

INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda
November 27, 2023 - 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: Strategic Governance
 1. Review of Strategic Plan
 2. Agency Goals
4. Program: Highlight & Customer Satisfaction Report: RX for Oklahoma, MIPPA, and Navigator
5. Program: Highlight & Customer Satisfaction Report: Housing
6. Presentation: Head Start School Readiness Goals
7. Consideration/Possible Action: Acceptance of the Minutes for October 30, 2023
8. Consideration/Possible Action: Acceptance of Financial Report for October 2023
9. Consideration/Possible Action: INCA 990
10. Consideration/Possible Action: Meeting Calendar for 2024
11. Consideration/Possible Action: Board Program and Training Schedule for 2024
12. Consideration/Possible Action: Agency Holidays for 2024
13. Consideration/Possible Action: Permission to Apply JAMM 5311
14. Consideration/Possible Action: Permission to Apply Temper of Times Foundation Grant
15. Consideration/Possible Action: Permission to Apply TSET Discovery Grant
16. Consideration/Possible Action: Job Description
 1. Bookkeeper/CAPTAIN Administrator
 2. Head Start Food Technician (Revised)
 3. RSVP Volunteer Coordinator/Data Entry Clerk/Emergency Services Worker
 4. RSVP Volunteer Coordinator/Emergency Services Worker
17. Consideration/Possible Action: Policies and Procedures

1. ESG Policies and Procedures
 - a. ESG Program Policies & Procedures
 - b. ESG Purchase, Procurement and Inventory
 - c. Determination of Prevention vs Rapid Re-Housing
 - d. Determination of Rent/Utilities Cost for Participants
 - e. Distribution of Services
 - f. Evaluation of Individual and Families Eligibility
 - g. Habitability of Shelter and Housing
 - h. Conflict of Interest
 - i. Homeless Participation in Program
 - j. Performance Measures
 - k. Partnership Coordination (Emergency Shelter Providers, Mainstream, Local and Domestic Violence Resources)
 - l. ESG Program Policies & Procedures Directory
 - m. Termination of Assistance
 - n. Financial Management
 - o. Protection of Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
 2. Head Start Field Trip Policy (update)
18. Program Reports:
1. Wanda Gray: RSVP Report
 2. Wanda Gray: Community Services Report
 3. Amanda Cramer: Head Start/Early Head Start Report
 - a. CACFP
 - b. Office of HS - Letter for Underenrollment
 - c. Office of HS - Program Income Letter
 - d. Office of HS - CLASS Review
 4. Kristy Mobbs: RAVE Report
 5. Shelley Prince: Human Resource Update
 - a. Staffing Report
 - b. WorkComp Reports
 6. Erica Pogue: JAMM Transit/Housing/Human Resources
 - a. Housing Report
 - b. JAMM Transit
 - c. ROMA Reports
19. Adjourn Next Meeting: January 29, 2023
1. CHDO Meeting