

BOARD MEETING MINUTES EDMOND FAMILY COUNSELING, INC.

August 27, 2019

Therapist Showcase: Sheila discussed the active shooter training and introduced our newest employee, Lisa Kadavy, to the board.

The meeting was called to order at 11:53 pm by Tim Bridges. Those in attendance were Tim Bridges, Chris Budde, Bill Hesse, Sarah Brown, Donna Costello, Mike Largent, Aimee Yarbrough, Mary Johnston, and Kathy Matthews. Staff members: Sheila Stinnett, Chad McCoy, Justice Hernandez, and Lynn Reese. **Absent:** Jessica Hunt, Kenny Yarbrough, Suhani Lageman

Consent Agenda Items Presented: Sheila Stinnett requested that the July Director's report, community needs assessment, stakeholder's survey, agreement with the city of Edmond, FTOP/BHOP reports, and risk management plan be pulled from the consent agenda for separate discussion. A motion to approve the consent agenda with the exception of these reports was made by Donna Costello and seconded by Mary Johnston; the board unanimously approved.

Sheila reported that she left off the "Double Wolf Dare Week" and "Balto Swine Week" proposals from her July Director's report. A motion was made to approve the report by Kathy Matthews and seconded by Chris Budde; the board unanimously approved.

OJA is going to change the community needs survey format and OAYS does not currently have a format that OJA supports. Sheila reported that she used a different format this year by combining feedback from the Edmond Public Schools survey and responses she got for her elementary school programs. A motion to approve the assessment was made by Donna Costello and seconded by Sarah Brown; the board unanimously approved.

Regarding the stakeholder's survey, Sheila reported that she received 27 responses from agencies in Edmond including EPS administration and city personnel. She also discussed new trends in the comments and input she received. A motion to approve the survey was made by Donna Costello and seconded by Aimee Yarbrough; the board unanimously approved.

Sheila reviewed the agreement with the City of Edmond that states the city will assist EFC in the case of a disaster. A motion to approve was made by Aimee Yarbrough and seconded by Mike Largent; the board unanimously approved.

Regarding the FTOP/BHOP reports, Sheila explained that there was an error in the number of persons' service requests that EFC took more than 15 days to contact. A motion to approve the report with the correction was made by Mike Largent and seconded by Mary Johnston; the board unanimously approved.

Sheila explained that the year listed in the risk management plan needed to be changed to 2020. A motion was made to approve the plan with the correction by Bill

Hesse and seconded by Kathy Matthews; the board unanimously approved.

Old Business:

Possible consideration and vote to approve changes to board bylaws: Tim provided a document with his recommended bylaw changes for the board to review. Bill Hesse suggested making two changes to Tim's document. Bill motioned to approve the bylaws with the recommended changes and Kathy Matthews seconded; the motion passed with 8 votes in favor and 1 abstention.

Possible consideration and vote to approve bid for flooring replacement: Tabled

New Business:

Possible consideration and vote to move EFC policy and procedure review and revisions to the September 2019 board meeting: Sheila reported that CARF is requiring some new policies that she has to review with EFC's attorney. She requested that the policy and procedure be reviewed at the September board meeting. A motion to approve was made by Mike Largent and seconded by Bill Hesse; the board unanimously approved.

Possible consideration and vote to enter executive session to discuss personnel matters as per title 25 Oklahoma statute 307 (b)(7): A motion was made to enter executive session by Sarah Brown and seconded by Mike Largent; the board unanimously approved.

Possible consideration and vote to enter regular board session: A motion was made to enter regular session by Bill Hesse and seconded by Kathy Matthews; the board unanimously approved.

Possible consideration and vote on any motions as a result of executive session: None

Discussion and vote to revise FY 20 budget: A motion was made to approve budgetary changes discussed in executive session by Kathy Matthews and seconded by Bill Hesse; the board unanimously approved.

Possible consideration and vote to approve FY 20 succession plan and organizational chart: A motion was made to approve the FY 20 succession plan and organizational chart by Kathy Matthews and seconded by Mary Johnston; the board unanimously approved.

Possible consideration and vote to approve bid from Redbud Technology for replacement of EFC's server: A motion to approve the bid was made by Donna Costello and seconded by Kathy Matthews; the board unanimously approved.

Possible consideration and vote to approve budget for agency renovations: Tabled

Possible consideration and vote to approve bid for painting interior of agency: Tabled

Possible consideration and vote to approve movers: Tabled

Board Resources and Education:

- **Board member agreements:** Agreements for FY 20 were distributed to the board
- **Lunch sign-up:** The lunch schedule for FY 20 was passed around to the board
- **Center for Non-Profits training:** Sheila reported on the training she and other board members attended.
- **Discussion/Appointments to board committees:** Tim Bridges presented his suggestions for committee appointments to the board.

Legislative Focus of The Month: Kathy Matthews discussed the opioid settlement and the resulting disbursement of funds.

Committee Reports

Financial Committee:

- **July Treasurer's report:** A motion was made to approve the July Treasurer's report by Donna Costello and seconded by Mike Largent; the board unanimously approved.
- **Annual Financial Report:** The board reviewed the annual financial report.


Fund Raising: Sheila reported that the committee is coming up with a time to meet.

Hope for Families: Chris Budde reported the HFF board still hasn't been able to meet.

Public Relations: Sheila reported on her speaking engagements.

Professional Development & Oversight Committee: None

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



Tim Bridges, President of the Board of Directors
Edmond Family Counseling, Inc.