

# INCA COMMUNITY SERVICES, INC.

## Board of Directors Agenda

March 29, 2021

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

## AGENDA

Board Members attending by Video Conference: Jill Hall & Tara Huddleston

Board Members on Site: Royce Bartee, Oma Dell Burns, T. J. Clement, Victor Cook, LaToya Davis, Chris Duroy,  
Jonathan Edwards, Jena Newman, Shane Tomlinson & Marvin Wallace

Public may join at

Zoom Meeting

<https://zoom.us/j/92667413881?pwd=bGNndHRnK2RMVjVMT1J5S1dvV003dz09>

Meeting ID: 926 6741 3881

Passcode: 839330

One tap mobile

+16699009128,,92667413881#,,,,\*839330# US (San Jose)

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888 475 4499 US Toll-free

833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

Meeting ID: 926 6741 3881

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Find your local number: <https://zoom.us/u/akE00jYoz>

1. Call Meeting to Order
2. Establish Quorum
3. Consideration/Possible Action: Murray County Private Board Member Jonathan Edwards
4. Consideration/Possible Action: Acceptance of February 22, 2021 Board Minutes

5. Consideration/Possible Action: Acceptance of Financial Report for February, 2021
6. Consideration/Possible Action: Financial Manual
7. Consideration/Possible Action: VITA Contract & Budget
8. Consideration/Possible Action: HS/EHS COLA
  - a. HS- \$24,583
  - b. EHS- \$5869
9. Consideration/Possible Action: JAMM Salary Scale
10. Training: Fiscal Responsibilities
11. Committee Assignments
12. Consideration/Possible Action: Policies
  - a. Duplication of Benefits
  - b. CSBG CARES Addendum
  - c. ESG CARES Addendums
13. Consideration/Possible Action: Conflict of Interest Disclosure and Resolution for (17916 ESG CR for Name of Person)
14. Review: Inca Record Retention & Destruction Policy
15. Program Highlight & Customer Satisfaction Report: ESG

16. Program Reports: Informative, no action needed
  - a. LaQuita Thornley: Program Reports
    - i. Monitoring Letter- ODOC
    - ii. Monitoring Letter- DOE
    - iii. Staffing Report
  - b. Amber Freeman: Communication/Strategic Plan
    - i. ROMA Report
    - ii. Community Needs Assessment
    - iii. RSVP Report
  - c. Erica Pogue: JAMM Transit and Housing Report
    - i. DBE Matters and Achievement
  - d. Kathy Castleberry: Head Start/Early Head Start Report
    - i. OHS Memo- Duration Requirement
  - e. Kristy Mobbs: RAVE Report
    - i. Child Placing License Audit Findings
    - ii. Oklahoma Human Services Letter- \$169,720.64 retroactive provider payment paid on March 10th
  
17. Next Meeting: April 26, 2021
  - a. CHDO