

MYFS BOARD MEETING

November 15, 2023

MINUTES

A Board Meeting of the Board of Directors was held at 624 NW 5th Street Moore, OK on Wednesday, November 15, 2023, 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 8:05 A.M.

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

Board Members Absent: None.

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

Minutes of the October Board Meeting:

- The minutes of the October 18, 2023, meeting was reviewed.

Chief Todd Gibson moved for approval of the minutes from October 18, 2023. Second by Tahereh Rogers. All board members in favor, none opposed, and no abstentions.

MYFS Fiscal Management Reports:

- MYFS October Balance sheet, Profit and Loss statement, and Transaction list were reviewed. Lisa Williams reported no unusual occurrences.

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

Election of Board Officers:

- The nominees for the 2024 board officers were determined and are as follows:
 - Jeff Arvin, President
 - Chief Todd Gibson, Vice-President
 - Patricia Johnson, Secretary/Treasurer

Dana Johnson moved for approval of the Election of Board Officers as presented above. Second by Kathy Haynes. All board members in favor, none opposed, and no abstentions.

Retirement of Internal CPA, David Henderson:

- Lisa Williams reported that David Henderson announced his unexpected retirement which will take place immediately.

No Action Required.

Process for Replacement of Internal CPA Contract:

- Lisa Williams reported that due to the timeline of David Henderson's retirement there is a need to find a CPA replacement as soon as possible. Lisa Williams and Melissa Chapman will be screening possible CPAs to provide financial services.

Tahereh Rogers moved for approval of the process for replacement of internal CPA contract. Second by Chief Todd Gibson. All board members in favor, none opposed, and no abstentions.

Proposed Board Meeting Schedule for 2024 Calendar Year:

- The proposed Board Meeting schedule for 2024 was reviewed.

Patricia Johnson moved for approval of the Proposed Board Meeting schedule for the 2024 calendar year. Second by Paul Arvin. All board members in favor, none opposed, and no abstentions.

Annual Management Report:

- The Annual Management Report was reviewed. Lisa Williams reviewed the process of the compilation and analysis of information used for the completion of the report. Lisa highlighted some of the successes achieved despite funding cuts and staff shortages.

Paul Arvin moved for approval of the Annual Management Report. Second by Tahereh Rogers. All board members in favor, none opposed, and no abstentions.

Annual Service Plan:

- The Annual Service Plan was reviewed. Lisa Williams detailed the organizational goals and recommendations for the upcoming year.

Tahereh Rogers moved for approval of the Annual Service Plan. Second by Chief Todd Gibson. All board members in favor, none opposed, and no abstentions.

Policy and Procedure Manual:

- All proposed policy changes were distributed and reviewed. Lisa Williams explained all proposed policy changes in detail and the reason for any changes.

Paul Arvin moved for approval of the Policy and Procedure manual. Second by Tahereh Rogers. All board members in favor, none opposed, and no abstentions.

Conflict of Interest Disclosure Statement:

- Lisa Williams asked the board to review, sign, and return the conflict-of-interest disclosure statement form to Melissa Chapman.

No Action Required.

Corporate Compliance Plan:

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

No Action Required.

Program Reports:

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

- Lisa Williams reported on all programs. CARS referrals are going strong, and appointments have been showing up. The MAST program has had 67 total referrals but only a total of 19 students have enrolled. There has been a decrease in MAST referrals in the last few weeks. Lisa plans to meet with Moore Public School administration to discuss trends and possible recommendations. The PASS program referrals have slowed significantly in the last two months. Lisa will be meeting with the Assistant City Attorney to discuss the PASS program content and referral process. Lynnette Mason reported that there are 16 people on the waiting list for General Outpatient services. Referrals have picked up and based on an analysis of the last fiscal year we remain on target with average referrals per month.

No Action Required.

Critical Incident Reports:

- Lisa Williams reported no critical incidents at this time.

No Action Required.

New Business Not Known at time Posting of this Agenda:

- Jeff Arvin disclosed that Hart Brown has resigned from the board due to a possible conflict of interest. There was discussion regarding the importance of a Moore Public school representative on the board and what the options are.

Announcements and Board Member Discussion:

- There is no board meeting in December. The next board meeting is scheduled on January 17, 2024, at 8:00 A.M.

Adjourned at 8:36 A.M.



Jeff Arvin, President

1-17-2024

Date