



## **Board Meeting**

**April 25, 2022**

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

Vice Chairperson Chris Duroy called the meeting to order at 5:30 pm.

Vice Chairperson Chris Duroy asked for a Roll Call Vote to establish a quorum.

Present: Chris Duroy, Jena Newman, Marvin Wallace, Rolanda Rogers, Victor Cook, Shane Tomlinson, Oma Dell Burns, Royce Bartee & Kent McKinley

Absent: Tara Huddleston & T. J. Clements

Quorum established.

Staff Present :On-site: LaQuita Thornley, Erica Pogue, Amber Freeman, Jana Thompson, Victoria Gonzales & Crystal Cortes

Zoom: Kristy Mobbs, Kathey Castleberry, Shawna Latham & JoAnn Barnes

Consultants Present: via Zoom: Lowell Wright

Policy Council Representative via Zoom: Janessa Michalk

Vice Chairperson Chris Duroy asked for a motion on the March 2022 minutes. Victor Cook made a motion to approve. Royce Bartee seconded the motion. Roll Call Vote: 8 Yes, 0 No, 2 Abstain

Vice Chairperson Chris Duroy asked for clarification on the revision of the January 2022 minutes. Crystal Cortes discussed the needed revision. Vice Chairperson Chris Duroy asked for a motion. Jena Newman made a motion to approve. Victor Cook seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Financial Consultant, Lowell Wright, presented the financial statements for March 2022. One program, DOE, closed in March. Discussion was had. Vice Chairperson Chris Duroy asked for a motion. Victor Cook made a motion to approve the financial report. Rolanda Rogers seconded the motion. Roll Call Vote: 10 Yes, 0 No.

Executive Director LaQuita Thornley presented ESG20 Cares #2 budget for additional monies of \$34925.20. Vice Chairperson Chris Duroy asked for a motion. Royce Bartee made a motion to approve. Marvin Wallace second the motion. Roll Call Vote: 10 Yes, 0 No.

Executive Director LaQuita Thornley presented the updated Succession Plan. Vice Chairperson Chris Duroy asked for a motion. Marvin Wallace made a motion to approve. LaToya Davis second the motion. Roll Call Vote: 10 Yes, 0 No.

Headstart Director Kathy Castleberry presented COLA & Quality Improvement additional monies of \$75970.00. Vice Chairperson Chris Duroy asked for a motion. LaToya Davis made a motion to approve. Royce Bartee second the motion. Roll Call Vote: 10 Yes, 0 No.

Executive Director LaQuita Thornley presented the New Committee Assignments.

Associate Director Amber Freeman presented training to the board on Overview of Organization-History & Program.

Executive Director LaQuita Thornley presented Whistleblower Policy, Job Description- RSVP Project Director, Job Description- Volunteer Coordinator (Full Time), Job Description- RSVP Volunteer Coordinator (Part Time). Policies were discussed. Vice Chairperson Chris Duroy asked for a motion. Victor Cook made a motion to approve. Royce Bartee second the motion. Roll Call Vote: 10 Yes, 0 No.

Associate Director Amber Freeman presented the Program Highlight/Customer Satisfaction Report: ESG.

Board Reports (included in attachments):

Executive Director LaQuita Thornley discussed the recent Auditor visit. The visit is complete. Waiting for the final report to bring to the board. She thanked the board members for coming early and participating in the Strategic Planning Committee meeting.

Associate Director Erica Pogue highlighted items in the Board Report for discussion. She gave the staffing report for HR. She also discussed the JAMM program assisting with transporting school kids. Erica gave a brief overview of new hires and recent terminations.

Co Associate Director Amber Freeman discussed May being Community Action Month. She highlighted Community Action social media posts to look out for and encouraged engagement and interaction.

Co Associate Director Amber Freeman discussed the ROMA report and complete Impact Report .

Headstart/Early Headstart Director Kathy Castleberry discussed HS qualification updates related to SNAP.

Kristy Mobbs, RAVE Director, discussed that she has received applications for employment and has begun to fill open positions.

Shawna Latham, RSVP Director, discussed the community outreach related to the recent tornado in Marshall county. She has been reaching out to the communities impacted to verify needs and donations continue to come in.

Vice Chairperson Chris Duroy asked for a motion to move into executive session to discuss Executive Director job performance, job description and performance evaluation. Motion was made by Victor Cook and seconded by Marvin Wallace. 10 yes.

Vice Chairperson Chris Duroy asked for a motion to reconvene the board meeting. Motion was made by Victor Cook and seconded by Royce Bartee. 10 yes.

Vice Chairperson acknowledged the minutes of the Executive Session were prepared.

Next meeting will be May 23. There will be a Finance Committee meeting prior, and a Community Housing Development Organization meeting following. .

Adjourned.

Report & Handouts included in Board Packet:

- March 2022 Minutes
- January 2022 Revised Minutes
- Financials for March 2022
- ESG Cares #2 Handout
- Succession Plans Updates
- COLA & Quality Improvement Handout
- New Committee Assignments Handout
- INCA's History Slides
- Homeless Program Emergency Solutions Grant Slides
- Whistleblower Policy Updates
- RSVP Project Director- Job Description
- Volunteer Coordinator- Job Description- Full Time
- Volunteer Coordinator- Job Description- Part Time
- Board Report
- ROMA Quarterly-Total Unduplicated Services & Outcomes Handout
- ROMA Quarterly Total Services Handout
- ACF-PI-HS-22-02 FY 2022 Head Start Funding Increase Handout
- ACF-IM-HS-22-03-ACF Administration for Children and Families Handout
- CACFP Report