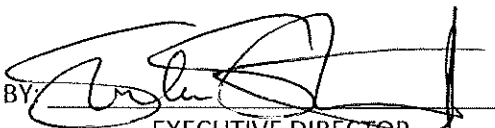


EDMOND FAMILY COUNSELING, INC.

POLICY AND PROCEDURE MANUAL

EFFECTIVE DATE: 9/28/2021

APPROVED BY: 
EXECUTIVE DIRECTOR


PRESIDENT OF THE BOARD OF DIRECTORS

BOARD OF DIRECTORS:

Tim Bridges, President
Kathy Matthews, Vice-President
Aimee Yarbrough, Treasurer
Sarah Brown
Donna Costello
Mike Largent
Mary Johnston

EXECUTIVE DIRECTOR

Sheila Stinnett, LPC

BOARD MEETING MINUTES EDMOND FAMILY COUNSELING, INC.

September 28, 2021

Therapist Showcase: Jamie Prisco-Rudolph presented on her new art project for her groups at Boulevard Academy starting this week.

The meeting was called to order at 12:15 pm by Tim Bridges. Those in attendance were Mary Johnston, Donna Costello, Mike Largent, Aimee Yarbrough, Sarah Brown, Kathy Matthews, and Tim Bridges. Staff members: Sheila Stinnett, John Goetz, Justice Hernandez, and Lynn Reese **Absent:** None **Guests:** Tracy Conrad and Diane Rodden

Consent Agenda Items Presented: A motion was made to approve the consent agenda by Donna Costello and seconded by Kathy Matthews; the board unanimously approved. No items were pulled from the consent agenda.

Old Business:

Update on COVID 19 protocols: There were no new changes from the CDC regarding COVID-19 protocols. The agency is continuing sanitation practices and recommending masks.

New Business:

Possible consideration and vote to enter regular board session: A motion was made to enter executive session by Donna Costello and seconded by Mary Johnston; the board unanimously approved.

Possible consideration and vote to enter regular board session: A motion was made to enter regular board session by Donna Costello and seconded by Sarah Brown; the board unanimously approved.

Possible consideration and vote on any motions as a result of executive session: Donna Costello made a motion to approve paid maternity leave for Audrey Woods to utilize all accrued sick and annual leave. Additionally, the board will award Ms. Woods two weeks unpaid leave with the option to reapply for additional weeks of unpaid leave when she exhausts her paid leave.

Possible consideration and vote to approve policies and procedures and employee handbook: Sheila reviewed changes made to the policies and procedures with the board. There were no changes to the employee handbook at this time. A motion to approve the policies and procedures and employee handbook was made by Kathy Matthews and seconded by Donna Costello; the board unanimously approved.

Possible consideration and vote to approve FY'22 OJA contract: We received the FY'22 OJA contract with the permanent \$35,000 addition for our GirlStrong program. A motion to approve the contract was made by Mike Largent and seconded by Donna Costello; the board unanimously approved.

Board Resources:

Leadership Edmond board intern: Two guests from Leadership Edmond attended the meeting who are interested in potentially joining the EFC board.

Legislative Focus of The Month: Kathy Matthews and Sheila Stinnett discussed the need for prevention services in our community and the importance of advocating for prevention funding with our legislators.

Committee Reports

Financial Committee:

- Possible consideration and vote to approve August 2021 Treasurer's Report: A motion to approve the August 2021 treasurer's report was made by Kathy Matthews on behalf of the financial committee; the board unanimously approved.
- EPS Special Services training contract update: Sheila met with the new Director of EPS Special Services to discuss preferred training topics and schedule presentations.
- St. John's Samaritan Grant Award: EFC received \$2,000.00 from St. John's for the request sent in 2020 for art therapy group supplies.

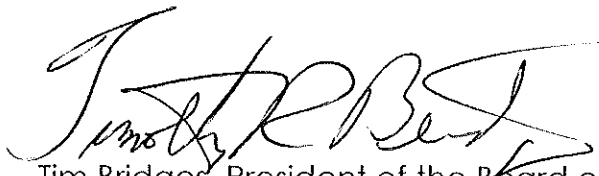
Fund Raising: No report

Hope for Families: No report

Public Relations: Sheila will be doing a presentation this week for the Oklahoma Association of School Business Officials on coping with crisis situations.

Professional Development & Oversight Committee: No report

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

A handwritten signature in black ink, appearing to read 'Tim Bridges', with a stylized, sweeping flourish at the end.

Tim Bridges, President of the Board of Directors
Edmond Family Counseling, Inc.