

MYFS BOARD MEETING

September 21, 2022

MINUTES

A Board Meeting of the Board of Directors of MYFS held a meeting at 624 NW 5th Street Moore, OK on September 21, 2022 at 8:00 A.M. Proper agenda was posted at 624 NW 5th street Moore, OK. The meeting was called to order at 8:03 A.M.

Board Members Present: Paul Arvin, Rhiannon Baker, Chief Todd Gibson, Dr. Kristy Hernandez, Dana Johnson, and Patricia Johnson

Board Members Absent: Jeff Arvin, Brian Marlett, and Tahereh Rogers

Staff Present: Melissa Chapman, Donita Goodin, and Lisa Williams

Minutes of August Board Meeting:

- The minutes of August 17, 2022, board meeting were reviewed.

Paul Arvin moved for approval of the minutes from August 17, 2022. Second by Dana Johnson. All board members in favor, none opposed, no abstentions.

MYFS Fiscal Management Reports:

- MYFS July 2022 Balance sheet, Profit & Loss statement, and Transaction list were reviewed. Lisa Williams reported no unusual occurrences.

Dr. Kristy Hernandez moved for approval of MYFS fiscal management reports. Second by Paul Arvin. All board members in favor, none opposed, no abstentions.

Corporate Compliance Plan:

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

No Action Required.

Critical Incident Reports:

- Lisa Williams reported zero critical incidents.

No Action Required.

External Annual Financial Statement Update:

- Lisa Williams provided an update on the external annual financial statement. The entire process went smoothly, and the audit team was efficient. The auditor's report on internal control over financial reporting was discussed. The 990-tax return and final audited financial statements will be ready for review for the October board meeting. The audit team will provide bound copies of the financial statements as soon as possible.

No Action Required

Proposed Policy Changes:

- Lisa Williams discussed the proposed policy changes which includes changes to the capitalization policy and sick leave policy. Dana Johnson made recommendations to the sick leave policy verbiage.

Dana Johnson moved for approval of the proposed policy changes with the amended language changes. Second by Patricia Johnson. All board members in favor, none opposed, no abstentions.

Employee Retention Credit Application:

- Lisa explained the opportunity for the ERC and the application process. Lisa further discussed amount of the fees that firm of Robert St. Pierre would charge to process the ERC application.

Paul Arvin moved for approval of the employee retention credit application. Second by Dr. Kristy Hernandez. All board members in favor, none opposed, no abstentions.

Revised Date for Annual Management and Service Plan:

- Lisa Williams requested an extension on the date for annual management and service plan from September to October. Paul Arvin suggested extending due date to November 16, 2022.

Paul Arvin moved for approval of revised date of November 16, 2022, for annual management and service plan. Second by Dr. Kristy Hernandez. All board members in favor, none opposed, no abstentions.

Program Reports:

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

- Lisa Williams stated all programs are up and running. Lisa mentioned meeting with MPS Principals to discuss our programs and received positive feedback from them. Lisa reported Katrina Singer has resigned from the MAST secretary position. Heesook Sutter has accepted the position and will begin September 26. Donita Goodin reported referrals are steady for all programs. The first intake for the OUHSC PSB program has been scheduled. Donita also spoke about the trend of other referrals in terms of presenting problems.

No Action Required.

New Business Not Known at the Time of Posting of this Agenda:

- None

Announcements and Board Meeting Discussion:

- Lisa announced OAYS applied and was approved for ARPA funds.

Adjourn at 8:32 A.M.



Chief Todd Gibson, Vice-President

10-26-2022
Date