

BOARD MEETING MINUTES EDMOND FAMILY COUNSELING, INC.

June 30, 2020

Therapist Showcase: None

The meeting was called to order at 12:22 pm by Chris Budde. Those in attendance were Chris Budde, Bill Hesse, Tim Bridges, Donna Costello, Aimee Yarbrough, Mary Johnston, Kathy Matthews, and Sarah Brown. Staff members: Sheila Stinnett, Chad McCoy, John Goetz, Justice Hernandez, and Lynn Reese **Absent:** Suhani Lageman, Mike Largent, Kenny Yarbrough

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

Old Business:

Report on agency's current COVID-19 protocols: Sheila announced that our lobby is now open again. Clients are still being asked questions regarding COVID-19 before entering the lobby and we are recommending they wear masks.

Report on upgraded security system with Select Electronic Security: Our new security system was installed. We can now go back and look at security footage and we had a camera installed in the lobby facing the reception window.

New Business:

Possible consideration and vote to enter executive session to discuss Executive Director's evaluation: A motion to enter executive session was made by Kathy Matthews and seconded by Tim Bridges; the board unanimously approved.

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

Possible consideration and vote on any motions as a result of executive session: Tim Bridges made a motion to approve the report given by Bill Hesse during executive session and Aimee Yarbrough seconded; the board unanimously approved.

Announcement of two new agency hires: Amanda Beck and Amber Goerke: Sheila announced two new counselors that will be starting in July.

Appointment of nomination committee to submit FY'21 EFC board slate of officers: Bill Hesse and Tim Bridges volunteered to be on the nomination committee.

Possible consideration and vote to approve CARC grant/ contract with Edmond

Juvenile Court: EFC was granted \$175,000 by CARC and received the memorandum of understanding from the juvenile court. A motion to approve was made by Donna Costello and seconded by Mary Johnston; the board unanimously approved.

Possible consideration and vote to approve revisions to clinical staff job descriptions:

Sheila presented the changes to the clinical staff job descriptions. A motion to approve was made by Bill Hesse and seconded by Tim Bridges; the board unanimously approved.

Possible consideration and vote to approve Administrative Manager's job description:

Sheila presented the Administrative Manager's job description. A motion to approve was made by Donna Costello and seconded by Aimee Yarbrough; the board unanimously approved.

Possible consideration and vote to approve Redbud Tech bid for Chrome books:

A motion to approve the purchase of Chrome Books not to exceed \$4,000 using FY'20 funds was made by Tim Bridges and seconded by Bill Hesse; the board unanimously approved. A motion was made to increase the equipment, lease, and maintenance budget in the amount of \$4,000 by Kathy Matthews and seconded by Mary Johnston; the board unanimously approved.

Discussion and vote to approve FY'21 Boulevard contracts: Sheila has sent the school our signed contracts with the revisions that the board requested. We are waiting for approval from the school board. A motion to approve the contracts was made by Kathy Matthews and seconded by Bill Hesse; the board unanimously approved.

Possible consideration and vote to approve new RK Black contract: Lynn Reese reported that the renewal of our contract with RK Black comes with an upgraded copier and will cost the agency less per month than our previous contract. A motion to approve the new contract was made by Tim Bridges and seconded by Kathy Matthews; the board unanimously approved.

Board Resources:

Possible consideration and vote on date of annual meeting: The annual meeting was set for August 25th from 11:30-1:30.

Legislative Focus of The Month: Sheila reported that a new business relief grant for COVID-19 was released but we did not meet the qualifications.

Committee Reports

Financial Committee:

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

- Possible consideration and vote on revisions to FY'21 budget: A motion was made to approve revisions to the FY'21 budget by Kathy Matthews and seconded by Mary Johnston; the board unanimously approved.

A motion was made to move \$8000 from certification and dues to advertising and pay for the WSI contract out of FY'20 funds by Tim Bridges and seconded by Bill Hesse; the board unanimously approved.

A motion was made to increase FY'20 performance bonus budget by \$3500 so that FY'21 employee bonuses could be paid out of FY'20 funds by Tim Bridges and seconded by Donna Costello; the board unanimously approved.

- Possible consideration and vote on designation of BancFirst employee salary reserve account: A motion was made to approve the designation of the BancFirst employee salary reserve account by Donna Costello and seconded by Kathy Matthews; the board unanimously approved.

Fund Raising: None- still on hold due to COVID-19

Hope for Families: Discussion on April 2020 rent payment- The Hope Center returned our rent check for April and said the rent was waived. We are keeping the check for our records.

Public Relations: EFC won the nomination for a Metro Family Favorite and will be listed in their guide.

Professional Development & Oversight Committee: None

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



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