

INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda

January 25, 2021

202 S. Capitol, P.O. Box 68
Tishomingo, Oklahoma 73460
580-371-2352

REVISED AGENDA

All addresses listed available to the public

Board Members attending by Video Conference: Tara Huddleston- Inca Office- 371 West 10th, Atoka

All other members to attend in person.

Video Conference Link: <https://zoom.us/j/93056547165?pwd=NS9ZNFZqbN1QU1SVVpmK3l0L2hNQTO9>

Teleconference Number: 888 475 4499

Meeting ID: 930 5654 7165

Passcode: 868733

1. Call Meeting to Order
2. Establish Quorum
3. Consideration/Possible Action: Acceptance of November 30, 2020 Board Minutes
4. Consideration/Possible Action: Acceptance of Financial Report for November, 2020 and December, 2020.
5. Consideration/Possible Action: IRS Mileage Rate for 2021
 - A. Effective Jan 1, 2021, \$.56 per mile.
6. Consideration/Possible Action: Agency Wide Budget for February 2021 through January 2022.
7. Consideration/Possible Action: Policies & Procedures
 - A. Computer/Internet/Email Policy (annual update)
 - B. COVID-19 Emergency Medical Assistance
8. Consideration/Possible Action: Job Descriptions
 - A. Housing Navigator
 - B. Receptionist III
9. Consideration/Possible Action: Permission to Apply for the United Way Grant - \$25,000

10. Consideration/Possible Action: Permission to Apply for CSBG Funds for 1st Quarter - \$40,089.
11. Consideration/Possible Action:
 - A. Fair Housing Resolutions
 - a. ESG
 - b. CHDO/OHFA
 - B. Fair Housing Proclamation
 - a. INCA
 - b. INCA LLC
 - C. Housing Tenant Participation Plan
 - D. Affirmative Fair Housing Marketing Plan and Resolution
 - E. Community Services Utilization Minority Business Plan Resolution
 - F. Housing Conflict of Interest Grievance Procedures
 - G. CHDO Conflict of Interest Affidavit
12. Consideration/Possible Action: Tracking family, agency, and/or community outcomes (Org Standard 9.2)
13. Customer Satisfaction Report: Agency
14. Program Reports: Informative, no action needed
 - A. LaQuita Thornley: Program Reports
 - a. Oklahoma House Speaker's Ball
 - b. Board Officer Elections
 - B. Victoria Yates: Human Resources
 - a. Staffing Report
 - C. Amber Freeman: Communication/Strategic Plan
 - a. ROMA Report
 - D. Erica Pogue: JAMM Transit & Housing Report
 - a. DBE Matters & Achievement
 - b. 5310 Approval Letter
 - E. Kathy Castleberry: Head Start/Early Head Start
 - a. Office of Head Start Memos
 - F. Amanda LaFevers: RSVP Report
 - a. Award Letter
 - G. Kristy Mobbs: RAVE Report
 - a. Rate increase due to COVID; April 1 - September 30, 2020
15. Next Meeting: February 22, 2021
16. Board Adjourns to CHDO Committee Meeting

