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

**September 29, 2020**

**Therapist Showcase:** Amanda Beck presented her idea for a new program targeted toward the elderly population.

The meeting was called to order at 12:08 pm by Chris Budde. Those in attendance were Chris Budde, Donna Costello, Aimee Yarbrough, Mike Largent, Suhani Lageman, Mary Johnston, Tim Bridges, and Sarah Brown. Staff members: Sheila Stinnett, John Goetz, Justice Hernandez, and Lynn Reese **Absent**: Kathy Matthews

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

**Old Business:**

**Possible consideration and vote to approve changes to policies and procedures:** Sheila reviewed the policy and procedure changes with the board. Donna Costello pointed out some grammatical errors. A motion was made to approve the policy and procedure changes with the recommended corrections by Mike Largent and seconded by Mary Johnston; the board unanimously approved.

**Possible consideration and vote to approve changes to employee handbook:** A motion to approve the remote access policy to be added to the employee handbook was made by Donna Costello and seconded by Mike Largent; the board unanimously approved.

**New Business:**

**Possible consideration and vote to approve adding Kathy Matthews as a check signer across all accounts:** A motion to approve adding Kathy Matthews as a check signer across all accounts was made by Mike Largent and seconded by Donna Costello; the board unanimously approved.

**Discussion on new community needs assessment from OJA:** Sheila explained the new assessment process that the Office of Juvenile Affairs is introducing in an attempt to get more community feedback. She plans to share the survey with school administrators/staff, EFC board members, Edmond court staff, and online.

**Board Resources:**

**Ask for volunteers to be appointed to the professional development and oversight committee:** Sarah Brown is currently the only member of the committee. Chris Budde volunteered to join.

**Legislative Focus of The Month**: None

**Committee Reports**

**Financial Committee:**

* August Treasurer’s Report: A motion to approve the August treasurer’s report was made by Tim Bridges on behalf of the financial committee. The board unanimously approved.
* Discussion on PPP loan forgiveness: The first loan payment is due October 11th. Sheila is still working with RCB and waiting to hear whether or not it will be forgiven.

**Fund Raising:** Sheila reached out to Hal French because she was concerned about COVID-19 affecting our ability to do school groups and workshops. They are meeting on October 14th. An employee was exposed to COVID-19 through a school group so those groups are put on hold for now. We are following CDC protocols as they pertain to quarantine.

**Hope for Families:** No report

**Public Relations:** No report

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

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

Chris Budde, President of the Board of Directors

Edmond Family Counseling, Inc.