

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

### **July 28, 2020**

**Therapist Showcase:** Sheila Stinnett and John Goetz shared some information about recent crises and explained our crisis procedures.

The meeting was called to order at 12:26 pm by Chris Budde. Those in attendance were Chris Budde, Bill Hesse, Tim Bridges, Donna Costello, Aimee Yarbrough, Kathy Matthews, Suhani Lageman, Kenny Yarbrough, and Sarah Brown. Staff members: Sheila Stinnett, John Goetz, Justice Hernandez, and Lynn Reese **Absent:** Mike Largent, Mary Johnston

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

### **Old Business:**

**Report on agency's current COVID-19 protocols:** Sheila reported that clients and staff are now required to wear masks in spaces where a 6ft distance is not possible such as the lobby and hallways. We had a contract worker test positive for COVID-19 but she was asymptomatic and was not around any other employees within the last week. She will not be able to return to work until 24 hours after she receives a negative test result.

**Report on changes to security system:** The Hope Center did not want the camera in the lobby to be facing their doors so we had it readjusted to accommodate their wishes.

**Update on acquisition of Chrome books:** Jon Junker found the 10 Chrome books we needed from another Dell vendor. They should be here within the next two weeks.

**Update on school based services for FY'21:** Sheila met with the elementary administrators last week. Schools are discussing possibly going to an A/B schedule this year. Sheila and Lisa are coming up with a new schedule for their groups to accommodate whatever the schools decide. She will find out more at the school board meeting tonight.

### **New Business:**

**Discussion on new CARF Client Financial Record Report:** On our last certification, CARF recommended that we perform a quarterly financial review to make sure that client billing dates and transactions are correct. The administrative manager will be responsible for preparing this quarterly report.

**Possible consideration and vote on auditor for FY'20 external financial audit:** Due to changes made by the IRS in FY'20, our Kimberley Mayer informed us that our financial

statements will need to be reviewed by an additional auditor who is not affiliated with her. Based on our long standing relationship with Kimberley Mayer, Sheila and Lynn Reese recommended to the board that we hire the auditor that she recommended. A motion was made to approve Kimberley Mayer as our FY'20 external financial auditor and to hire an additional auditor to review financial statements by Kathy Matthews and seconded by Donna Costello; the board unanimously approved.

**Discussion and vote to approve FY'21 OAYS contract:** A motion to approve the OAYS contract was made by Kathy Matthews and seconded by Tim Bridges; the board unanimously approved.

**Possible consideration and vote to approve FY'21 OJA contract:** Sheila announced that we did not receive a cut to this year's contract, however, we did not receive the \$30,000 discussed for the Girl Strong program. A motion to approve the contract was made by Tim Bridges and seconded by Aimee Yarbrough; the board unanimously approved.

**Discussion and possible vote to approve nomination committee slate of officers for FY'21:** The committee nominated Chris Budde for President, Donna Costello for Vice President, and Suhani Lageman for Secretary/Treasurer. A motion to approve the slate of officers for FY'21 was made by Tim Bridges on behalf of the nomination committee; the board unanimously approved.

## **Board Resources:**

**Reminder of annual meeting:** The annual meeting will be on August 25<sup>th</sup> from 11:30-1:30.

**Legislative Focus of The Month:** Kathy reported that the state had a \$500 million shortfall at the end of the fiscal year.

## **Committee Reports**

### **Financial Committee:**

- **June Treasurer's Report:** A motion to approve the June treasurer's report was made by Tim Bridges on behalf of the financial committee. The board unanimously approved.

**Fund Raising:** Sheila will set up a meeting with the committee to discuss a possible virtual fundraiser.

**Hope for Families:** Discussion on recent HFF board meeting: The committee discussed the April rent at the last meeting and both sides decided that it would be paid.

**Public Relations:** Sheila will present at the "Edmond Leads" conference tomorrow on trauma and self-care. She was also asked to present monthly to elementary administrators. She and Kathy Matthews are discussing possible outreach opportunities

with the city.

**Professional Development & Oversight Committee:** None

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

A handwritten signature in cursive script that reads "Chris Budde".

Chris Budde, President of the Board of Directors  
Edmond Family Counseling, Inc.