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

**February 23, 2020**

**Therapist Showcase:** None

The meeting was called to order at 12:00 pm by Chris Budde. Those in attendance were Chris Budde, Donna Costello, Aimee Yarbrough, Mike Largent, Kathy Matthews, Mary Johnston, Tim Bridges, and Sarah Brown. Staff members: Sheila Stinnett, John Goetz, Justice Hernandez, and Lynn Reese **Absent**: Suhani Lageman

**Consent Agenda Items Presented:** A motion was made to approve the consent agenda by Tim Bridges and seconded by Donna Costello; the board unanimously approved.

**Old Business:**

**COVID-19 Update:** We had a closure in November due to a COVID-19 exposure. We provided phone sessions during the 1st week of January to prevent an exposure after the holidays. The majority of the staff has received at least the first round of the vaccine at this point.

**Possible consideration and vote to approve policy and procedure pertaining to the decommission of hardware and data destruction:** David Jordan from OAYS sent this policy to us so that we can continue to conform to CARF standards. A motion to approve the policy was made by Kathy Matthews and seconded by Tim Bridges; the board unanimously approved.

**Update on French Family Foundation grant:** Sheila met with Hal French to discuss concerns about EFC getting less access to schools to provide groups due to COVID-19. The foundation will be using funds to support new agencies next year so they will not be able to support EFC to the same extent as they have previously. Sheila will continue to have discussions about FY’22 funding with the foundation and provide updates.

**New Business:**

**Discussion on CARC grant:** Sheila applied for the same amount we received this year from the CARC grant. She will meet with the committee to give her proposal in March.

**Update on 1st draw PPP loan:** Sheila was informed that the 1st PPP loan EFC received has been paid off.

**Possible consideration and vote to approve 2nd draw PPP loan if released from the SBA:** Sheila has already submitted an application for the 2nd draw PPP loan and it was approved. A motion to approve was made by Donna Costello and seconded by Tim Bridges; the board unanimously approved.

**Possible consideration and vote to approve FY’20 external financial audit:** Sheila presented the results of the external financial audit with the board. A motion to approve was made by Tim Bridges and seconded by Donna Costello; the board unanimously approved.

**Notification that the annual ACQR was submitted to CARF:** Sheila notified the board that the annual conformance to quality report was submitted to CARF.

**Update on agency weather closure:** The agency was closed 2/9-2/11 and 2/25-2/18 due to winter weather. We’ve been communicating with court to make sure groups are completed.

**Possible consideration and vote to approve Oklahoma Center for Non-Profits membership renewal:** Sheila reported that the cost of membership has increased this year. A motion to continue membership with the Oklahoma Center for Non-Profits was made by Tim Bridges and seconded by Donna Costello; the board unanimously approved.

**Board Resources:**

**Update on extension of open meeting laws:** We are able to hold board meetings virtually for the time being.

**Discussion about strategic planning:** Tabled

**Legislative Focus of The Month**: None

**Committee Reports**

**Financial Committee:**

* September- January Treasurer’s Report: A motion to approve the September-January treasurer’s reports was made by Tim Bridges and seconded by Donna Costello. The board unanimously approved.

**Fund Raising:** Sheila was asked by the Oklahoma Public School Resource Center to do a series of online workshops. Kathy Matthews lead a discussion concerning where fees received by the agency for Speaker’s Bureau workshops should be entered in QuickBooks. Fees for these services will be entered into the agency’s client fee/service fee category. Additional conversation surrounded obligations and ownership of recorded virtual agency presentations and presented materials.

**Hope for Families:** No report

**Public Relations:** Sheila is writing a series of articles for “Character Core” magazine. She’s also meeting with school personnel once a month to give workshops and did a debriefing workshop at the special services center.

**Professional Development & Oversight Committee:** No report

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

Chris Budde, President of the Board of Directors

Edmond Family Counseling, Inc.