

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

### **March 28, 2023**

**External Financial Auditor Report:** Barbara Henry presented her report for EFC's FY'22 external financial audit to the board.

The meeting was called to order at 12:14 pm by Kathy Matthews. Those in attendance were Donna Costello, Mike Largent, Sarah Brown, Aimee Yarbrough, Lisa Trent, Kathy Matthews, Bob Rowley, Lynne Rowley, Bill Hesse, and Cathey Bugg. Staff members: Sheila Stinnett, John Goetz, Justice Hernandez, Lynn Reese, and Katie Golden Absent: Mary Johnston and Chelsea Bradshaw Guests: Barbara Henry, CPA, Stephanie Coy, Dwayne Crunk

**Consent Agenda Items Presented:** A motion was made to approve the consent agenda by Lisa Trent and seconded by Mike Largent; the board unanimously approved. There were no items pulled from the consent agenda.

### **Old Business:**

**Possible consideration and vote to accept the FY'22 external financial audit report:** A motion was made to approve the FY'22 external financial audit report by Donna Costello and seconded by Lisa Trent; the board unanimously approved.

### **New Business:**

**Possible consideration and vote to approve liquidation of the two certificates of deposit at RCB and reinvestment of those funds with RCB:** Bill Hesse made a motion to authorize the Finance Committee to terminate early two (2) certificates of deposit at RCB Bank which are earning below market rates of return. The resulting funds are to be reinvested at RCB Bank at more favorable rates of return for EFC. The motion was seconded by Lynne Rowley. The motion passed with nine (9) votes in favor and one (1) abstention.

**Possible consideration and vote to approve closing our account with Valor Bank and reinvesting those funds:** Kathy Matthews made a motion on behalf of the finance committee to authorize the finance committee to close the account at Valor Bank. The resulting funds are to be reinvested at RCB with which there are more favorable relations with EFC and to improve the rate of return of the investment. The motion was seconded by Donna Costello. The motion passed with nine (9) votes in favor and one (1) abstention.

**Possible consideration and vote to approve FY'24 EPS Special Services contract:** A motion was made by Lisa Trent to approve the FY'24 EPS Special Services contract and seconded by Donna Costello; the board unanimously approved.

**Possible consideration and vote to approve FY'23 EPS Special Services contract addendum:** Edmond Public Schools Special Services increased our contract for FY'23



from \$85,000 to \$120,000. A motion to approve the contract addendum was made by Lisa Trent and seconded by Lynne Rowley; the board unanimously approved.

**Discussion on OHCA health information exchange:** A Senate bill was passed that requires the agency to obtain an electronic health records system. There are significant startup costs. The bill goes into effect starting July 1<sup>st</sup>. EFC will likely be allowed a 1-year waiver while the new system is being implemented.

**Discussion on strategic planning assignments:** The strategic planning meeting will be right before the May board meeting. Committee chairs will be reaching out to board members for feedback.

**Discussion on refrigerator replacement:** The agency's current refrigerator is about 20 years old. Sheila is going to get some estimates for a new refrigerator from Weather's TV and Appliance and bring them to the next board meeting.

**Update on CARC grant proposal:** Sheila discussed her CARC presentation with the board.

**Discussion on OJA contract overage:** OJA created a deidentified indirect rate that supports EFC billing school groups without entering student names into JOLTS. Sheila has spoken with OJA staff and they seem optimistic that we will receive part of our contract overage for this year.

**Added Agenda Item #1:** Donna Costello made a motion to authorize and direct the Finance Committee to be the corporation's primary funds investment agent. Detailed investment activity may be carried out by the Treasurer. Also, the board directs the Finance Committee to immediately implement and maintain the practice that ALL EFC funds on deposit, in aggregate, at an entity/institution are to be covered by Federal Deposit Insurance Corporation (FDIC) insurance. Further the Finance Committee will present to the board a motion, the text of which will include and restate the above practice as part of the function and operating policy statement for the Finance Committee in the corporation's by-laws. The motion was seconded by Cathey Bugg and the board unanimously approved.

**Added Agenda Item #2:** Lynne Rowley made a motion to grant the Finance Committee, as a practice, the authority without prior approval to reinvest EFC funds on deposit at the same institution, continuing to recognize agency operating liquidity requirements and to maximize the return on the investments. Also as a practice, any transfer and reinvestment of funds by the Finance Committee to a different institution shall require prior authorization by the board, also continuing to recognize the items stated above. Further, the Finance Committee will present to the board a motion, the text of which will include and restate the above practices as part of the function and operating policy statement for the Finance Committee in the corporation's by-laws. Cathey Bugg seconded the motion and the board unanimously approved.

**Added Agenda Item #3:** Kathy Matthews made a motion to create an ad hoc committee for the purpose of discussing safety modifications for the building. The

committee members will be Kathy Matthews, Bill Hesse, and Mike Largent. The motion was seconded by Bill Hesse and the board unanimously approved.

**Board Resources:** None

**Legislative Focus of The Month:** Kathy Matthews discussed the upcoming mayoral election for Edmond.

## **Committee Reports**

### **Financial Committee:**

- Possible consideration and vote to approve February 2023 Treasurer's Report: A motion to approve the February 2023 treasurer's report was made by Kathy Matthews and seconded by Cathey Bugg; the board unanimously approved.

**Fund Raising:** Katie Golden gave an update on Community Chat ticket sales and sponsorships.

**Hope for Families:** No report

**Public Relations:** Katie announced that the Walgreens rewards program for EFC is now in effect. She also discussed our summer GirlStrong groups.

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

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



Kathy Matthews, President of the Board of Directors  
Edmond Family Counseling, Inc.