

INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda September 25, 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: Accountability/Self-Evaluations
4. Risk Assessment Presentation
5. Program Highlight & Customer Satisfaction Report: RSVP
6. Consideration/Possible Action: Acceptance of LaToya Davis - Johnston Low Income Sector Board Member
7. Consideration/Possible Action: Acceptance of August 28, 2023 Board Minutes
8. Consideration/Possible Action: Acceptance of Financial Report for August 2023
9. Consideration/Possible Action: INCA Draft Audit
10. Consideration/Possible Action: Nomination and Election of Board Secretary
11. Adjourn to Executive Session
 1. Review job description and compensation package for Head Start/Early Head Start Director
 2. Review and possibly interview the Candidate for Head/Start/Early Head Start Director
12. Return from Executive Session
 1. Acknowledge the minutes of the executive session
 2. Consideration/Possible Action: Hiring of Head Start/Early Head Start Director
13. Consideration/Possible Action: CSBG Budget
14. Consideration/Possible Action: 2023 ESG Budget in the amount of \$96,471.84
15. Consideration/Possible Action: Job Description
 1. Murray County Route Supervisor/Transit Assistant/ Community Specialist
16. Consideration/Possible Action: Salary Scale for JAMM Transit

17. Consideration/Possible Action: Permission to Apply for AmeriCorps RSVP Grant Renewal

18. Program Reports:

1. Shawna Latham: RSVP Report
 - a. United Way RSVP 2023 Campaign fundraiser events-Softball Tournament and “Got Sneakers” donations at all INCA office locations.
2. Kathy Castleberry: Head Start/Early Head Start Report
 - a. CACFP
3. Wanda Gray: Community Services Report
 - a. 2023 Award Letter-ESG
4. Kristy Mobbs: RAVE Report
 - a. Child placing license audit - September 12th
5. Shelley Prince: Human Resource Update
 - a. Staffing Report
6. Erica Pogue: JAMM Transit/Housing/Human Resources
 - a. Housing Report
 - i. 2023 HOME Monitoring-Mannsville (County West) #1306-09 Result
 - ii. 2023 HOME Monitoring-Mannsville (County West) #1306-9 Cleared
 - b. JAMM Transit

19. Adjourn Next Meeting: October 30, 2023