policies: <ol style="list-style-type: none"> <li>1. Employee Evaluation Policy</li> <li>2. Infectious/Communicable Diseases Policy</li> </ol>
10.	Consideration/Possible Action: Job Descriptions

		<ol style="list-style-type: none"> <li>1. Head Start- (Five year review) <ol style="list-style-type: none"> <li>a. Practice-Based Coach</li> <li>b. Teacher</li> <li>c. Teacher Assistant</li> <li>d. Center Assistant/Food Service Assistant</li> <li>e. Food Service Assistant</li> <li>f. One/One Assistant</li> <li>g. Center Assistant/One-on-One</li> <li>h. Substitute</li> <li>i. Volunteer</li> </ol> </li> <li>2. Early Head Start (Five Year Review) <ol style="list-style-type: none"> <li>a. Child Caregiver</li> <li>b. Food Technician (EHS/HS)</li> </ol> </li> <li>3. CSBG/Housing/Capcity Director</li> </ol>
11.		Presentation: Head Start Customer Satisfaction Report and Self Assessment update
12.		<p>Program Reports:</p> <ol style="list-style-type: none"> <li>1. Wanda Gray: RSVP Report <ol style="list-style-type: none"> <li>a. Grant Award</li> </ol> </li> <li>2. Wanda Gray: Community Services Report</li> <li>3. Amanda Cramer: Head Start/Early Head Start Report <ol style="list-style-type: none"> <li>a. Office of Head Start Monitoring - Week of April 22</li> <li>b. CACFP</li> </ol> </li> <li>4. Kristy Mobbs: RAVE Report</li> <li>5. Shelley Prince: Human Resource Update <ol style="list-style-type: none"> <li>a. Staffing Report</li> </ol> </li> <li>6. Erica Pogue: JAMM Transit/Housing/CSBG <ol style="list-style-type: none"> <li>a. Housing Report</li> <li>b. JAMM Transit</li> <li>c. CSBG Desktop Monitoring</li> <li>d. TREC(Training Residential Energy Contractors)</li> </ol> </li> </ol>
13.		Adjourn Next Meeting: April 29, 2024