
Youth & Family Resource Center, Inc.
Board Meeting Agenda
May 26, 2010; 8:00 AM
275.3340

1. Call to Order
2. Roll call and establishment of quorum – 6 for quorum
3. Establishment of notice in accordance with Oklahoma Open Meeting Law
4. Discussion and possible approval of April meeting minutes
5. Commendation to donor
6. Financial Reports
 - a. Discussion and possible approval, subject to audit, of April financial report –
Michael Affentranger, Treasurer
 - b. Update on budget cuts
7. Discussion and possible action on Nominating Committee's report for officers and Board members:
 - a. Board - 2 vacancies; 1 resignation
 - b. Offices – President, Vice-President, Secretary Treasurer
8. Discussion and possible action on changing policy to pay a stipend for mileage for CASA volunteers
9. Management report - *Susan Morris*
 - a. Cookbook fundraiser and recipes
10. Adjourn

Note: The Board may take such action, as it deems appropriate regarding any and or all matters appearing on this agenda. In taking such action, the Board may discuss, make motions and/or vote upon such matters. Said votes may be to adopt, reject, table, reaffirm, rescind, or take no action.

Susan Morris posted this agenda on May 24 at 4:17 AM on the main entrance of the Youth & Family office, 326 West 11th Street, Shawnee, Oklahoma.

*** Next Meeting TBA ***

Youth & Family Resource Center, Inc.
Board Meeting Agenda
April 28, 2010; 8:00 AM
275.3340

11. Call to Order
12. Roll call and establishment of quorum – 6 for quorum
13. Establishment of notice in accordance with Oklahoma Open Meeting Law
14. Discussion and possible approval of March meeting minutes
15. Program highlight – Don't Give Up – *Carrie Huston and Burky Curtis*
16. Commendation for Zona Cockrell
17. Financial Reports
 - a. Discussion and possible approval, subject to audit, of March financial report – *Michael Affentranger, Treasurer*
 - b. Update on budget cuts
18. Selection of nominating committee for officers and Board members:
 - a. Board - 2 vacancies; 1 resignation
 - b. Offices – President, Vice-President, Secretary Treasurer
19. Discussion and possible action on changing policy to pay a stipend for mileage for CASA volunteers
20. Management report - *Susan Morris*
 - a. Cookbook fundraiser and recipes
21. Adjourn

Note: The Board may take such action, as it deems appropriate regarding any and or all matters appearing on this agenda. In taking such action, the Board may discuss, make motions and/or vote upon such matters. Said votes may be to adopt, reject, table, reaffirm, rescind, or take no action.

Susan Morris posted this agenda on April 27 at 7:44 AM on the main entrance of the Youth & Family office, 326 West 11th Street, Shawnee, Oklahoma.

*** Next Meeting May 26, 2010; 8:00 A.M. at Youth & Family ***

Youth & Family Resource Center, Inc.
Board Meeting Agenda
March 31, 2010; 8:00 AM
275.3340

22. Call to Order
23. Roll call and establishment of quorum – 6 for quorum
24. Establishment of notice in accordance with Oklahoma Open Meeting Law
25. Program highlight – Patsy Mills, Supervised Visitation
26. Discussion and possible approval of February meeting minutes
27. Financial Reports
 - a. Discussion and possible approval, subject to audit, of February financial report – *Michael Affentranger*
 - b. Update on budget cuts
28. Management report - *Susan Morris*
 - a. Cookbook fundraiser and recipes
29. Adjourn

Note: The Board may take such action, as it deems appropriate regarding any and or all matters appearing on this agenda. In taking such action, the Board may discuss, make motions and/or vote upon such matters. Said votes may be to adopt, reject, table, reaffirm, rescind, or take no action.

_____ posted this agenda on _____ at _____ M on the main entrance of the Youth & Family office, 326 West 11th Street, Shawnee, Oklahoma.

*** Next Meeting April 28, 2010; 8:00 A.M. at Youth & Family ***

Youth & Family Resource Center, Inc.
Board Meeting Agenda
February 24, 2010; 8:00 AM
275.3340

30. Call to Order
31. Roll call and establishment of quorum – 6 for quorum
32. Establishment of notice in accordance with Oklahoma Open Meeting Law
33. Program highlight – Patsy Mills, Supervised Visitation
34. Discussion and possible approval of November and January meeting minutes
35. Financial Reports
 - a. Discussion and possible approval, subject to audit, of November and January financial reports – *Michael Affentranger*
 - b. Update on budget cuts
36. Update and possible law moving funds from DHS to Administrative Office of the Courts for action Unzner Centre funding.
37. Management report - *Susan Morris*
 - a. Cookbook fundraiser and recipes
 - b. Band of Brothers
38. Adjourn

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_____ posted this agenda on _____ at
_____ M on the main entrance of the Youth & Family office, 326 West 11th
Street, Shawnee, Oklahoma.

*** Next Meeting March 31, 2010; 8:00 A.M. at Youth & Family ***

Youth & Family Resource Center, Inc.
Board Meeting Agenda
January 27, 2009; 8:00 AM
275.3340

39. Call to Order
40. Roll call and establishment of quorum – 6 for quorum
41. Establishment of notice in accordance with Oklahoma Open Meeting Law
42. Program highlight – Patsy Mills, Supervised Visitation
43. Discussion and possible approval of November meeting minutes
44. Financial Reports
 - a. Discussion and possible approval, subject to audit, of November financial report
– *Michael Affentranger*
 - b. Update on budget cuts
45. Update and possible action on Supreme Court decision affecting Unzner Centre funding.
46. Update and possible action on COA accreditation
47. Management report - *Susan Morris*
48. Adjourn

Note: The Board may take such action, as it deems appropriate regarding any and or all matters appearing on this agenda. In taking such action, the Board may discuss, make motions and/or vote upon such matters. Said votes may be to adopt, reject, table, reaffirm, rescind, or take no action.

Susan Morris posted this agenda on
January 25 at 4:00 PM on the main entrance of the Youth & Family office,
326 West 11th Street, Shawnee, Oklahoma.

*** Next Meeting February 24, 2010; 8:00 A.M. at Youth & Family ***

Youth & Family Resource Center, Inc.
Board Meeting Agenda
November 25, 2009; 8:00 AM
275.3340

49. Call to Order
50. Roll call and establishment of quorum – 6 for quorum
51. Establishment of notice in accordance with Oklahoma Open Meeting Law
52. Program highlight – *Adoption Studi3s – Sharon Trammell*
53. Discussion and possible approval of October meeting minutes
54. Financial Reports
 - a. Discussion and possible approval, subject to audit, of October financial report – *Michael Affentranger*
 - b. Update on budget cuts
55. Establishment of notice in accordance with Oklahoma Open Meeting Law Vote to convene in executive session in accordance with 25 OS § 307 Oklahoma Open Meeting Act Nos. 4. Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest; and 7. Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law.
 - a. Vote to return to regular session to vote on items discussed in executive session.
 - i. Discussion and possible approval of Unzner Centre agreemewnt with Unity for sexual assault examination services for children and adults
 - ii. Discussion and possible approval on plan for funding reductions
56. Discussion and possible approval of addition to Youth & Family policy of the following

3. Unusual or Critical Incidents

When an unusual incident occurs resulting in serious injury to clients, employees or visitors, assault against clients, employees or visitors, misappropriation of state or federal funds by an employee or contractor, or damage to the physical plant or other property, when other disturbances or destruction occurs, or when law enforcement or emergency personnel are called, the CEO or his or her designee shall be notified immediately. A written report of each incident by any employees involved shall be submitted to the CEO within 24 hours of the incident. Any critical incident involving OJA clients is reported to the OJA District Supervisor and the JSU referring worker (for CARS clients) and the Community Based Youth Services Division designee as described in contract.

Fiscal Policies – Internal Controls – Petty Cash

Any discrepancies including expenditures for which there are no receipts must be repaid by the pre-approved, responsible staff

~~member custodian~~. In addition, the CEO or Office Manger may assign
a staff member to make unannounced audits of petty cash at any time.
Discrepancies in the petty cash fund are grounds for discipline up to
and including termination of employment.

57. Management report - *Susan Morris*

58. Adjourn

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_____ posted this agenda on _____ at
M on the main entrance of the Youth & Family office, 326 West 11th Street,
Shawnee, Oklahoma.

*** Next Meeting January 27, 2010; 8:00 A.M. at Youth & Family ***

Youth & Family Resource Center, Inc.
Board Meeting Agenda
October 26, 2009; 8:00 AM
275.3340

59. Call to Order
60. Roll call and establishment of quorum – 6 for quorum
61. Establishment of notice in accordance with Oklahoma Open Meeting Law
62. Program highlight – CARS: Michele Mayberry; Mark Pritchard
63. Discussion with Richard Smothermon, District Attorney, regarding sexual assault examinations at the Unzner Centre .
64. Establishment of notice in accordance with Oklahoma Open Meeting Law Vote to convene in executive session in accordance with 25 OS § 307 Oklahoma Open Meeting Act Nos. 4. Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest; and 7. Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law.
 - a. Vote to return to regular session to vote on items discussed in executive session.
 - i. Discussion and possible approval on Unzner Centre sexual assault examination services for children and adults
 - ii. Discussion and possible approval on additional funding reductions
65. Discussion and possible approval of September meeting minutes
66. Financial Reports
 - a. Discussion and possible approval, subject to audit, of September financial report – *Michael Affentranger*
 - b. Update on budget cuts
67. Management report - *Susan Morris*
68. Adjourn

Note: The Board may take such action, as it deems appropriate regarding any and or all matters appearing on this agenda. In taking such action, the Board may discuss, make motions and/or vote upon such matters. Said votes may be to adopt, reject, table, reaffirm, rescind, or take no action.

_____ posted this agenda on _____ at
M on the main entrance of the Youth & Family office, 326 West 11th Street,
Shawnee, Oklahoma.

*** Next Meeting November 25, 2009; 8:00 A.M. at Youth & Family ***

Youth & Family Resource Center, Inc.
Board Meeting Agenda
August 26, 2009; 8:00 AM
275.3340

1. Call to Order
2. Roll call and establishment of quorum – 6 for quorum
3. Establishment of notice in accordance with Oklahoma Open Meeting Law
4. Establishment of notice in accordance with Oklahoma Open Meeting Law Vote to convene in executive session in accordance with 10. OS 25 § 307 Oklahoma Open Meeting Act Nos. 4. Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest; and 7. Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law.
5. Vote to return to regular session to vote on items discussed in executive session.
Unzner Centre sexual assault examination services to children.
6. Discussion of Oklahoma CASA Association situation.
Discussion and possible action
7. Discussion on and possible action on July 17 and 31 special meeting minutes
8. Financial Reports
Discussion and possible approval, subject to audit, of June and July financial reports – *Carl Packwood*
Discussion and possible action on longevity pay approval
Discussion and possible action on OAYS Dues & Certification Fees \$5,583.00
Discussion and possible action on fee for initial shredding of financial and case files.
9. Discussion and action on Annual resolution
10. Nominating committee
Discussion and action on report for officers and directors.
11. Program highlight – Don't Give Up Summer Camp
12. Adjourn

Note: The Board may take such action, as it deems appropriate regarding any and or all matters appearing on this agenda. In taking such action, the Board may discuss, make motions and/or vote upon such matters. Said votes may be to adopt, reject, table, reaffirm, rescind, or take no action.

posted this agenda on August 24, 2009 at 3:00 PM on main entrance of the Youth & Family office, 326 West 11th Street, Shawnee, Oklahoma.

*** Next Meeting September 30, 2009; 8:00 A.M. at Youth & Family ***
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Youth & Family Resource Center, Inc.
Special Board Meeting Agenda
July 17, 2009; 8:00AM
275.3340

13. Call to Order

14. Roll call and establishment of quorum – 6 for quorum

15. Establishment of notice in accordance with Oklahoma Open Meeting Law Vote to convene in executive session in accordance with 10. OS 25 § 307 Oklahoma Open Meeting Act Nos. 4. Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest; and 7. Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law.

16. Vote to return to regular session to vote on items discussed in executive session.

17. Discussion and possible approval of June minutes

18. Financial Reports

Discussion and possible approval, subject to audit, of May financial report – *Carl Packwood*

Discussion and possible approval, subject to audit, of budget for FY 10 – *Carl Packwood*

19. Discussion and possible action on purchase of computer for Unzner Centre examination room

20. Management report - *Susan Morris*

21. Adjourn

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-----, 2009 at -- pm on the main entrance of the Youth & Family office, 326 West 11th Street, Shawnee, Oklahoma.

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Youth & Family Resource Center, Inc.
Special Board Meeting Agenda
July 31, 2009; 8:00 AM
275.3340

22. Call to Order

23. Roll call and establishment of quorum – 6 for quorum

24. Establishment of notice in accordance with Oklahoma Open Meeting Law

25. Establishment of notice in accordance with Oklahoma Open Meeting Law Vote to convene in executive session in accordance with 10. OS 25 § 307 Oklahoma Open Meeting Act Nos. 4. Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest; and 7. Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law.

26. Vote to return to regular session to vote on items discussed in executive session.

Unzner Centre sexual assault examination services to children.

Unzner Centre sexual assault examination equipment.

27. Reminder of establishment of nominating committee and requested nominations for Board members and officers for report at August meeting.

28. Adjourn

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posted this agenda on July 29, 2009 at 7:00 AM on main entrance of the Youth & Family office, 326 West 11th Street, Shawnee, Oklahoma.

***** Next Meeting August 26, 2009; 8:00 A.M. at Youth & Family *****

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Youth & Family Resource Center, Inc.
Special Board Meeting Agenda
July 17, 2009; 8:00AM
275.3340

29. Call to Order

30. Roll call and establishment of quorum – 6 for quorum

31. Establishment of notice in accordance with Oklahoma Open Meeting Law Vote to convene in executive session in accordance with 10. OS 25 § 307 Oklahoma Open Meeting Act Nos. 4. Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest; and 7. Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law.

32. Vote to return to regular session to vote on items discussed in executive session.

33. Discussion and possible approval of June minutes

34. Financial Reports

Discussion and possible approval, subject to audit, of May financial report – *Carl Packwood*

Discussion and possible approval, subject to audit, of budget for FY 10 – *Carl Packwood*

35. Discussion and possible action on purchase of computer for Unzner Centre examination room

36. Management report - *Susan Morris*

37. Adjourn

Note: The Board may take such action, as it deems appropriate regarding any and or all matters appearing on this agenda. In taking such action, the Board may discuss, make motions and/or vote upon such matters. Said votes may be to adopt, reject, table, reaffirm, rescind, or take no action.

-----, 2009 at -- pm on the main entrance of the Youth & Family office, 326 West 11th Street, Shawnee, Oklahoma.

*** Next Meeting August 26, 2009; 8:00 A.M. at Youth & Family ***