

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

### **October 29, 2019**

**Therapist Showcase:** Lisa Kadavy discussed her upcoming school groups and what she's been doing to prepare. Her Calm Academy groups will start in November.

The meeting was called to order at 12:27 pm by Chris Budde. Those in attendance were Chris Budde, Tim Bridges, Bill Hesse, Donna Costello, Mike Largent, Aimee Yarbrough, Kenny Yarbrough, Suhani Lageman, Mary Johnston, and Kathy Matthews. Staff members: Sheila Stinnett, John Goetz, Justice Hernandez, and Lynn Reese **Absent:** Jessica Hunt, Sarah Brown

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

### **Old Business:**

**Presentation and vote on bid for building renovations:** The board reviewed the bid from the contractors. Chris Budde called some of their references and got positive feedback. A motion to approve the bid was made by Tim Bridges and seconded by Suhani Lageman; the board unanimously approved.

**Possible consideration and vote on policy and procedure revisions:** The board reviewed the changes that attorney Hugh Robert made to policy and procedure. A motion to approve was made by Kathy Matthews and seconded by Tim Bridges; the board unanimously approved.

**Discussion and vote to approve WSI bid for website migration:** A motion to approve the WSI bid was made by Bill Hesse and seconded by Kathy Matthews; the board unanimously approved.

### **New Business:**

**Possible consideration and vote to enter executive session under the advisement of attorney Hugh Robert as per title 25 Oklahoma statute 307 (b)(7):** A motion to enter executive session was made by Mike Largent and seconded by Bill Hesse; the board unanimously approved.

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

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

**Update on meeting with Edmond Municipal Court:** Sheila discussed the meeting with the court. They are considering adding an extra drug test at court intake and are

working on a possible timeline for implementing it.

**Update on small group services with Calm Waters:** Sheila discussed a miscommunication that occurred with the director of Calm Waters. Sheila will be sending two EFC staff members to their training, but may end up going a different direction with the small groups.

**Board Resources and Education:**

- **Discussion on agency Christmas party:** The party will be on December 13<sup>th</sup> at 11:30 am.

**Legislative Focus of The Month:** Information was given about possible changes in how state boards and departments set long term goals and objectives which guide funding for program planning.

## **Committee Reports**

**Financial Committee:**

- September 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.
- 1<sup>st</sup> Qtr Balance Sheet: Approved with the September Treasurer's Report
- Update on Financial Audit: Sheila reported that due to changes in non-profit tax law, the agency may need to consult with an accountant to write new policy. We should hear the result of the audit on Oct. 31<sup>st</sup>.
- Discussion on Current Employee Leave Policy: Hugh Robert is recommending that the amount of employee leave be decreased.

**Fund Raising:** The fundraising committee meeting was postponed because Lori Dickinson-Black was not able to meet. Sheila will find out when she's available and set a new date.

**Hope for Families:** Chris Budde reported that they received the appraisal for the building. It will be sent to Greg Moore with Universal Insurance for review. Due to the appraisal value, the amount needed for the 2% reserve fund appears to be lower than projected. She also reported that the exterior of the building will be painted.

**Public Relations:** Sheila has done several presentations over the last month including speaking to school counselors about self-care.

**Professional Development & Oversight Committee:** None

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

*Chris Budde*

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