**BOARD MEETING MINUTES EDMOND FAMILY COUNSELING, INC.**

**August 25, 2020**

**Therapist Showcase:** Sheila Stinnett and John Goetz discussed the agency’s court process and the various court groups we provide.

The meeting was called to order at 11:51 pm by Chris Budde. Those in attendance were Chris Budde, Bill Hesse, Donna Costello, Aimee Yarbrough, Kathy Matthews, Mike Largent, and Sarah Brown. Staff members: Sheila Stinnett, John Goetz, Justice Hernandez, and Lynn Reese **Absent**: Suhani Lageman, Mary Johnston, Kenny Yarbrough, Tim Bridges

**Consent Agenda Items Presented:** A motion was made to approve the consent agenda by Kathy Matthews and seconded by Donna Costello; the board unanimously approved. Sheila Stinnett requested that the stakeholder’s survey report and the cultural diversity training/demographic statistical report be pulled from the consent agenda for separate discussion.

Sheila reported that she is waiting to send out the stakeholder’s survey until later in the year due to COVID-19. A motion to approve was made by Donna Costello and seconded by Mike Largent; the board unanimously approved.

Sheila presented the cultural diversity training and demographic statistical report to the board. A motion to approve was made by Mike Largent and seconded by Aimee Yarbrough; the board unanimously approved.

**Old Business:**

**Report on agency’s current COVID-19 protocols:** Sheila discussed updates from the CDC regarding COVID-19.

**Update on agency acquisition of Chrome books:** Sheila reported that we received the Chrome books we ordered. Jon Junker is working on getting all of the staff login information set up.

**New Business:**

**Possible consideration and vote to move policy and procedure review and revision to September board meeting:** A motion to approve moving the policy and procedure review to the September board meeting was made by Donna Costello and seconded by Bill Hesse; the board unanimously approved.

**Possible consideration and vote to approve FY’21 succession plan:** Sheila presented the FY’21 succession plan to the board. Bill Hesse made some corrections. A motion to approve the plan with the recommended corrections was made by Bill Hesse and seconded by Kathy Matthews; the board unanimously approved.

**Discussion concerning upcoming ADSAC certification process:** Sheila reported that this year’s ADSAC certification will most likely be a desk review.

**Presentation of FY’20 agency performance and operational report for persons served:** Sheila created a persons served report to be posted in the agency lobby per the request of our CARF surveyor during our last certification.

**Board Resources:**

**Discussion, signing, and reviewing of commitment sheets for board members:** Board commitment sheets for FY’21 were passed out to the board.

**Discussion about FY’21 lunch schedule:** Sheila reported that the agency will be providing lunch at board meetings for a while due to COVID-19.

**Possible consideration and vote to approve Kenny Yarbrough’s resignation from the board:** A motion to approve Kenny Yarbrough’s resignation was made by Bill Hesse and seconded by Kathy Matthews. The motion passed unanimously, with Aimee Yarbrough abstaining.

**Legislative Focus of The Month**: None

**Committee Reports**

**Financial Committee:**

* July Treasurer’s Report: A motion to approve the July treasurer’s report was made by Kathy Matthews on behalf of the financial committee. The board unanimously approved.
* Discussion and vote to approve FY’20 financial report: A motion to approve the FY’20 financial report was made by Kathy Matthews on behalf of the financial committee; the board unanimously approved.
* PPP loan forgiveness update: Sheila and Lynn are working with Mike Largent at RCB to find out whether or not the loan will be forgiven. The first payment is due in October.

**Fund Raising:** None

**Hope for Families:** No report

**Public Relations:** Lisa wrote an article for Edmond Life & Leisure. Sheila was asked to do a series of articles for a local magazine. Sheila reported that the Mayor of Edmond is looking to start a new newspaper since the Edmond Sun shut down.

**Professional Development & Oversight Committee:** None

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

Chris Budde, President of the Board of Directors

Edmond Family Counseling, Inc.