

BOARD MEETING MINUTES EDMOND FAMILY COUNSELING, INC.

July 30, 2019

Therapist Showcase: Audrey Woods presented information on one of her clients.

The meeting was called to order at 12:10 pm by Tim Bridges. Those in attendance were Tim Bridges, Chris Budde, Bill Hesse, Kenny Yarbrough, Sarah Brown, Suhani Lageman, Donna Costello, Mike Largent, Jessica Hunt, and Kathy Matthews. Staff members: Sheila Stinnett, Chad McCoy, John Goetz, Justice Hernandez, and Lynn Reese. **Absent:** Aimee Yarbrough, Mary Johnston

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

Old Business:

Possible consideration and vote to accept bid for agency flooring: The board discussed the bid and logistics of installing the new flooring. Sheila pointed out that we will need to hire movers to make room for the installation. She also discussed possibly getting the interior of the building painted. The board decided to table the vote so that Sheila can get bids on movers/painters and vote at the next meeting.

New Business:

Possible consideration and vote to approve contract with the City of Edmond and MOU with Edmond Municipal Court: A motion was made to approve the contract with the city and the MOU with the court by Mike Largent and seconded by Donna Costello; the board unanimously approved.

Possible consideration and vote to approve auditor for FY'19 external financial audit: A motion was made to approve Kimberley Mayer as our external auditor by Kathy Matthews and seconded by Chris Budde; the board unanimously approved.

Possible consideration and vote to approve OAYS membership for FY'20: A motion was made to approve the membership by Kathy Matthews and seconded by Chris Budde; the board unanimously approved.

Possible consideration and vote to approve changes to bylaws: Tim requested adding that the secretary/treasurer be the chair of the finance committee. A revised copy of the bylaws will be voted on at the next meeting.

Possible consideration and vote to approve job description for new elementary school based facilitator position: The board reviewed the job description and pointed out that the position is hourly and not salaried. A motion was made to approve the job description with the proposed change by Bill Hesse and seconded by Mike Largent; the board unanimously approved.

Possible consideration and vote to approve EFC nomination committee slate of officers for FY'20: A motion was made by Kathy Matthews on behalf of the nomination committee to appoint Chris Budde as board President, Bill Hesse as Vice President, and Tim Bridges as Secretary/Treasurer for FY'20. The board unanimously approved.

Update on Office of Juvenile Affairs financial audit: The board reviewed the letter provided by the contract monitoring unit from OJA as well as the billing totals for FY'19.

Possible consideration and vote to keep Edmond Shines account at Banc First for FY'20: To comply with changes in tax codes, EFC's external auditor has requested that any restricted accounts be approved by the board on an annual basis. The board discussed changing the Edmond Shines account to an unrestricted account named "general funds." A motion to approve was made by Kathy Matthews and seconded by Bill Hesse; the board unanimously approved.

Possible consideration and vote to enter executive session as advised by agency attorney: A motion was made to approve was made by Chris Budde and seconded by Bill Hesse; the board unanimously approved.

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

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

Board Resources and Education:

- **Reminder of annual board meeting date:** The annual board meeting will be on August 27th at 11:30 am.
- **Reminder of Center for Non-Profits August training date:** The training will be on August 13th.

Legislative Focus of The Month: Kathy Matthews commented that the close of the opioid trial could open up some funds for mental health/substance abuse services.

Committee Reports

Financial Committee:

- **May Treasurer's report:** A motion was made to approve the May treasurer's report by Suhani Lageman on behalf of the financial committee. The board unanimously approved.
- **Update on status of OJA claims:** Sheila reported that we are waiting on back owed claims from OJA.

Fund Raising: Sheila is going to talk with Lori Dickinson-Black about ideas for fundraising.

Hope for Families: Chris Budde reported that it has been difficult getting everyone together for a meeting. They hope to have the lease done by October.

Public Relations: Sheila is presenting to Edmond Public School administrators, 1st Christian Church, and parents at the back-to-school night. She is also working on getting an ad in Edmond Life & Leisure.

Professional Development & Oversight Committee: None

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

A handwritten signature in black ink, appearing to read "Timothy R. Bridges". The signature is stylized with a large, sweeping initial "T" and a long horizontal line extending to the right.

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