

MYFS BOARD MEETING

January 17, 2024

MINUTES

A Board Meeting of the Board of Directors was held at 624 NW 5th Street Moore, OK on Wednesday, January 17, 2024 at 8:00 A.M. Proper notice and agenda were posted at 624 NW 5th Street Moore, OK. The meeting was called to order at 8:06 A.M.

Board Members Present: Jeff Arvin, Rhiannon Baker, Kiara Benson, Chief Todd Gibson, Dana Johnson, Patricia Johnson, and Tahereh Rogers

Board Members Absent: Paul Arvin and Kathy Haynes.

Staff Present: Melissa Chapman, Lynnette Mason, and Lisa Williams.

Minutes of the November Board Meeting:

- The minutes of the November 15, 2023, meeting were reviewed.

Patrica Johnson moved for approval of the minutes from November 15, 2023. Second by Rhiannon Baker. All board members in favor, none opposed, and no abstentions.

MYFS Fiscal Management Reports:

- MYFS November and December Balance sheets, Profit and Losses, and Transaction lists were reviewed. Lisa reported no unusual occurrences.

Tahereh Rogers moved for approval of the MYFS fiscal management reports. Second by Patricia Johnson. All board members in favor, none opposed, and no abstentions.

Services for Internal Audit: Crotts Lohrey & Associates, PLLC.:

- Lisa Williams and Melissa Chapman screened three different CPAs to find a suitable fit for MYFS. After meeting with Crotts and Lohrey & Associates, PLLC, it was determined that this vendor has the capabilities to provide MYFS with the appropriate financial services.

Dana Johnson moved for approval for the Services for internal audit: Crotts Lohrey & Associates, PLLC. Second by Rhiannon Baker. All board members in favor, none opposed, and no abstentions.

Update on Alliant Group ERC Funds:

- Lisa Williams reported the conclusion of the ERC study for tax years 2020 through 2021 with the Alliant Group. After close analysis, it was found that the combination of the decrease in employee hours and staff voluntarily leaving was due to the downsizing of the Disaster Recovery Program and not related to the COVID-19 pandemic. Therefore, the Alliant Group was not able to identify viable credits in the identified tax years. Since MYFS did not meet qualifications for ERC eligibility, there is no fee due and the contract with Alliant Group shall be terminated.

No Action Required.

United Way Allocation Request: \$91,546 (Same as requested last year which was FY21 Allocation):

- Lisa Williams discussed the United Way 2024 allocation request. The amount requested is \$91,546.

Dana Johnson moved for approval of the United Way allocation request. Second by Tahereh Rogers. All board members in favor, none opposed, and no abstentions.

VOCA Grant Application Requested Amount: \$255,416.70

- Lisa Williams discussed the VOCA grant request. The amount requested is \$255,416.70 which will cover costs for three positions. Lisa further reported that VOCA is anticipating a deep decrease in funding this year.

CDBG Grant Application Requested Amount: \$16,000

- Lisa Williams discussed the City of Moore CDBG grant request. The amount requested is \$16,000. In the last two years, there has been a reduction in funding. The amount requested will partially cover personnel costs for the FTOP and SBS programs.

Tahereh Rogers moved for approval of the CDBG grant request. Second by Patricia Johnson. All board members in favor, none opposed, and no abstentions.

Renewal of BCBS Health Insurance:

- Lisa has met with our insurance representative and was able to determine a BCBS plan that is comparable to the current BCBS health insurance plan but with slightly higher premiums.

Dana Johnson moved for approval of the BCBS health insurance plan. Second by Patricia Johnson. All board members in favor, none opposed, and no abstentions.

Renewal of Liability and Cybersecurity Policy:

- Lisa Williams presented the renewal information. There was a slight increase in premiums this year.

Tahereh Rogers moved for approval of the renewal of the Liability and Cybersecurity policy. Second by Dana Johnson. All board members in favor, none opposed, and no abstentions.

Corporate Compliance Plan:

- Lisa Williams reported that there are no changes at this time.

No Action Required.

Program Reports:

- A. CARS
- B. MAST
- C. VOCA
- D. PASS
- E. SCHOOL-BASED

- Lynnette Mason reported on the general outpatient counseling requests and the waiting list. Lisa Williams reported all other programs are thriving.

No Action Required.

Critical Incident Reports:

- Lynnette Mason reported one critical incident. Proper documentation was reported.

Discussion and Possible Vote to Enter Executive Session, As Authorized by 25 O.S. § 307- Retirement and Succession Plan for Executive Director:

- MYFS board of directors voted to enter Executive Session.

Tahereh Rogers moved to enter Executive Session. Second by Dana Johnson. All board members in favor, none opposed, and no abstentions.

Board members and Executive Director entered Executive session.

Tahereh Rogers moved to return to Regular Session. Second by Patricia Johnson. All board members in favor, none opposed, and no abstentions.

- Jeff Arvin reported that the board has established a search and hiring committee to begin the hiring process for the Successor to the Executive Director position.

New Business not Known at the time of Posting of this Agenda:

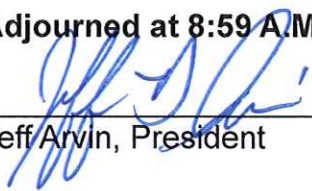
- None.

Announcements and Board Member Discussion:

- Jeff Arvin announced that he would be part of the City of Moore Candidate Forum at Randall University. This is a forum open to the public that allows people a chance to get to know the candidates for Moore's mayoral and city council races. This event is free and will be held on Tuesday, January 23rd, 2024 from 6:00 P.M. to 8:00 P.M at Randall University.

- The next board meeting is scheduled on February 21, 2024 at 8:00 A.M.

Adjourned at 8:59 A.M.



Jeff Arvin, President



Date