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

**March 30, 2021**

**Therapist Showcase:** None

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

**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: None**

**New Business:**

**Possible consideration and vote to enter executive session under the advisement of attorney Hugh Robert as per title 25 Oklahoma statute 307 (b)(7):** A motion to enter executive session was made by Tim Bridges and seconded by Kathy Matthews; the board unanimously approved.

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

**Possible consideration and vote on any motions as a result of executive session:** Amotion to follow the direction of the agency’s legal counsel in regards to termination of agency personnel was made by Tim Bridges and seconded by Aimee Yarbrough; the board unanimously approved.

A motion was made to contact and contract with Jackie Shaw LPC to conduct and complete a file review. The results of the review will be reported to the board at a future meeting. The motion was made by Tim Bridges and seconded by Kathy Matthews; the board unanimously approved.

**Discussion and possible vote concerning ADSAC certification:** Sheila reported that the agency’s ADSAC certification renewal was due this week. COVID-19 has greatly impacted participation in our DUI schools and the agency’s ADSAC assessor is retiring as well. For these reasons, Sheila discussed the possibility of voluntarily relinquishing our ADSAC certification with the board. A motion to terminate our ADSAC certification was made by Kathy Matthews and seconded by Donna Costello; the board unanimously approved.

**Possible consideration and vote to approve resignation letters from Belinda Crosier and Elaine King:** A motion to approve resignation letters from Belinda Crosier and Elaine King was made by Tim Bridges and seconded by Kathy Matthews; the board unanimously approved.

**COVID-19 update:** Edmond has lifted the mask mandate we are still asking clients to wear masks in the lobby/hallways. All staff members will be vaccinated by the end of the month.

**Update on OJA request for allocation application and “Community Action with Targeted Solutions” process:** Sheila is working on gathering data for the new community oriented process required for the RFA. Funding will be directly related to this new process.

**Possible consideration and vote to remove Veteran’s Day from the list of observed holidays in policy and procedure and add the day before Thanksgiving:** Sheila explained that every year the staff votes to work the day they would normally be off for Veteran’s Day and instead be off the day before Thanksgiving. A motion to approve removing Veteran’s Day from the list of paid holidays and adding the day before Thanksgiving in policy and procedure was made by Tim Bridges and seconded by Donna Costello; the board unanimously approved.

**Possible consideration and vote to change language regarding inclement weather closings in policy and procedure:** Due to the fact that Edmond Public Schools now have the option to switch from on campus learning to virtual learning, the Executive Director or other appointed EFC Administrative staff will have the final authority to close the agency in inclement weather situations. A motion to approve the policy change was made by Kathy Matthews and seconded by Tim Bridges; the board unanimously approved.

**Staff Satisfaction Survey:** Agency staff requested that a new question regarding COVID-19 be added to the staff satisfaction survey this year. A comment section was also added to each question. The board was asked to review the survey and report with any additional changes so that it can be approved at the April meeting.

**Board Resources:**

**Discussion about strategic planning:** Tabled

**Legislative Focus of The Month**: No report

**Committee Reports**

**Financial Committee:**

* February Treasurer’s Report: A motion to approve the February treasurer’s reports was made by Tim Bridges on behalf of the financial committee. The board unanimously approved.

**Fund Raising:** None

**Hope for Families:** Chris Budde reported that the committee approved trimming the trees behind the building. The Hope Center had locks changed on their side of the building so a bill for that is coming. There will be an increase in this month’s water bill due to a plumbing issue on the Hope Center’s side.

**Public Relations:** Sheila is doing several workshops and distributing community feedback surveys to obtain data for the RFA. We are running ads in the Edmond Way and articles in Edmond Life and Leisure.

**Professional Development & Oversight Committee:** The committee met with Sheila to discuss personnel issues.

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

Chris Budde, President of the Board of Directors

Edmond Family Counseling, Inc.