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

**May 25, 2021**

**Therapist Showcase:** None

The meeting was called to order at 12:03 pm by Chris Budde. Those in attendance were Chris Budde, Donna Costello, Aimee Yarbrough, Mike Largent, and Tim Bridges. Staff members: Sheila Stinnett, John Goetz, Justice Hernandez, and Lynn Reese **Absent**: Sarah Brown, Suhani Lageman, Mary Johnston, Kathy Matthews

**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:**

**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 was made to enter executive session by Tim Bridges and seconded by Donna Costello; the board unanimously approved.

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

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

**Discussion on draft of employee leave policy as per recommendation from the agency’s legal counsel:** The board reviewed the leave policy draft. A committee will meet to address employee responses.

**Report on employee survey:** The board reviewed and addressed employee feedback.

**New Business:**

**Discussion about summer 2021 Girl Strong program:** Girl Strong will be starting in June. We have filled four groups with 48 participants and started a waitlist for future groups.

**Discussion on additional funding from Edmond Public Schools Special Services:** Nancy Goosen has asked Sheila to do a series of trainings for school personnel. These trainings will be funded by a separate Special Services contract in the amount of $6,400. We are just waiting on approval by the school board.

**Appointment and vote to approve board treasurer:** In light of the current Treasurer’s resignation, Chris Budde appointed Aimee Yarbrough as temporary treasurer until August.

**Discussion and vote to approve CARC grant from the City of Edmond:** We were granted the $172,500 from the city for FY’22. Sheila announced that the Edmond Juvenile Court approached her about possibly starting a new program next year.

**Possible consideration and vote to approve FY’22 sliding scale:** There were no changes to the sliding scale fees from last year. A motion to approve the sliding scale fees for FY’22 was made by Donna Costello and seconded by Aimee Yarbrough; the board unanimously approved.

**Possible consideration and vote to approve mileage reimbursement rate for FY’22:** A motion to continue using the current IRS mileage reimbursement rate for FY’22 was made by Tim Bridges and seconded by Donna Costello; the board unanimously approved.

**Possible consideration and vote to approve new hire for evening reception:** A motion to approve hiring Katie Golden as evening receptionist was made by Donna Costello and seconded by Mike Largent; the board unanimously approved.

**Possible consideration and vote to approve bid from WSI for agency website and technological assistance:** A motion to approve the bid from WSI for FY’22 was made by Tim Bridges and seconded by Donna Costello; the board unanimously approved.

**Board Resources:**

**Possible consideration and vote to approve Suhani Lageman’s resignation**: Tabled

**Schedule FY’22 budget meeting**: The budget meeting was scheduled for Friday, May 28th at 10:00 am.

**Discussion concerning current board roster, bylaws, and board recruitment**: With Suhani Lageman’s resignation, we will be under our minimum number of board members set by the EFC bylaws. Sheila is meeting with potential board members to increase our number. A change to the bylaws regarding the required number of board members will be added to the June agenda.

**Discussion to schedule strategic action plan committee**: Sheila will meet with the committee to put together the strategic action plan before the June board meeting.

**Appointment of board nomination committee**: Tabled

**Legislative Focus of The Month**: Sheila reported that she discussed candidacy approval with one of our local representatives. We were also informed that a house bill was passed which will restrict designated funding for prevention services will pass through OJA to youth service agencies.

**Committee Reports**

**Financial Committee:**

* April Treasurer’s Report: A motion to approve the April treasurer’s reports was made by Aimee Yarbrough on behalf of the finance committee; the board unanimously approved.
* Discussion and possible vote to approve transition of funds from Citizens Bank to Valor Bank and BancFirst: A motion to approve moving $60,000 of salary reserve from Citizens Bank to BancFirst and $40,000 from Citizens to Valor Bank was made by Tim Bridges and seconded by Donna Costello; the board unanimously approved.

**Fund Raising:** The committee will meet in June to discuss a potential fundraiser.

**Hope for Families:** No report

**Public Relations:**

* Sheila was asked to do a virtual presentation for COSA
* We are running an ad for LibertyFest

**Professional Development & Oversight Committee:** Sheila’s evaluation is due by June 30th.

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.