

**MYFS BOARD MEETING**

**September 20, 2023**

**MINUTES**

A Board Meeting of the Board of Directors was held at 624 NW 5<sup>th</sup> Street Moore, OK on Wednesday, September 20, 2023, at 8:00 A.M. Proper notice and agenda were posted at 624 NW 5<sup>th</sup> Street Moore, OK. The meeting was called to order 8:04 A.M.

**Board Members Present:** Jeff Arvin, Paul Arvin, Hart Brown, Chief Todd Gibson, Kathy Haynes, Dana Johnson, Patricia Johnson.

**Board Members Absent:** Rhiannon Baker and Tahereh Rogers.

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

**Minutes of August Board Meeting:**

- The minutes of the August 16, 2023, meeting was reviewed.

Chief Todd Gibson moved for approval of the minutes from August 16, 2023. Second by Paul Arvin. All board members in favor, none opposed, and no abstentions.

**Resignation of Board Member, Brian Marlett:**

- Lisa Williams announced the resignation of Brian Marlett. A plaque will be made in his honor which acknowledges his years of service as a member.

Chief Todd Gibson moved for approval of the resignation of board member, Brian Marlett. Second by Paul Arvin. All board members in favor, none opposed, and no abstentions.

**Update on United Way of Central Oklahoma Board Serve:**

- Lisa Williams and Jeff Arvin reported on the reception and announcement of the new United Way of Central Oklahoma Board Serve member, Kiara Benson. Lisa will arrange an orientation meeting with Kiara prior to the next board meeting.

Chief Todd Gibson moved for approval of the update on United Way of Central Oklahoma board Serve. Second by Paul Arvin. All board members in favor, none opposed, and no abstentions.

**MYFS Fiscal Management Reports:**

- MYFS August Balance sheets, Profit and Loss statement, and Transaction list, and Transaction list were reviewed. Lisa Williams reported that the plumbing repairs and the remaining amount due on the new phone system are on the list.

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

**Update on ERC study:**

- Lisa Williams reviewed the meeting with a representative of the Alliant group. The representative requested documentation specifically needed to meet ERC criteria. Melissa Chapman will be gathering requested items to be sent.

No Action Required.

**External Annual Financial Statement Update:**

- Lisa Williams reported the external audit has been completed. During the exit interview it was reported that there were no significant findings on the external annual financial statement. The auditors were very complimentary on the orderliness and timeliness of presenting them with the necessary items in preparation for the audit. The 990 tax forms will be completed soon.

No Action Required.

**Approval of FY24 Projected Annual Budget:**

- The projected annual revenue budget for fiscal year 2024 was presented.

Chief Todd Gibson moved for the approval of the FY24 projected annual revenue budget. Second by Patricia Johnson. All board members in favor, none opposed, and no abstentions.

**Update on Managed Care and Contracts:**

- Lisa Williams reported that applications to Aetna, Humana, and Oklahoma Complete Health have been submitted. Lisa along with Lynnette Mason attended a training with Oklahoma Healthcare Authority regarding these contracts.

Chief Todd Gibson moved for approval of the managed care and contracts. Second by Kathy Haynes. All board members in favor, none opposed, and no abstentions.

**Fundraising Committee Update:**

- Lisa Williams reported on the success of the fundraising event. Melissa Chapman reported the fundraising revenue. Lisa and Jeff Arvin thanked each board member for their efforts with the event. A future fundraising event was discussed and taken into consideration.

Patricia Johnson moved for approval of the fundraising committee update. Second by Chief Todd Gibson. All board members in favor, none opposed, and no abstentions.

**Corporate Compliance Plan:**

- 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 provided an update on the current waiting list. Lisa Williams reported that the MAST program is half full at this time. Lisa gave an update on the VOCA program, indicating that we were awarded the same amount as last year. VOCA is predicting a 40% decrease in funding by next federal fiscal year. All programs and referrals are steady.

No Action Required.

**Critical Incident Report:**

- There was one critical incident. Proper documentation was recorded and filed.

No Action Required.

**New Business not known at the Time of Posting of this Agenda:**

- None.

**Announcements and Board Member Discussion:**

- The next board meeting is scheduled on Wednesday, October 18, 2023

**Adjourn at 8:46 A.M.**

  
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Jeff Arvin, President

10-18-2023  
Date