

BOARD MEETING MINUTES EDMOND FAMILY COUNSELING, INC.

May 26, 2020

Therapist Showcase: None

The meeting was called to order at 12:04 pm by Chris Budde. Those in attendance were Chris Budde, Bill Hesse, Tim Bridges, Donna Costello, Aimee Yarbrough, Kenny Yarbrough, Mary Johnston, Mike Largent, and Suhani Lageman. Staff members: Sheila Stinnett, Chad McCoy, John Goetz, Justice Hernandez, and Lynn Reese **Absent:** Sarah Brown, Kathy Matthews

Consent Agenda Items Presented: Tim Bridges requested that a correction be made to the April Minutes. A motion to approve the consent agenda and the April minutes with the correction was made by Bill Hesse and seconded by Tim Bridges; the board unanimously approved.

Old Business:

Report on agency's current COVID-19 protocols: Counselors are now seeing clients in office using safety protocols. The lobby is not being used, clients are asked safety questions regarding COVID-19 before being allowed in the building, everyone is staying 6 ft. apart, and Sheila has provided masks and face shields for the entire staff.

Discussion and possible vote to approve bid for upgraded security system with Select Electronic Security: Sheila presented the security system bid to the board. The new system will replace our 4 current cameras with the option to add up to 4 additional ones. Chris Budde requested adding one more camera to put in the lobby. A motion to approve the bid was made by Donna Costello and seconded by Tim Bridges; the board unanimously approved.

New Business:

Possible consideration and vote to approve resignation of Chad McCoy: A motion to approve Chad McCoy's resignation was made by Bill Hesse and seconded by Tim Bridges; the board unanimously approved.

Possible consideration and vote to approve FY 21 strategic plan: Sheila presented the FY'21 strategic plan to the board. A motion to approve was made by Bill Hesse and seconded by Donna Costello; the board unanimously approved.

Possible consideration and vote to approve bid from WSI for agency website and technological assistance: Sheila presented the WSI bid to the board. A motion to approve the bid and for it to be paid out of the FY'20 budget was made by Tim Bridges and seconded by Bill Hesse; the board unanimously approved.

Possible consideration and vote to approve FY 21 fee for service scales: The board reviewed the fees for service. There are no changes from last year. A motion to approve was made by Tim Bridges and seconded by Donna Costello; the board unanimously approved.

Possible consideration and vote to approve mileage reimbursement rate for FY 21: The board reviewed the mileage rate. It is currently at the IRS recommended rate. A motion to approve the rate with no changes was made by Donna Costello and seconded by Tim Bridges; the board unanimously approved.

Possible consideration and vote to approve Passport SMS subscription for web based training portal: Sheila is suggesting we use a CARF recommended training portal for our annual staff trainings. Passport is a yearly subscription that costs \$50 per user and will provide onboarding and trainings that are tailored for each position. A motion to approve a one year subscription for up to \$1000 was made by Donna Costello and seconded by Aimee Yarbrough; the board unanimously approved.

Update on school plan for FY 21 school based curriculum services: Sheila got a letter from Edmond Public Schools stating that they want EFC to continue group services once school is back in session. We have not heard from Boulevard yet.

Board Resources:

Schedule FY 21 budget meeting: The meeting was set for June 12th at noon.

Legislative Focus of The Month: Sheila reported that budget cuts have remained at 4%.

Committee Reports

Financial Committee:

- April Treasurer's Report: A motion to approve the report was made by Tim Bridges on behalf of the financial committee. The board unanimously approved.
- Update on SBA payroll protection loan: Sheila reported that we have until June to spend the PPP funds and after that there is a process to request that they become a grant.
- FY 21 funding contract updates: Sheila reported that the city has postponed the budget meeting so we haven't heard whether or not there will be cuts to our city contract.

Court services will start back up in June. The court will probably be adding an extra FTOP group to make up for the lack of services in April and May.

The agency will get a 4% cut to our OJA contract, but we received a \$30,000 grant from them to expand the "Girl Strong" program.

Sheila found out that both of our DUI contractors will continue to contract with us next year.

Fund Raising: None

Hope for Families: There was no meeting in April. The committee will ask the Hope Center for a list of expenses during the shutdown and about setting up a meeting.

Public Relations: Sheila has been asked by Edmond Public Schools to do multiple sessions for their Ignite conference.

EFC was nominated for a family favorite category in Metro Family Magazine.

Professional Development & Oversight Committee: The committee is preparing to do Sheila's evaluation.

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

A handwritten signature in black ink that reads "Chris Budde". The signature is written in a cursive, flowing style.

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