



# INCA COMMUNITY SERVICES

## **BOARD OF DIRECTORS**

## **ORIENTATION**

[WWW.INCACAA.ORG](http://WWW.INCACAA.ORG)



# THE ORGANIZATION

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# ABOUT COMMUNITY ACTION

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Community Action Agencies are locally controlled non-profit organization that work to improve the lives of low-income individuals by creating opportunities for increased self-sufficiency and greater participation the Community.



## The Organization

[www.incacaa.org](http://www.incacaa.org)

# ABOUT COMMUNITY ACTION

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In Oklahoma Community Action Agencies serve all 77 counties. Community Action Agencies were established under the Economic Opportunity Act of 1964 to fight America's War on Poverty.



## The Organization

[www.incacaa.org](http://www.incacaa.org)

# PROMISE OF COMMUNITY ACTION

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*Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.*



## The Organization

[www.incacaa.org](http://www.incacaa.org)

# HISTORY

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- Most Southeastern Oklahoma Counties started their “War on Poverty” individually in 1965.
- In 1969, ten counties were consolidated into a single entity
- Indian Nation Community Action Foundation, Inc.
  - Atoka, Bryan, Carter, Coal, Garvin, Johnston, Love, Marshall, Murray, and Pontotoc Counties.



## The Organization



# HISTORY

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- The Indian Nation Community Action Agency's ten counties had a population of approximately 165,000 people and covered approximately 7,000 square miles, the largest in the state of Oklahoma.
- The enormous size created many problems, such as coordination efforts and attempting to generate community support that is so vital to its success.



WEBSITE: [ABOUT US>HISTORY](#)

## The Organization

[www.incacaa.org](http://www.incacaa.org)

# HISTORY

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- So on January 31, 1972, Bryan, Carter, Coal, Love, and Pontotoc Counties were incorporated into the Big Five Community Services.
- Indian Nations Community Action covered Atoka, Garvin, Johnston, Marshall, and Murray Counties.
- In 1974, the Indian Nations Community Action was retitled to be INCA Community Services, Inc.
- The name change was due to public confusion about where the program was for Indians only.
- In 1979 Garvin County withdrew and became an independent county.



## The Organization



# **GEOGRAPHICAL AREAS SERVED**

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Today INCA's Community Service area is:

**Atoka, Johnston, Marshall, and Murray**

INCA also provides services in the following counties:

**Carter, Bryan, Choctaw, Coal, Garvin,  
Pittsburg, Pontotoc, and Pushmataha**



# **The Organization**

[www.incacaa.org](http://www.incacaa.org)

# MISSION STATEMENT

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*INCA Community Services, Inc. shall operate programs to alleviate the causes of poverty and enhance the public health and welfare by opening to everyone the opportunity to work, have safe and affordable housing, transportation, training and education, and the opportunity to live in decency and dignity.*



WEBSITE: ABOUT US>OUR MISSION

# The Organization

[www.incacaa.org](http://www.incacaa.org)

# ACTION PLAN

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To accomplish our mission INCA will:

- Provide a range of services and activities having a measurable and potentially major impact on causes and effects of poverty including the need for nutritious food, safe and affordable housing, reliable transportation, education and employment related assistance.



# The Organization

[www.incacaa.org](http://www.incacaa.org)

# ACTION PLAN

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To accomplish our mission INCA will:

- Obtain assistance to meet immediate and urgent needs of individual and families.
- Exchange information and knowledge between various agencies serving the economically disadvantaged and general public.



# The Organization

[www.incacaa.org](http://www.incacaa.org)

# ACTION PLAN

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To accomplish our mission INCA will:

- Assist in removing obstacles and solve problems which block the achievement of self sufficiency.
- Coordinate and establish linkages between governmental and other program, to assure the effective delivery of such services to low-income individuals and general public.



# The Organization

# SITE LOCATIONS

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## County & JAMM Offices

- Johnston
- Atoka
- Marshall
- Murray

## RSVP Offices

- Tishomingo
- Ardmore
- Ada

## RAVE Offices

- Atoka
- Antlers

## Head Start Centers

- Atoka
- Caney
- Mannsville
- Milburn
- Mill Creek
- Tishomingo
- Wapanucka
- Kingston
- Madill
- Oakland
- Sulphur
- Davis



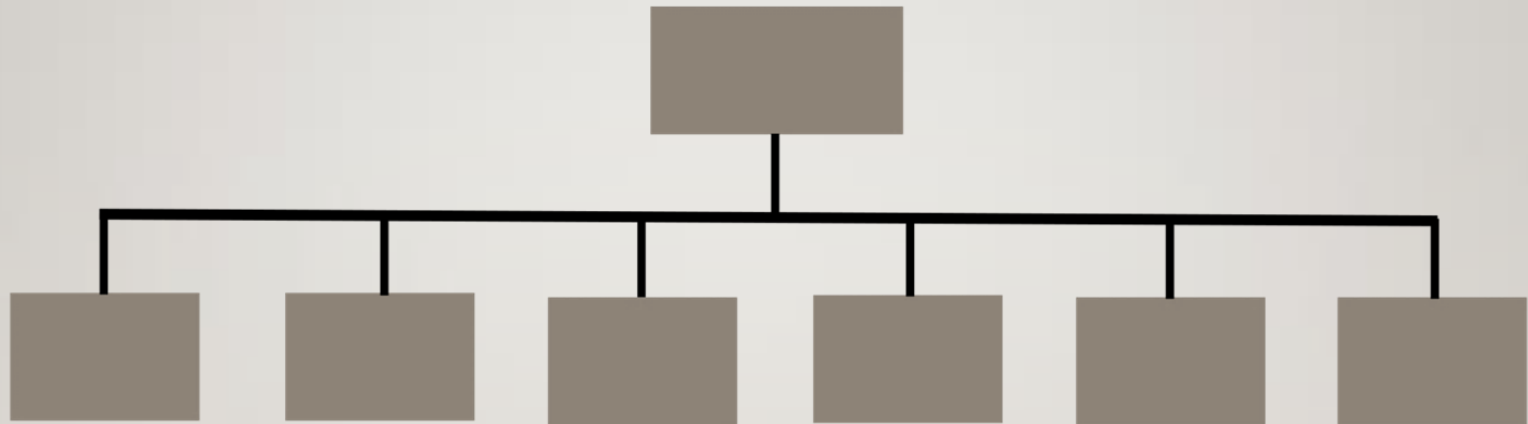
# The Organization

[www.incacaa.org](http://www.incacaa.org)



# ORGANIZATIONAL CHARTS

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WEBSITE: [ABOUT US](#)>[AGENCY INFO](#)>[ORGANIZATIONAL CHARTS](#)

## The Organization

[www.incacaa.org](http://www.incacaa.org)

# STAFF STATISTICS

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**Total Agency Employees: 217** *(as of 2/1/2017)*

- **Head Start:** 67
- **JAMM:** 60
- **RAVE:** 66 Employees  
+ 15 Clients
- **RSVP:** 1
- **Housing/Weatherization/ESG:** 2
- **Rx for Oklahoma/Navigator:** 1
- **Administration:** 6



# The Organization

# STRATEGIC PLAN

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Guiding document for  
agency goals and  
strategies based on  
community and agency  
needs and resources.



WEBSITE: [ABOUT US](#)>[AGENCY INFO](#)>[STRATEGIC PLAN](#)

# The Organization

[www.incacaa.org](http://www.incacaa.org)

# ROMA

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Results **O**riented **M**anagement and **A**ccountability, or **ROMA**, is a performance-based initiative designed to preserve the anti-poverty focus of community action and to promote greater effectiveness among state and local agencies receiving Community Services Block Grant (CSBG) funds.



WEBSITE: BOARD RESOURCES>TRAINING>ROMA

# The Organization

[www.incacaa.org](http://www.incacaa.org)

# ROMA

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## Videos

- [Result Oriented Management and Accountability](#)
- [ROMA on YouTube](#)

## Handouts

- [ROMA Information](#)



WEBSITE: BOARD RESOURCES>TRAINING>ROMA

# The Organization

[www.incacaa.org](http://www.incacaa.org)

# COMMUNITY ASSESSMENT

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INCA provides a wide variety of services that are based upon the needs of each local community which are identified through a needs assessment conducted every three years. Different communities have different needs. The local Community Action Agency responds to specific needs of each community.



WEBSITE: [ABOUT US](#)>[AGENCY INFO](#)>[COMMUNITY NEEDS ASSESS.](#)

## The Organization

[www.incacaa.org](http://www.incacaa.org)



# PROGRAMS AND SERVICES

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## SERVICES:

- Head Start
- JAMM Transit
- RAVE (Developmental Disability)
- Housing and Weatherization
- RSVP Volunteer Program
- Senior Care (Help with Medicare)
- Navigator
- Emergency Shelter Program (Homeless)
- VITA (Free Tax Preparation)
- RxOklahoma
- Food and Clothing Banks
- Medical Lending Closet
- Holiday Projects
- Outreach and Referral



# The Organization

[www.incacaa.org](http://www.incacaa.org)

# ANNUAL REPORT

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INCA publishes an annual report every year

6,496

Individuals Received Services in 2016



WEBSITE: [ABOUT US](#)>[AGENCY INFO](#)>[ANNUAL REPORT](#)

# The Organization

[www.incacaa.org](http://www.incacaa.org)



# BOARD OF DIRECTORS

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# CALENDAR

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## 2018 CALENDAR

- January 30
- February 27
- March 27
- April 24
- May 22
- June 26
- July 31
- August 21
- September 25
- October 30
- November 27
- December 18

### INCA's By-Laws Article V – Section 2

Regular meetings shall be held on the last Monday of each month at 5:00 p.m., within any twelve month period, the Board shall have ten (10) meetings.

**WEBSITE: BOARD RESOURCES>MEETING SCHEDULE**



# Board of Directors

[www.incacaa.org](http://www.incacaa.org)

# TRIPARTITE BOARD

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**One of the strengths of Community Action is its local control and local decision-making.**

- Each board has at least one-third of its membership representing low-income residents,
- One-third local elected officials or their designees,
- And the remaining representing local business, civic organization, faith-based group, and similar interest in the community.



## Board of Directors

# LOW INCOME REPRESENTATIVES

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## Low-Income Sector Representatives:

- Atoka County – Victor Cook
- Johnston County – Latoya Davis
- Marshall County – Kathy Awalt
- Murray County – James Wallace



# Board of Directors



# PUBLIC REPRESENTATIVES

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## Public Sector Representatives:

- Atoka County – Phillip Culbreath
- Johnston County – Roy Wayne Blevins
- Marshall County – Chris Duroy
- Murray County – Betty Stephens



# Board of Directors

# PRIVATE REPRESENTATIVES

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## Private Sector Representatives:

- Atoka County – Tara Huddleston
- Johnston County – Oma Dell Burns
- Marshall County – Jena Newman
- Murray County – Wes Harden



# Board of Directors

# TRIPARTITE BOARD

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- Community Service Block Grant (CSBG)  
Information Memo #82 (June 12, 2012)
- **PURPOSE:** This Information Memorandum addresses a number of policy questions that have arisen in recent years concerning the composition, role, and responsibilities of local community action agency tripartite boards.



## Board of Directors

# BOARD ROSTER

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INCA administers Head Start grants so we must also have board members who have expertise in fiscal management, early childhood education, and an attorney (or consultants), current or past parents enrolled in Head Start and additional members selected for expertise in education, business administration, or community affairs.



WEBSITE: [BOARD RESOURCES](#)>[BOARD DIRECTORY](#)

## Board of Directors

[www.incacaa.org](http://www.incacaa.org)

# OFFICERS

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- **Chairperson:** Tara Huddleston
- **Vice-Chairperson:** Roy Wayne Blevins
- **Secretary:** Crystal Cortes (non-voting)
- **Treasurer:** Lowell Wright (non-voting)



WEBSITE: BOARD RESOURCES>BOARD DIRECTORY

## Board of Directors

[www.incacaa.org](http://www.incacaa.org)

# COMMITTEES

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**INCA has the following committees:**

- **Executive Committee**
- **Finance Committee**
- **Governance Committee**
- **Grievance Committee**
- **Human Rights Committee**
- **Planning/By-Laws Committee**



WEBSITE: BOARD RESOURCES>BOARD COMMITTEES

# Board of Directors

[www.incacaa.org](http://www.incacaa.org)



# BY-LAWS

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- **Article I – Name and Purpose**
- **Article II – Board of Directors**
- **Article III Membership of the Board**
  - **Pubic Sector**
  - **Representation of Low-Income**
  - **Private Sector**
  - **Residence of Representatives**
  - **Resignation, Removal, Vacancies**
  - **Compensation of Directors**
  - **Conflict of Interest**



WEBSITE: BOARD RESOURCES>BYLAWS

# Board of Directors

[www.incacaa.org](http://www.incacaa.org)

# BY-LAWS

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- **Article IV - Petitioning Procedures**
- **Article V - Meeting of the Board**
- **Article VI - Officers of the Board**
- **Article VII – Execution of Instruments and Bonding Employees and Agents**



WEBSITE: BOARD RESOURCES>BYLAWS

# Board of Directors

[www.incacaa.org](http://www.incacaa.org)

# BY-LAWS

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- **Article VIII – Committee of the Board**
- **Article – IX – Powers of the Board**
- **Article – X – Indemnification**
- **Article – XI – Amendment of the By-Laws**



WEBSITE: BOARD RESOURCES>BYLAWS

# Board of Directors

[www.incaca.org](http://www.incaca.org)

# ACRONYMS

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INCA Community Services uses many Acronyms



WEBSITE: BOARD RESOURCES>TRAINING>ACRONYMS

## Board of Directors

[www.incacaa.org](http://www.incacaa.org)

# BOARD MINUTES

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## Article VI – Section V

- The Secretary shall record and maintain records of all proceedings of the Board of Directors, including the attendance of directors at meetings.



WEBSITE: BOARD RESOURCES>BOARD MINUTES

# Board of Directors

[www.incacaa.org](http://www.incacaa.org)

# RESPONSIBILITIES

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- Appointing the Executive Director;
- Determining the rules of procedure for the Board;
- Selecting the officers and committees of the Board;
- Evaluating the Executive Director annually;
- Determining within regulations and policies, the major fiscal, personnel and program policies;
- Reviewing and approving the personnel policies regarding hiring, evaluation, compensation and termination of all personnel including the Executive Director, Head Start Director, Director of Human Resources and Chief Financial Officer or any other person in an equivalent position with the agency.



WEBSITE: [BOARD RESOURCES](#)>[TRAINING](#)>[BOARD RESPONSIBILITIES](#)

## Board of Directors

[www.incacaa.org](http://www.incacaa.org)



# RESPONSIBILITIES

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- Reviewing and approving programs and expenditures for each month;
- Recruiting volunteers and space for programs and activities;
- Mobilizing resources from the entire community;
- Considering and approving all program proposals and budgets;
- Enforcing compliance with all conditions on grants;
- Determining overall program plans and priorities;
- Determining the use of all discretionary money;



WEBSITE: [BOARD RESOURCES>TRAINING>BOARD RESPONSIBILITIES](http://www.incaaa.org)

## Board of Directors

[www.incaaa.org](http://www.incaaa.org)

# RESPONSIBILITIES

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**The role of the Board of Directors shall include such things as:**

- Being a catalyst for positive change for the community. Bringing problems and needs of the community to the board for discussion;
- Looking at options for solving some of the problems or fulfilling the needs of the community;
- Examining issues that affect the quality of life in the community;
- Raising money;
- Serving as advocate for clients and being a catalyst for institutional change in institutions that serve them;
- Serving as a link between the Board of Directors and the people or groups represented;
- Serving as a good public relations advocate for the programs, projects and activities of the agency.



## Board of Directors

# DIRECTORS & OFFICERS LIABILITY POLICY

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- A type of liability insurance covering directors and officers for claims made against them while serving on a board of directors and/or as an officer.
- In effect, the policies function as "management errors and omissions liability insurance," covering claims resulting from managerial decisions that have adverse financial consequences.



## Board of Directors

[www.incacaa.org](http://www.incacaa.org)



# FISCAL OVERSIGHT

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# AGENCY WIDE BUDGET

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**Agency Wide Budget 2017 – 2018**

**\$7,381,693**

## **Major Expenses**

- Payroll/Benefits \$4,526,500
- Supplies \$372,000
- Maintenance and Repairs \$223,500

**In-Kind Support – \$717,743**



# Fiscal Oversight

# FINANCIAL SPREADSHEETS

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## Summary Sheet

**Column 1** – Program/Grant

**Column 2** – End date of Program/Grant

**Column 3** – Budget or Receivables

**Column 4** – Expenses

**Column 5** – Balance



# Fiscal Oversight



# FINANCIAL SPREADSHEETS

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## Statement of Revenues and Expenditures

**Column 1** – Name of Line Item

**Column 2** – Current Period Actual per Line Item

**Column 3** – Current Year Actual per Line Item

**Column 4** – Total Budget per Line Item

**Column 5** – Budget Balance per Line Item

**Column 6** – Percent Remaining per Line Item



# Fiscal Oversight

# FINANCIAL SPREADSHEETS

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## Expanded General Ledger

**Column 1** – General Ledger Title

**Column 2** – Date

**Column 3** – Name of Vendor/Employee

**Column 4** – Debit (Expense)

**Column 5** – Credit



# Fiscal Oversight

# 990 REPORT

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- Form 990 is an annual reporting return that certain federally tax-exempt organizations must file with the IRS.
- It provides information on the filing organization's mission, programs, and finances.



WEBSITE: [ABOUT US](#)>[FISCAL INFO](#)>[INCA FORM 990](#)

# Fiscal Oversight

[www.incacaa.org](http://www.incacaa.org)

# AUDIT

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An audit is a systematic and independent examination of books, accounts, documents and vouchers of an organization to ascertain how far the financial statements present a true and fair view of the concern.

It also attempts to ensure that the books of accounts are properly maintained by the concern as required by law.



## Fiscal Oversight

# AUDIT

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INCA's auditor is  
Saunders and Associates, PLLC.  
630 E. 17<sup>th</sup> Street  
Ada, Oklahoma 74820  
580-332-8548



WEBSITE: [ABOUT US](#)>[FISCAL INFO](#)>[INCA AUDIT](#)

# Fiscal Oversight

[www.incacaa.org](http://www.incacaa.org)

# IRS 501(C)(3) DOCUMENT

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INCA is a tax-exempt nonprofit organization falling under category 501(c)(3), whereby a nonprofit organization is exempt from federal income tax if its activities have the following purposes: charitable, religious, educational, scientific, literary, testing for public safety, fostering amateur sports competition, or preventing cruelty to children or animals.



WEBSITE: [ABOUT US](#)>[FISCAL INFO](#)>[INCA 501\(C\)3](#)

## Fiscal Oversight

[www.incacaa.org](http://www.incacaa.org)





# POLICIES & PROCEDURES

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# HUMAN RESOURCES

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- **Personnel**
- **Policies and Procedures**



WEBSITE: STAFF RESOURCES>POLICIES AND PROCEDURES

# Policies & Procedures

[www.incacaa.org](http://www.incacaa.org)

# CONFLICT OF INTEREST CODE OF ETHICS

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## By-Laws Article III – Section V

Subject to the Articles of Incorporation any applicable law, the Board of Directors shall adopt and implement a code of conduct and conflict of interest policy covering the Corporation's directors, officers and such employees and other persons as may be specified therein"



# Policies & Procedures

[www.incacaa.org](http://www.incacaa.org)

# CONFLICT OF INTEREST

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- Conflict of Interest Statement
- Require those with a conflict (or who think they may have a conflict) to disclose the conflict/potential conflict, and
- Prohibit interested board members from voting on any matter in which there is a conflict.
- Each Board member is to complete a conflict of interest statement each year.



WEBSITE: BOARD RESOURCES>BYLAWS>CODE OF CONDUCT

**Policies & Procedures** [www.incacaa.org](http://www.incacaa.org)

# CODE OF CONDUCT

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**Confidentiality Statement:** Each Board member is to complete a conflict of interest statement each year.



WEBSITE: BOARD RESOURCES>BYLAWS>CODE OF ETHICS

**Policies & Procedures** [www.incacaa.org](http://www.incacaa.org)

# CONFIDENTIALITY

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- All communications within the agency, between staff and Board, and among Board members, with exception of the minutes of regularly held public meetings, are considered confidential.
- Any violation of this pledge and policy may result in removal from the Board of Directors.
- This policy is included in the Code of Conduct/Ethics and Confidentiality Statement reviewed and signed yearly.





# FISCAL YEAR

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## By-Laws – Article VII – Section 5 - iii

The fiscal year shall be the February 1 through January 31<sup>st</sup>. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to the board members and the public.



# WHISTLEBLOWER

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INCA's Whistleblower Policy is intended to encourage and enable employees and volunteers to raise concerns within the organization for investigation and appropriate action. No director, employee, volunteer, or contractor who in good faith reports a violation of the code, agency policies, or law shall suffer harassment, retaliation or adverse employment consequences.



WEBSITE: [BOARD RESOURCES](#)>[BYLAWS](#)>[CODE OF ETHICS](#)

## Policies & Procedures

[www.incacaa.org](http://www.incacaa.org)



# THANK YOU!

For Caring and  
Helping People...Changing Lives!

FROM ALL THE STAFF AT INCA COMMUNITY SERVICES