

INCA COMMUNITY SERVICES, INC.

Board of Directors Minutes

April 24, 2023 - 5:00 P.M.

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

Chairperson Tara Huddleston called the meeting to order at 5:20 p.m.

Chairperson Tara Huddleston called for a Roll Call Vote to establish a quorum.

Present: Tara Huddleston, Jena Newman, Latoya Davis, Oma Dell Burns, Jesse Dunlap, Roy Wayne Blevins, Rolanda Rogers

Absent: Veronica Labrada, Marvin Wallace, Miranda Russell, Kent McKinley

Quorum established.

Staff Present:

On-site: Erica Pogue, Amber Freeman, Wanda Gray, Shawna Latham, JoAnn Barnes

Zoom: Kathy Castleberry, Kristy Mobbs, Lori Turman, LaQuita Thornley

Consultants Present:

Zoom: Lowell Wright, Financial Consultant

Community Services Director, Wanda Gray presented the ESG program highlight training and customer satisfaction survey results with analysis to the Board of Director members. Discussion was had, staff addressed any questions, and noted program feedback from the Board members.

Chairperson, Tara Huddleston asked for a motion on the corrected February 2023 Minutes. Roy Wayne Blevins made a motion to approve. Jesse Dunlap seconded the motion. Roll call vote: 7 Yes, 0 No, 0 Abstain

Chairperson, Tara Huddleston asked for a motion on the March 2023 Minutes. Oma Dell Burns made a motion to approve with a correction to the agenda from 2022 to 2023. Rolanda Rogers seconded the motion. Roll call vote: 7 Yes, 0 No, 0 Abstain

Financial Consultant, Lowell Wright presented the Financial Report for March 2023. Discussion was had. Chairperson, Tara Huddleston asked for a motion. Roy Wayne Blevins made a motion to approve. Jesse Dunlap seconded the motion. Roll call vote: 7 Yes, 0 No, 0 Abstain

Executive Director, Erica Pogue and Financial Director, JoAnn Barnes presented the budget for the CSBG 22 line item budget revision. Discussion was had. Chairperson, Tara Huddleston asked for a motion. Rolanda Rogers made a motion to approve. Latoya Davis seconded the motion. Roll call vote: 7 Yes, 0 No, 0 Abstain

Community Services Director, Wanda Gray presented the Permission to Apply for ESG grant in the amount of \$100,000.00. Discussion was had. Chairperson, Tara Huddleston asked for a motion. Latoya Davis made a motion to approve. Jena Newman seconded the motion. Roll call vote: 7 Yes, 0 No, 0 Abstain

Executive Director Erica Pogue presented Permission to apply for JAMM Transit 5339(a) grant in the amount of \$178,980.00. Discussion was had. Chairperson Tara Huddleston asked for a motion. Roy Wayne Blevins made a motion to approve. Jena Newman seconded the motion. Roll call vote: 7 Yes, 0 No, 0 Abstain

Associate Director, Amber Freeman presented the Overview of organization, History, and Community Action training to the Board of Director members.

Executive Director, Erica Pogue, presented Policies and Procedures: Whistleblower Policy and JAMM Title VI. The Planning Committee met prior to the Board of Directors meeting and member Oma Dell Burns made a recommendation to approve the policies and procedures. Discussion was had. Chairperson Tara Huddleston asked for a motion. Rolanda Rogers made a motion to approve. Jena Newman seconded the motion. Roll call vote: 7 Yes, 0 No, 0 Abstain

Executive Director, Erica Pogue, presented Job Descriptions: Strategic Advisor and Transit Administrative Assistant. The Planning Committee met prior to the Board of Directors meeting and member Rolanda Rogers made a recommendation to approve the job descriptions. Discussion was had. Chairperson Tara Huddleston asked for a motion. Oma Dell Burns made a motion to approve. Jena Newman seconded the motion. Roll call vote: 7 Yes, 0 No, 0 Abstain

RSVP Program Director, Shawna Latham, informed the Board members of various volunteer events and projects taking place, and updated the members on the produce pop-up project including how many have been served, and volunteer recruitment and impact activities. Shawna encouraged the members to engage with RSVP on social media.

Associate Director, Amber Freeman highlighted INCA's social media presence and ROMA goals. Amber also informed members of reestablishment of the INCA Informer, the agency quarterly newsletter, and highlighted program impact and accomplishments from the first quarter of 2023 and encouraged members to share and utilize the newsletter as a INCA ambassador tool. Amber reminded the members that May is Community Action month and encouraged members to engage with INCA on social media and in their communities.

Head Start/Early Head Start Director, Kathy Castleberry informed members that the updated CACFP Report was located in the packet. Kathy also highlighted the new management staff in the program and gave a brief description of each position's role and the new staff member background. Kathy introduced the new Education Manager, Lori Turman and gave her a chance to meet and introduce herself to the members. Kathy also highlighted the Data training certification program herself and other staff are completing at this time.

Community Services Director, Wanda Gray reviewed the Johnston Virtual LIFT Field Site Visit Final Results to the members and plans to address the corrections recommended. Wanda also informed members of the upcoming CSBG Monitoring.

RAVE Program Director, Kristy Mobbs informed the members of updates from the program and that she has been working on getting all required documents and contracts switched from LaQuita's name to Erica's.

Executive Director Erica Pogue highlighted items in the board report, including the staffing report for HR. Erica gave a brief overview of the new hires and recent terminations. Erica also discussed housing and JAMM Transit.

Chairperson, Tara Huddleston, called for adjournment. All in favor.

Meeting Adjourned.

Next meeting will be May 22, 2023 at 5:30 p.m. There will be a Finance Committee Meeting prior.

Reports and Handouts in the Board Packet:

- February 2023 Minutes
- March 2023 Minutes
- March Financial Packet
- CSBG 22 Budget Revision
- Permission to Apply ESG
- ESG Resolution
- Permission to Apply JAMM Transit 5339(a)
- Whistleblower Policy
- Letter from Attorney on Whistleblower Policy
- JAMM Title VI
- Strategic Advisor Job Description
- Transit Administrative Assistant Job Description
- CACFP Reports for March 2023
- CSBG Monitoring
- INCA - Johnston Virtual LIFT Field Site Visit Email
- JAMM - ODOT Cash Flow Letter
- Board Report