

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

### **November 26, 2019**

**Therapist Showcase:** John presented information about one of his clients that will be interviewed during our CARF survey.

The meeting was called to order at 12:08 pm by Chris Budde. Those in attendance were Chris Budde, Tim Bridges, Bill Hesse, Donna Costello, Suhani Lageman, Mary Johnston, and Kathy Matthews. Staff members: Sheila Stinnett, Chad McCoy, John Goetz, Justice Hernandez, and Lynn Reese **Absent:** Jessica Hunt, Sarah Brown, Aimee Yarbrough, Kenny Yarbrough, Mike Largent

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

### **Old Business:**

**Update on building renovations:** Sheila gave an update on the building renovations. The contractors will start work on the building on December 13<sup>th</sup>. Staff will be on a rotating schedule to make sure someone is always in the building during the renovations.

### **New Business:**

**Possible consideration and vote to enter executive session to discuss budget changes related to possible employee hiring:** A motion to enter executive session was made by Tim Bridges and seconded by Donna Costello; the board unanimously approved.

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

**Possible consideration and vote on any motions as a result of executive session:** A motion was made to decline the part time position by Tim Bridges and seconded by Bill Hesse; the board unanimously approved.

**Update on CARF:** The CARF surveyors will be here December 5<sup>th</sup> and 6<sup>th</sup>. The board was invited to hear opening statements. Clients and city/state officials will be coming to be interviewed. The exit interview will be at 4:00pm on Friday Dec. 6<sup>th</sup>.

**Possible consideration and vote to approve financial audit:** Sheila and Lynn were able to work with Kim Mayer to resolve the issues with the audit without the need for an outside consultant. The board was presented with the results of the audit. A motion to approve was made by Tim Bridges and seconded by Kathy Matthews; the board unanimously approved.

**Possible consideration and vote to approve employee health insurance plan for 2020:**

Gallagher Insurance presented health insurance plan options for next year. Kathy Matthews motioned to keep the Blue Preferred plan and Tim Bridges seconded; the board unanimously approved.

**Board Resources and Education:**

- **Update on agency Christmas party:** The party will be at Brent's Cajun on December 13<sup>th</sup> at 11:30 am.
- **List of board meeting dates for calendar year 2020:** The list of meeting dates was passed out to the board.

**Legislative Focus of The Month:** None

**Committee Reports****Financial Committee:**

- **October Treasurer's Report:** Tim Bridges motioned to approve the September Treasurer's report and the 1<sup>st</sup> quarter balance sheet on behalf of the finance committee. The board unanimously approved.
- **Update on Boulevard contract:** There have been fewer students attending our groups at Boulevard this year. EFC's staff has been trying to come up with additional services to provide so that we will be able to meet the contract.

**Fund Raising:** Sheila set up a committee meeting for December 9<sup>th</sup>. Lori Dickinson Black has not responded with her availability yet.

**Hope for Families:** No report other than the outside of the building was re-painted.

**Public Relations:** The agency website is being migrated to a new platform. Sheila has been asked to speak to Edmond Public School staff on January 6<sup>th</sup> about self-care. She will also have the curriculum ready for the new 4<sup>th</sup> grade program in January.

**Professional Development & Oversight Committee:** None

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



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