

BOARD MEETING MINUTES EDMOND FAMILY COUNSELING, INC.

April 28, 2020

Therapist Showcase: None

The meeting was called to order at 12:01 pm by Chris Budde. Those in attendance were Chris Budde, Tim Bridges, Bill Hesse, Donna Costello, Aimee Yarbrough, Kenny Yarbrough, Sarah Brown, Suhani Lageman, and Kathy Matthews. Staff members: Sheila Stinnett, Chad McCoy, John Goetz, Justice Hernandez, and Lynn Reese **Absent:** Mary Johnston, Mike Largent

Consent Agenda Items Presented: Bill Hesse requested that the April special meeting minutes be pulled for separate discussion. A motion to approve the minutes with his correction along with the rest of the consent agenda was made by Kathy Matthews and seconded by Bill Hesse; the board unanimously approved. Sheila Stinnett requested that the technology plan be pulled for separate discussion. A motion to approve the plan was made by Tim Bridges and seconded by Bill Hesse; the board unanimously approved.

Old Business:

Discussion on agency plan to provide continuation of services during COVID-19 outbreak: Starting May 11th, the agency will begin seeing clients with court requirements while still keeping the lobby closed and keeping the 6 ft distance rule. We will open back up to all clients starting May 18th.

Possible consideration and vote to request suspension of rent payments from Hope for Families due to COVID-19: Sheila reported that she is able to continue paying rent due to the small business loan. A motion to table until the next meeting was made by Tim Bridges and seconded by Kathy Matthews; the board unanimously approved.

Update on Executive Director's communication with Compsource: Compsource contacted Sheila to make sure we had a plan in place for dealing with COVID-19. They discussed liability should an employee contract the virus.

New Business:

Possible consideration and vote to approve FY 21 special services contract: The board reviewed the contract. A motion to approve was made by Kathy Matthews and seconded by Donna Costello; the board unanimously approved.

Possible consideration and vote to approve installation of new security monitoring system: We recently had to have a security camera repaired and the repairman suggested we update the system due to outdated technology. We are still waiting on a bid from the company. A motion to table until we receive a bid was made by Tim Bridges and seconded by Donna Costello; the board unanimously approved.

Possible consideration and vote to combine accounts at BancFirst: Sheila wants to close the fundraising account at BancFirst and deposit those funds into the current payroll reserve account. A motion to approve was made by Kathy Matthews and seconded by Tim Bridges; the board unanimously approved.

Board Resources: Reminder of the strategic planning meeting on May 8th at 11:30 am. Committee chairs should be reaching out to their committee members. The meeting will be held through Zoom.

Reminder of Executive Director's upcoming evaluation: Sheila's evaluation must be completed prior to June 30th. Bill Hesse will reach out to the professional development and oversight committee to start the process.

Discussion on scheduling FY 21 budget meeting: Sheila wants to schedule the meeting in May to discuss possible budget cuts.

Legislative Focus of The Month: Governor Stitt is assessing budget cuts for the next two years.

Committee Reports

Financial Committee:

- March Treasurer's Report: A motion to approve the report was made by Kathy Matthews on behalf of the financial committee. The board unanimously approved.
- Update on small business loan: We received our PPP loan funds. Sheila is not sure at this point whether or not it will turn into a grant.
- Discussion and vote to remain in compliance with external auditor's recommendations concerning FDIC insurance coverage on agency accounts: Our external auditor recommended that the agency keep its accounts under \$250,000. To remain in compliance, Sheila wants to move \$200,000 from our RCB account to a new account at Valor Bank. A motion to approve was made by Tim Bridges on behalf of the finance committee; the board unanimously approved.
- Discussion on possible state and local cuts to FY 21 funding: Sheila reported that there will likely be an increased need in the community for mental health services due to COVID-19. She discussed research that has shown that these needs likely show up 18-24 months after a traumatic event. In an effort to meet that need, Sheila is looking to hire more clinical staff. She informed the board that next year's budget may have a negative balance due to the necessity for these staff members.

Fund Raising: None

Hope for Families: None

Public Relations: Sheila has been having meetings with Edmond's educators through Zoom during the shelter in place declaration.

EFC was nominated for a family favorite category in Metro Family Magazine.

Professional Development & Oversight Committee: None

A motion to adjourn was made by Tim Bridges and seconded by Donna Costello. The board unanimously approved.

A handwritten signature in cursive script that reads "Chris Budde".

Chris Budde, President of the Board of Directors
Edmond Family Counseling, Inc.