

BOARD MEETING MINUTES EDMOND FAMILY COUNSELING, INC.

April 30, 2024

Therapist Showcase: None

The meeting was called to order at 12:07 pm by Kathy Matthews. Those in attendance were Kathy Matthews, Bill Hesse, Chelsea Bradshaw, Bob Rowley, Lynne Rowley, Cathey Bugg, Sarah Brown, Dewayne Crunk, Stephanie Coy, and Mike Largent. Absent: Darla DeSteiguer and Lisa Trent Staff members: Sheila Stinnett, John Goetz, Justice Hernandez, Lynn Reese, and Katie Golden

Consent Agenda Items Presented: Sheila Stinnett requested that the CATS report and programs report be pulled for separate discussion. After discussion, a motion was made to approve the consent agenda including these reports by Mike Largent seconded by Lynne Rowley. The board unanimously approved.

Old Business: None

New Business:

Possible consideration and vote to approve Tracy Kozo resignation letter: A motion to approve Tracy Kozo's resignation was made by Stephanie Coy and seconded by Chelsea Bradshaw; the board unanimously approved.

Possible consideration and vote to approve Barbara Henry, CPA as the FY'24 external financial auditor: A motion to approve Barbara Henry as the FY'24 external financial auditor was made by Bob Rowley and seconded by Dewayne Crunk; the board unanimously approved.

Possible consideration and vote to approve FY 2024 OAYS peer review: A motion to approve the FY'24 OAYS peer review was made by Lynne Rowley and seconded by Stephanie Coy; the board unanimously approved.

Possible consideration and vote to approve FY'25 estimate from NetPro Consulting: Tabled

Possible consideration and vote to approve rent increase: Hope for Families agreed to increase our rent by \$500 per month starting Jan 1, 2024. A motion to approve was made by Lynne Rowley and seconded by Cathey Bugg; the board unanimously approved.

Update on status of OJA RFA: The RFA was released this week, we will be attending a training May 8th. It is due May 29th.

Update on GirlStrong: EFC staff are advertising GirlStrong at Heard on Hurd and school resource fairs.

Discussion on staff satisfaction survey: The board reviewed the results of the staff satisfaction survey. A motion to approve was made by Chelsea Bradshaw and seconded by Bob Rowley; the board unanimously approved.

Board Resources:

Schedule strategic action plan committee meeting: May 16th at noon

Reminder of Sheila's upcoming annual evaluation

Legislative Focus of The Month: Sheila reported that OJA has asked for a budget increase for youth agencies.

Community Liaison: No report

Committee Reports

Financial Committee: Possible consideration and vote to approve March 2024 Treasurer's Report: Sheila discussed upcoming changes to "salary threshold" law as well as the abolishment of noncompetete clauses. A motion to approve the March 2024 treasurer's report was made by Lynne Rowley and seconded by Stephanie Coy; the board unanimously approved.

Possible consideration and vote to approve FY'24 budget revision: Sheila presented the FY'24 budget revision to include the HFF rent increase. A motion to approve the budget was made by Cathey Bugg and seconded by Bob Rowley; the board unanimously approved.

Ad Hoc Rebranding Committee: The committee met with Nominee to go over logo and color scheme. Board members wished to investigate the proposed logo further in case of copyright issues.

Ad Hoc Safety Committee: The committee is meeting with the contractor this week to discuss safety renovations further.

Fund Raising: Katie reported on the amount raised and number of attendees for Community Chat.

Hope for Families: No report

Public Relations:

- Katie and Sheila will attend school resource fairs starting in May
- EFC staff attended Heard on Hurd
- Katie will be attending the "Super Summer Summit" hosted by the Oklahoma Counseling Institute
- GirlStrong enrollment starts in April. Katie reported she created a photo release option this year.
- Katie presented about the agency at BNI
- Agency staff responded to a crisis at Memorial High School

Professional Development & Oversight Committee: No report.

A motion to adjourn was made by Bill Hesse and seconded by Cathey Bugg. The board unanimously approved.



Kathy Matthews, President of the Board of Directors
Edmond Family Counseling, Inc.

FINANCE COMMITTEE MEETING MINUTES
EDMOND FAMILY COUNSELING, INC.
May 24, 2024

Meeting was called to order at 12:03 by Bill Hesse.

Those in attendance were Bill Hesse, Sheila Stinnett, Justice Hernandez, and Lynn Reese

Consent Agenda: Items reviewed and discussed:

New Business:

- a. Review of April 2024 Financials
- b. Review of April 2024 Transaction List by Vendor
- c. Review of current balance sheet
- d. Review of preliminary FY'25 budget

A handwritten signature in black ink, appearing to read 'Kathy Matthews', with a long horizontal flourish extending to the right.

Kathy Matthews, President of the Board of Directors
Edmond Family Counseling, Inc.