

BOARD MEETING MINUTES EDMOND FAMILY COUNSELING, INC.

July 31, 2018

Therapist Showcase: Audrey Woods reported that she and other EFC counselors attended the trainer of trainers Botvin program. EFC's goal for the upcoming school year is to do one group per grade in each of the 6 middle schools in Edmond.

The meeting was called to order at 12:00 pm by Chris Budde. Those in attendance were Donna Costello, Bill Hesse, Mike Largent, Lucynda Olberding, Jay Parks, Aimee Yarbrough, Kenny Yarbrough, Mary Johnston, Chuck DeBellevue, and Chris Budde. Staff members: Sheila Stinnett, John Goetz, Chad McCoy, Justice Hernandez, and Lynn Reese. **Absent:** Tim Bridges

Consent Agenda Items Presented: A motion to approve the consent agenda was made by Bill Hesse and seconded by Chuck DeBellevue; the board unanimously approved. No items were pulled from the consent agenda.

Old Business:

Possible consideration and vote on completed packets for board recruitment and new incoming board members: Tabled until next meeting

New Business:

Possible consideration and vote to approve contract with the City of Edmond and MOU with Edmond Municipal Court: The contract amounts with the city remained the same as FY'18. A motion to approve was made by Lucynda Olberding and seconded by Donna Costello; the board unanimously approved.

Update on Oklahoma Department of Mental Health and Substance Abuse Services certification review: Sheila reported that EFC received a 2 year certification with ODMHSAS. The certification was approved on 7/27/18.

Update on Office of Juvenile Affairs financial audit: Sheila reported that there was less than \$250 disputed in the last OJA audit. This will not affect the amount EFC receives from OJA due to overbilling the contract.

Possible consideration and vote to approve OAYS membership for FY'19: Sheila recommended that EFC remain a member of OAYS. A motion to approve was made by Mike Largent and seconded by Chuck DeBellevue; the board unanimously approved.

Possible consideration and vote to approve auditor for FY'18 external financial audit: A motion to approve Kimberley Mayer as EFC's financial auditor was made by Lucynda Olberding and seconded by Aimee Yarbrough; the board unanimously approved.

Possible consideration and vote to enter into executive session to discuss Executive Director's evaluation and confidential conversations with the agency's attorney concerning consumer request as a per title 25 Oklahoma statute 307(b)(7): A motion to approve was made by Lucynda Olberding and seconded by Mike Largent; the board unanimously approved.

Possible consideration and vote to enter into regular board session: A motion to approve was made by Lucynda Olberding and seconded by Donna Costello; the board unanimously approved.

Possible consideration and vote on any motions as a result of executive session: A motion to approve the Executive Director's evaluation was made by Lucynda Olberding and seconded by Aimee Yarbrough; the board unanimously approved.

Discussion on possible partnership with Analytical Labs: Sheila presented the board with 3 proposals for partnering with Analytical Labs. She recommended that we accept proposal #1 which is to add Analytical Labs to our referral list. A motion to approve was made by Donna Costello and seconded by Chuck DeBellevue; the board unanimously approved.

Possible consideration and vote to approve EFC nomination committee slate of officers for FY'19: Tabled until next meeting

Update on request for allocation for Office of Juvenile Affairs: Sheila explained the RFA process to the board and announced that it will be turned in by this Friday, Aug. 3rd.

Committee Reports

Board Resources and Education:

- a. Reminder of annual board meeting: The meeting will be on August 28th from 11:30-1:30.

Legislative: None

Fund Raising: Sheila announced that EFC received a \$2000 donation from St. John's Church to help with renovating the lobby and getting new computers for the intern office. She also reported that EFC will be a featured non-profit at Heard on Hurd.

Hope for Families: At the July HFF meeting, the Document Revision Committee addressed some of the open items needing to be finalized so the legal team can prepare a draft of HFF documents. It is hoped this draft will be completed by the October HFF meeting. Drafts of HFF documents will be presented for discussion at future EFC board meetings.

Some of the items addressed were as follows:

- Confirmation of the square footage areas of the two tenant spaces- HOPE Center occupies 50.13% and EFC occupies 49.87%
- Determination of the methodology for the adjustment of the reserve accounts and the amount of funds to be reserved to cover major replacement items.

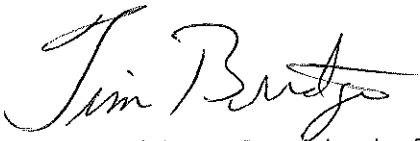
- Status of where HFF reserve funds should be located (with HOPE Center and EFC or with HFF). Ongoing discussion concerning the reserve was focused on if a percentage of funds could remain with HFF with the remaining percentage of funds be held by HOPE Center and EFC. More information and further consultation and discussion will be needed before the HFF document revision committee will be able to make a recommendation on how the reserve fund should be handled going forward.

The land sale proposal to the city of Edmond is progressing and active negotiations with the city and HFF are ongoing.

Public Relations: None

Professional Development & Oversight Committee: None

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



Tim Bridges, President of the Board of Directors
Edmond Family Counseling, Inc.