

INCA COMMUNITY SERVICES, INC.

Board of Directors Agenda
August 30, 2021- 5:30 P.M.
202 S. Capitol, P.O. Box 68
Tishomingo, Oklahoma 73460
580-371-2352

Join Zoom Meeting

<https://us06web.zoom.us/j/83271135953?pwd=ZHlxWk1xZmx6YzFaT1RlREFNWDRKUT09>

Meeting ID: 832 7113 5953

Passcode: 431892

AGENDA

1. Call Meeting to Order
2. Establish Quorum
3. Consideration/Possible Action: Acceptance of July 26, 2021 Board Minutes
4. Consideration/Possible Action: Acceptance of Financial Report for July, 2021
5. Consideration/Possible Action: Approval of RAVE Budget
6. Consideration/Possible Action: Approval of SAF-HS 2022- \$48,367
7. Consideration/Possible Action: SAF-CAA 2022- \$6048.00
8. Consideration/Possible Action: ESG 20 Revision
9. Consideration/Possible Action: ESG 20 CARES Revision
10. Consideration/Possible Action: CSBG 20 Revision
11. Consideration/Possible Action: CSBG CR Revision

12. Consideration/Possible Action: Permission to apply CSBG Discretionary Grant - LASO \$90,000.00
13. Consideration/Possible Action: Permission to Apply for 5310 CRRSAA in the amount of \$3,624.00
14. Consideration/Possible Action: Permission to Apply HS Grant for \$2,561,946 for year 2/1/2022- 1/31/2023
15. Training: Governance and Oversight
 - a. By-Laws- received by Board
 - b. Open Meeting Laws and Legal Update
16. Consideration/Possible Action: Board Program and Training Schedule for 2022
17. Strategic Plan and CAP Plan Update
 - a. Analysis of Agency Outcomes
 - b. Client Demographic Tracking
18. Presentation of Board Self Evaluation Results
19. Consideration/Possible Action: Community Needs Assessment
 - a. Results/Analysis
 - b. Prioritization of Needs
20. INCA's Policies and Procedures/Job Descriptions
 - a. Holiday Policy
 - b. COVID-19 Policy Update
 - c. Assistant Bookkeeper/ Corporate Secretary Job Description
 - d. Volunteer Tracking Policy
 - e. Customer Satisfaction Policy/Procedure Instruments
21. Program Highlight & Customer Satisfaction Report: RAVE

22. Program Reports:
 - a. LaQuita Thornley: Program Reports
 - b. Kalee Sundeen
 - i. Staffing Report
 - c. Amber Freeman: Communication/Strategic Plan
 - i. ROMA Report
 - ii. RSVP Report
 - d. Erica Pogue: JAMM Transit and Housing Report
 - i. DBE Matters and Achievement
 - ii. 2021 OHFA HOME Monitoring Letters
 - e. Kathy Castleberry: Head Start/Early Head Start Report
 - i. OHS Monitoring Review Letter
 - f. Kristy Mobbs: RAVE Report
 - i. DDSD Quality Assurance Audit Findings - August 2 - 4

23. Next Meeting: September 27th