

**THE OFFICIAL PROCEEDINGS**  
Community Youth Services of Southern Oklahoma  
Board of Directors  
July 18th, 2023

A meeting of the Board of Directors of the Community Youth Services of Southern Oklahoma was held at 12:00 pm on Tuesday, July 18th, 2023 at 15 Monroe St NE, Ardmore, Oklahoma. Said notice was posted on the front double door entry of the Community Youth Services of Southern Oklahoma at 15 Monroe St. NE, Ardmore, Oklahoma and is hereby attached and made a part of the minutes on file in the administration office.

**MEMBERS PRESENT:**

Mrs. Morgan Chapman, President  
Mrs. Jessie Nance, Secretary  
Mr. Brian Joshua  
Mr. Cedric Bailey  
Mr. Billy Wallace  
Mrs. Renita Dotson  
Ms. Sarah Hostetler  
Ms. Vanessa Wright

**MEMBERS ABSENT:**

Mr. Jonathan Clubb  
  
Mrs. Melissa Handke, Vice President  
Mrs. Jan Shores

**VISITORS PRESENT:**

**STAFF PRESENT:**

Mrs. Kaylyn Weldon Gary, Executive Director  
Ms. Terrah White, Admin Assistant

Item 1: **Call to Order**

The meeting was called to order by Mrs. Morgan Chapman at 12:00p.m. and a quorum was established.

Item 2: **Mission Moment**

The mission moment was omitted.

Item 3: **Consent Agenda**

Mrs. Morgan Chapman presented the consent agenda with two items: Minutes for June 13th, 2023 meeting and unaudited financial reports for May 31st, 2023. Mr. Cedric Bailey motioned to accept the consent agenda. Mr. Billy Wallace seconded the motion. The motion carried unanimously.

# 2181 Approved the consent agenda

Item 4: **Transfer \$140,000k from trust to checking for FY 23 and \$200,000k to checking for FY24-total transferred: \$340,000**

Mrs. Morgan Chapman presented the item. Mrs. Jessie Nance motioned to accept the budget. Mr. Brian Joshua seconded the motion. Motion carried unanimously.

#2182 Approved transfer of funds

Item 5: **Purchase of 1025 Springdale property**

Mrs. Morgan Chapman presented the item. The item was tabled for further review.

#2183 Tabled

Item 6: **Facility Maintenance job description**

Mrs. Morgan Chapman presented the item. Mrs. Jessie Nance motioned to approve the job description. Mr. Billy Wallace seconded the motion. Motion carried unanimously.

#2184 Approved Job description for possible Facility Maintenance position in the future

Item 7: **Orien Security proposal**

Mrs. Morgan Chapman presented the item. Ms. Sarah Hostetler motioned to accept the proposal. Mr. Brian Joshua seconded the motion. Motion carried unanimously.

#2185 Approved Orien Security proposal for installation of security tech in new building

Item 8: **Board Chair Report**

Mrs. Morgan Chapman presented the item. No action necessary.

#2186 No action necessary

Item 9: **Director's report**

Mrs. Kaylyn Weldon-Gary presented the item. No action necessary.

#2187 No action  
necessary

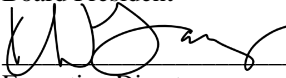
Item 10: **Meeting adjourned**

Mrs. Jessie Nance motioned to adjourn. Mr. Cedric Bailey seconded the motion.  
The motion carried unanimously.

#2188 Meeting adjourned

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Board President



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Executive Director

**THE OFFICIAL PROCEEDINGS**  
Community Youth Services of Southern Oklahoma  
Board of Directors  
August 8th, 2023

A meeting of the Board of Directors of the Community Youth Services of Southern Oklahoma was held at 12:00 pm on Tuesday, August 8th, 2023 at 15 Monroe St NE, Ardmore, Oklahoma. Said notice was posted on the front double door entry of the Community Youth Services of Southern Oklahoma at 15 Monroe St. NE, Ardmore, Oklahoma and is hereby attached and made a part of the minutes on file in the administration office.

**MEMBERS PRESENT:**

Mrs. Jessie Nance, Secretary  
Ms. Sarah Hostetler  
Mr. Brian Joshua  
Ms. Vanessa Wright  
Mr. Billy Wallace

**MEMBERS ABSENT:**

Mrs. Morgan Chapman, President  
Mrs. Renita Dotson  
Mr. Cedric Bailey  
Mrs. Jan Shores

**VISITORS PRESENT:**

**STAFF PRESENT:**

Mrs. Kaylyn Weldon Gary, Executive Director  
Ms. Terrah White, Admin Assistant  
Mrs. Brandi Pierce, CERC Director

Item 1: **Call to Order**

The meeting was called to order by Mrs. Jessie Nance at 12:09p.m. and a quorum was established.

Item 2: **Mission Moment**

The mission moment was presented by Brandi Pierce and Lori Miller. There was also a special presentation by Mickey Peercy, a Chickasaw Nation Juvenile Probation Officer from the Office of Tribal Justice Administration.

Item 3: **Consent Agenda**

Mrs. Jessie Nance presented the consent agenda with two items: Minutes for July 11th, 2023 meeting and unaudited financial reports for May 31st, 2023. Mr. Brian Joshua motioned to accept the consent agenda. Mr. Billy Wallace seconded the motion. The motion carried unanimously.

# 2189 Approved the consent agenda

Item 4: **Remove Jonathan Clubb and Melissa Handke and add Billy Wallace to Bancfirst checking account**

Mrs. Jessie Nance presented the item. Mrs. Sarah Hostetler motioned to accept the changes. Ms. Vanessa Wright seconded the motion. Motion carried unanimously.

#2190 Approved change of Board Members on Bancfirst account.

Item 5: **Corporate Compliance**

Mrs. Jessie Nance presented the item. Mr. Billy Wallace motioned to accept the assessment. Ms. Sarah Hostetler seconded the motion. Motion carried unanimously.

#2191 Approved Corporate Compliance Assessment

Item 6: **Insurance Approval**

Mrs. Jessie Nance presented the item. Mr. Brian Joshua motioned to approve the insurance proposal. Mr. Billy Wallace seconded the motion. Motion carried unanimously.

#2192 Approved Insurance policy

Item 7: **OAYS Membership Approval**

Mrs. Jessie Nance presented the item. Item was tabled.

#2193 Tabled

- Item 8: **Mattress Purchase**  
Mrs. Jessie Nance presented the item. Mr. Billy Wallace motioned to accept the bid from Nance Home Furnishing for the Serta special edition mattresses. Mr. Brian Joshua seconded the motion. Motion carried unanimously. #2194 Approved mattress bid for new building
- Item 9: **Board Chair Report**  
Mrs. Jessie Nance presented the item on behalf of Mrs. Morgan Chapman. No action necessary. #2195 No action necessary
- Item 10: **Director's report**  
Mrs. Kaylyn Weldon-Gary presented the item. No action necessary. #2196 No action necessary
- Item 11: **Meeting adjourned**  
Ms. Sarah Hostetler motioned to adjourn. Ms. Vanessa Wright seconded the motion. The motion carried unanimously. #2197 Meeting adjourned

\_\_\_\_\_  
Board President



\_\_\_\_\_  
Executive Director



## Board of Directors

Date: September 12<sup>th</sup>, 2023

Time: 12:00pm

Location: 15 Monroe Street NE  
Ardmore, OK 73401

### Board Members:

Present: 5 needed for quorum			Absent
Morgan Chapman, President	Jessie Nance, Secretary	Billy Wallace	Vanessa Wright
Jan Shores	Cedric Bailey	Renita Dotson	Brian Joshua

Guests: None

Staff: Kaylyn Weldon Gary, Executive Director; Terrah White, Administrative Assistant

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Call to order</i>	Called to order by Morgan Chapman at 12:08pm	Quorum established	
<i>Mission Moment</i>	Presented by Kaylyn Weldon Gary, about the upcoming transition and move to Park Street		
<i>Consent Agenda: Minutes for August 8<sup>th</sup> 2023 board meeting June &amp; July 2023 unaudited financial statements</i>	Presented by Morgan Chapman. Jessie Nance motioned to accept the consent agenda. Billy Wallace seconded the motion	Motion carried unanimously	Approved items filed in Board Minutes in Director's office by Administrative Assistant

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Approve Architectural Sign Designs project bid for Park Street</i>	Board members received the project bid via email prior to the bid. Cedric Baily motioned to accept the bid. Jan Shores seconded the motion.	Motion carried unanimously. Bid accepted.	Director to accept and send deposit to ASD.
<i>CERC Handbook</i>	First read of Children's Emergency Resource Center handbook.	Items tabled for second read in September	Administrative Assistant to add to Oct agenda for second read.
<i>New Board Member: Jacobi Whatley</i>	Board members received resume prior to the meeting. Melissa Handke recommended Jacobi Whatley's board membership after she resigned to become District Attorney. Jan Shores motioned to approve Jacobi Whatley. Billy Wallace seconded the motion.	Motion carried unanimously. Jacobi Whatley membership to board approved.	Executive Director to provide details and orientation to new board member.
<i>New Board Member: Amanda Bazor</i>	Board members received resume prior to the meeting. Jessie Nance motioned to approved Amanda Bazor as a board member. Cedric Bailey seconded.	Motion carried unanimously. Amanda Bazor membership to board approved	Executive Director to provide details and orientation to new board member.
<i>Constant Contact: SMS Policies Mobie Terms &amp; Conditions Privacy Policy</i>	Board members received policies, required by Constant Contact for SMS participation. Jessie Nance motioned to approve the policies. Billy Wallace seconded the policies.	Motion carried unanimously. Policies approved.	Administrative Assistant to file in Policies & Procedures manual.
<i>Transitional Living Program: policies &amp; procedures Handbook</i>	First read of policies.	Tabled for second read in October.	Administrative Assistant to add to the Oct agenda for second read.

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Consequences Tiers</i> <i>Staff Code of Conduct</i> <i>Write Up form</i> <i>Personal Vehicles R&amp;R</i>			
<i>Cabling &amp; Installation for computers &amp; phones- Park street</i>	Bid emailed prior to board meeting. Billy Wallace motioned to accept the bid. Renita Dotson seconded the motion.	Motion carried unanimously. Bid accepted.	Executive Director to accept bid and pay deposit.
<i>FY24 Final Budget</i>	Final Budget emailed prior to board meeting. Cedric Bailey motioned to accept the bid. Renita Dotson seconded the motion.	Motion carried unanimously. Final Budget approved.	
<i>Director's Report</i>	Kaylyn presented report, emailed prior to meeting.	No action necessary.	
<i>Board President's report</i>	Discussion of new campus update.	No action necessary.	
<i>Meeting Adjourned</i>	Motioned by Jessie Nance. Seconded by Jan Shores.	Motion carried unanimously.	
Meeting adjourned at: 12:52			



\_\_\_\_\_  
Administrator

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Board President



## Board of Directors

Date: October 10<sup>th</sup>, 2023

Time: 12:00pm

Location: 15 Monroe Street NE  
Ardmore, OK 73401

### Board Members:

Present: 5 needed for quorum			Absent
Morgan Chapman, President	Cedric Bailey	Billy Wallace	Jessie Nance, Secretary
Vanessa Wright	Amanda Bazor	Jacobi Whatley	Brian Joshua
Sarah Hostetler			Jan Shores
			Renita Dotson

Guests: None


Staff: Kaylyn Weldon Gary, Executive Director; Terrah White, Administrative Assistant

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Call to order</i>	Called to order by Morgan Chapman at 12:05pm	Quorum established	
<i>Mission Moment</i>	Presented by Kaylyn Weldon Gary, about the upcoming transition and move to Park Street		
<i>Consent Agenda: Minutes for September 12<sup>th</sup> 2023 board meeting</i>	Presented by Morgan Chapman. Cedric Bailey motioned to accept the consent agenda. Billy Wallace seconded the motion	Motion carried unanimously	Approved items filed in Board Minutes in Director's office by Administrative Assistant



Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>August 2023 unaudited financial statements</i>			
<i>Clinical recruitment and retention plan</i>	Board members received the plan prior to the meeting. The plan is necessary to satisfy the requirements of the Student Loan Forgiveness Program. Amanda Bazor motioned to accept the plan. Cedric Bailey seconded the motion.	Motion carried unanimously.	Executive director will put plan processes into place.
<i>Second Read: Children's Emergency Resource Center handbook</i>	Board members reviewed changes to handbook after the first read. Sarah Hostetler motioned to accept the handbook. Billy Wallace seconded the motion.	Motion carried unanimously.	Handbook to be shared with CERC manager and TLP Director
<i>Food service specialist job description</i>	Board members received the job description prior to the meeting. Cedric Bailey motioned to approve the job description. Vanessa Wright seconded the motion.	Motion carried unanimously.	Executive Director to post job description on social media when appropriate.
<i>Second read: Transitional living program policies and procedures</i>	Board members reviewed any changes to the policies after the first read. Billy Wallace motioned to accept the policies and procedures. Cedric Bailey seconded the motion.	Motion carried unanimously.	Executive Director to share and implement the policies and procedures as appropriate.
<i>Section 6 health and safety policy review</i>	Board members received policy prior to the meeting. Amanda Bazor requested a small change. Amanda Bazor motioned to accept the policy with the minor change. Jacobi Whatley seconded the motion.	Motion carried unanimously. Policy approved pending small change.	Executive Director to make small edit.  Administrative Assistant to file in Policies & Procedures manual once edited.
<i>Quote for relocation of playground equipment: Noah's Park</i>	Board members received the quote prior to the meeting. During discussion Cedric Bailey suggested contacting Parks and Recreation to try and find a less expensive option. Amanda Bazor motioned to accept the quote if the other option fails. Jacobi Whatley seconded the motion.	Motion carried unanimously.	Executive Director to contact Parks and Recreation Department, and then Noah's Park if that's the only option.

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>BCBS and Delta insurance renewals</i>	Renewal quotes emailed prior to board meeting. Sarah Hostetler motioned to accept the bid. Billy Wallace seconded the motion.	Motion carried unanimously. Bid accepted.	Executive Director to accept renewal quote and pay required fees.
<i>Commercial cleaning proposal: ESD group janitorial services</i>	Proposal emailed prior to board meeting. Cedric Bailey motioned to accept the bid for cleaning two days a week at the new building. Sarah Hostetler seconded the motion.	Motion carried unanimously.	Executive Director to schedule approved services when appropriate.
<i>Apply for American Express Blue Business Cash card</i>	Board members reviewed changes to the company credit card. The American Express card would offer more advantages than the current card. Jacobi Whatley motioned to accept the change. Sarah Hostetler seconded the motion.	Motion carried unanimously.	Executive Director to apply for new card and close the old account.
<i>Executive Officer nominations-vote in November, start in January</i>	Board members discussed the executive officer roles and made the following nominations: President--Jan Shores, Vice President--Cedric Bailey, Secretary—Brian Joshua, Treasurer—Billy Wallace.	Tabled until November vote.	Administrative Assistant will add voting to November agenda
<i>Add Board Member: Sara Roberts</i>	Board Members received the nomination prior to the meeting. Cedric Bailey motioned to accept Sara Roberts as a Board Member. Billy Wallace seconded the motion.	Motion carried unanimously.	Administrative Assistant to add Sara Roberts' name to future agendas.
<i>Director's Report</i>	Kaylyn presented report, emailed prior to meeting.	No action necessary.	Administrative Assistant to file in Board Minutes.
<i>Board President's report</i>	Discussion of new campus update.	No action necessary.	
<i>Meeting Adjourned</i>	Motioned by Cedric Bailey. Seconded by Sarah Hostetler	Motion carried unanimously.	
Meeting adjourned at: 1:20 PM			

Submitted by:   
(Administrative Assistant)

Date: \_\_\_\_\_





## Board of Directors

Date: November 30th, 2023

Time: 12:00pm

Location: 15 Monroe Street NE  
Ardmore, OK 73401

### Board Members:

Present: 5 needed for quorum			Absent
Jessie Nance, Secretary	Cedric Bailey	Billy Wallace	Morgan Chapman, President
Vanessa Wright	Amanda Bazor	Jacobi Whatley	Renita Dotson
Sarah Hostetler	Jan Shores		
Brian Joshua	Sara Roberts		


Guests: Brandi Pierce, Residential Director

Staff: Kaylyn Weldon Gary, Executive Director; Terrah White, Administrative Assistant

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Call to order</i>	Called to order by Jessie Nance at 12:02pm	Quorum established	
<i>Mission Moment</i>	Presented by Kaylyn Weldon Gary, about the new building		
<i>Consent Agenda: Minutes for October 10<sup>th</sup>, 2023 board meeting</i>	Presented by Jessie Nance. Cedric Bailey motioned to accept the consent agenda. Billy Wallace seconded the motion	Motion carried unanimously	Approved items filed in Board Minutes in Director's office by Administrative Assistant

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>September 2023 unaudited financial statements</i>			
<i>Repairs for Chrysler Pacifica</i>	Board members received the details of charges for vehicle repairs at the beginning of the meeting. Jan Shores motioned to accept the charges. Cedric Bailey seconded the motion.	Motion carried unanimously.	Vehicle already repaired.
<i>Bidding for Greenville Campus</i>	Board members had lengthy discussion and then decided to table the item pending specific information.	Tabled.	Tabled until future meeting
<i>Executive Officer Nominations-Vote</i>	Board members received the nominations slate prior to the meeting. Billy Wallace motioned to approve the nominations . Brian Joshua seconded the motion.	Motion carried unanimously.	Board Members to assume their new roles at January meeting.
<i>Holiday Calendar 2024</i>	Board members received proposed calendar prior to meeting. Jessie Nance proposed a couple of minor changes. Sarah Hostetler motioned to accept the holiday calendar with the proposed changes. Jan Shores seconded the motion.	Motion carried unanimously.	Executive Director to make a few changes and then share with staff.
<i>Proposed Board Meeting Dates 2024</i>	Board members received proposed dates prior to the meeting. Brian Joshua motioned to accept the dates. Vanessa Wright seconded the motion.	Motion carried unanimously. Board dates approved.	Executive Director to add dates to calendar and send calendar invites.
<i>Ind. Financial Audit Report FY23</i>	Board members received the report prior to the meeting. Vanessa Wright motioned to accept the report. Cedric Bailey seconded the motion.	Motion carried unanimously.	Executive Director to post the audit to the agency website.
<i>Transfer \$200K from investment account to checking account</i>	Board members discussed the item briefly. Jacobi Whatley motioned to approve the transfer. Billy Wallace seconded the motion.	Motion carried unanimously. Transfer approved.	Executive Director to transfer funds.

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Director's Report</i>	Kaylyn did not present the report at this time.	No action necessary.	No action necessary.
<i>Board President's report</i>	Board President not present at meeting, but Jessie Nance discussed the grand opening for the new facility.	No action necessary.	No action necessary.
<i>Meeting Adjourned</i>	Motioned by Cedric Bailey. Seconded by Sarah Hostetler	Motion carried unanimously.	
Meeting adjourned at: 1:20 PM			

Submitted by:  \_\_\_\_\_  
(Administrative Assistant)

Date: \_\_\_\_\_



## Board of Directors

Date: February 13, 2023

Time: 12:00pm

Location: 830 Park St SE  
Ardmore, OK 73401

### Board Members:

Present: 7 needed for quorum			Absent	Absent
Vanessa Wright, President	Cedric Bailey		Billy Wallace	Sarah Hostetler
Morgan Chapman	Amanda Bazor		Sara Roberts	Brian Joshua
Renita Dotson	Jan Shores			Jessie Nance, Secretary
Jacobi Whatley				

Guests: Brandi Pierce, Residential Director


Staff: Kaylyn Weldon Gary, Executive Director; Terrah White, Administrative Assistant

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Call to order</i>	Called to order by Vanessa Wright at 12:09 pm	Quorum established	
<i>Mission Moment</i>	Presented by Brandi Pierce		
<i>Consent Agenda: Minutes for November 13<sup>th</sup>, 2024 board meeting</i>	Presented by Vanessa Wright. Jan Shores motioned to accept the consent agenda. Amanda Bazor seconded the motion.	Motion carried unanimously	Approved items filed in Board Minutes in Director's office

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>October 31<sup>st</sup>, 2023, November 30<sup>th</sup>, 2023, December 31<sup>st</sup>, 2023, unaudited financial statements</i>			
<i>Tiny Homes Purchase TLP Home Mart</i>	Board members received a floor plan and details of the purchase, which is expected to be funded by later grants. Amanda Bazor motioned to approve the purchase. Cedric Bailey seconded the motion.	Motion carried unanimously.	Kaylyn Weldon Gary and Brandi Pierce will finalize details of purchase.
<i>Job Descriptions First Read</i>	Board members received new Job Descriptions before meeting.	No motion necessary.	No motion necessary
<i>Vote to Enter Executive Session  Executive Director performance evaluation</i>	Cedric motioned to enter Executive Session. Renita Dodson seconded the motion. Motion carried unanimously.  Jacobi Whatley motioned to exit executive session. Cedric Bailey seconded the motion. Motion carried unanimously.	Motion carried unanimously.	Board Members discussed the performance evaluation with each other and then with the Executive Director. Board President will send her the finished copy.
<i>Transfer \$175,000 to main checking (payrollx2)</i>	Board members discussed reasons for the transfer. Amanda Bazor motioned to approve the transfer. Jacobi Whatley seconded the motion.	Motion carried unanimously.	Executive Director will make the transfer.
<i>Director's Report</i>	Kaylyn Weldon Gary did not present a report at this time.	No action necessary.	No action necessary.
<i>Board President's report</i>	Board President did not present a report at this time.	No action necessary.	No action necessary.
<i>Meeting Adjourned</i>	Motioned by Cedric Bailey. Seconded by Sarah Hostetler	Motion carried unanimously.	
Meeting adjourned at: 1:17 PM			



Agenda	Discussion	Tasks/Conclusion	Responsibility

Submitted by:  \_\_\_\_\_  
 (Administrative Assistant)

Date: \_\_\_\_\_



## Board of Directors

Date: February 13, 2023

Time: 12:00pm

Location: 830 Park St SE  
Ardmore, OK 73401

### Board Members:

Present: 7 needed for quorum			Absent	Absent
Vanessa Wright, President	Cedric Bailey		Billy Wallace	Sarah Hostetler
Morgan Chapman	Amanda Bazor		Sara Roberts	Brian Joshua
Renita Dotson	Jan Shores			Jessie Nance, Secretary
Jacobi Whatley				

Guests: Brandi Pierce, Residential Director

Staff: Kaylyn Weldon Gary, Executive Director; Terrah White, Administrative Assistant

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Call to order</i>	Called to order by Vanessa Wright at 12:09 pm	Quorum established	
<i>Mission Moment</i>	Presented by Brandi Pierce		
<i>Consent Agenda: Minutes for November 13<sup>th</sup>, 2024 board meeting</i>	Presented by Vanessa Wright. Jan Shores motioned to accept the consent agenda. Amanda Bazor seconded the motion.	Motion carried unanimously	Approved items filed in Board Minutes in Director's office

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>October 31<sup>st</sup>, 2023, November 30<sup>th</sup>, 2023, December 31<sup>st</sup>, 2023, unaudited financial statements</i>			
<i>Tiny Homes Purchase TLP Home Mart</i>	Board members received a floor plan and details of the purchase, which is expected to be funded by later grants. Amanda Bazor motioned to approve the purchase. Cedric Bailey seconded the motion.	Motion carried unanimously.	Kaylyn Weldon Gary and Brandi Pierce will finalize details of purchase.
<i>Job Descriptions First Read</i>	Board members received new Job Descriptions before meeting.	No motion necessary.	No motion necessary
<i>Vote to Enter Executive Session  Executive Director performance evaluation</i>	Cedric motioned to enter Executive Session. Renita Dodson seconded the motion. Motion carried unanimously.  Jacobi Whatley motioned to exit executive session. Cedric Bailey seconded the motion. Motion carried unanimously.	Motion carried unanimously.	Board Members discussed the performance evaluation with each other and then with the Executive Director. Board President will send her the finished copy.
<i>Transfer \$175,000 to main checking (payrollx2)</i>	Board members discussed reasons for the transfer. Amanda Bazor motioned to approve the transfer. Jacobi Whatley seconded the motion.	Motion carried unanimously.	Executive Director will make the transfer.
<i>Director's Report</i>	Kaylyn Weldon Gary did not present a report at this time.	No action necessary.	No action necessary.
<i>Board President's report</i>	Board President did not present a report at this time.	No action necessary.	No action necessary.
<i>Meeting Adjourned</i>	Motioned by Cedric Bailey. Seconded by Sarah Hostetler	Motion carried unanimously.	
Meeting adjourned at: 1:17 PM			

Agenda	Discussion	Tasks/Conclusion	Responsibility

Submitted by:   
 (Administrative Assistant)

Date: \_\_\_\_\_



## Board of Directors

Date: March 12, 2024

Time: 12:00pm

Location: 830 Park St SE  
Ardmore, OK 73401

### Board Members:

Present: 7 needed for quorum			Absent	
Vanessa Wright, President	Cedric Bailey	Sara Roberts	Brian Joshua	
Morgan Chapman	Amanda Bazor	Sarah Hostetler	Renita Dotson	
Jessie Nance	Jan Shores			
Jacobi Whatley	Billy Wallace			

Guests: Brandi Pierce, Residential Services Director

Staff: Kaylyn Weldon Gary, Executive Director

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Call to order</i>	Called to order by Vanessa Wright at 12:04 pm	Quorum established	
<i>Mission Moment</i>	Presented by Brandi Pierce		
<i>Consent Agenda: Minutes for February 13<sup>th</sup> 2024 board meeting and unaudited January financial report</i>	Presented by Vanessa Wright. Jessie Nance motioned to accept, pending change on Sarah Hostetler motion to Amanda Bazor for adjournment in minutes. Morgan Chapman seconded the motion.	Motion carried unanimously	Approved items filed in Board Minutes in Director's office

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>WillyGoat Playground Equipment \$10,930 and Scott Niall/Kutrite Lawn &amp; Outdoor installation services \$1200-2500</i>	Presented by Vanessa Wright. Scott will provide the installation at the lowest price possible in the range, not to exceed \$2500. With his history of support and reasonable pricing, we think he will be able to accomplish the job for a reasonable price in a timely manner. Jan Shores motioned to accept; Billy Wallace seconded.	Motion carried unanimously	Executive Director will complete wire transfer to WillyGoat and give dates of delivery to Scott for installation services.
<i>Lawn Care Maintenance Kut-Rite Legacy Wilkins</i>	Three quotes presented by Vanessa Wright. Discussion of apples to apples comparison of services. Jessie Nance motioned to accept the Kut-Rite bid; Jacobi Whatley seconded.	Motion carried unanimously.	Executive Director will notify winner of the bid; provide communication with other bidders about outcome.
<i>List 15 Monroe Street NE property for \$350k with Claudia &amp; Carolyn Realty</i>	Vanessa Wright presented item. Sarah Hostetler, as an employee of Claudia & Carolyn Realty, recused herself from discussion and vote. Jessie Nance motioned to approve the listing. Morgan Chapman seconded.	Motion carried unanimously.	Executive Director will sign paperwork with Claudia & Carolyn Realty.
<i>Pre-fund Tiny Homes with BancFirst</i>	Vanessa presented the item of pre-funding Tiny Homes with BancFirst with grants being written currently to pay for that purchase this summer. Amanda Bazor motioned to pre-fund with BancFirst; Sarah Hostetler seconded.	Motion carried unanimously.	Executive Director will complete the pre-funding process with President of BancFirst.
<i>Kids Day in the Park insurance coverage</i>	Vanessa Wright presented item, insurance coverage must always been board approved. Jessie Nance motioned; Billy Wallace seconded.	Motion carried unanimously.	Executive Director will complete the insurance coverage process with Sullivan Insurance.
<i>Job Descriptions, second read</i>	Vanessa Wright presented second read of the 2024 job descriptions. Billy Wallace motioned to accept; Sara Roberts seconded.	Motion carried unanimously.	Executive Director will make changes to policy and procedures manual.

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Federal grant review-youth collaboratory</i>	Vanessa Wright presented \$2,675 quote from Youth Collaboratory for federal grant review. Motion to accept by Jacobi Whatley; seconded by Sara Roberts	Motion carried unanimously.	Executive Director will write the grant and submit to Youth Collaboratory for review.
<i>Sparkle &amp; Shine location deposit of \$500 at Harper &amp; Copper Rooms</i>	\$500 deposit for Sparkle & Shine presented by Vanessa Wright. Billy Wallace motioned to approve deposit; Sara Roberts seconded.	Motion carried unanimously.	Kimberly Durst will write deposit check and deliver to Harper & Copper Rooms.
<i>Board President report</i>	None.	None.	
<i>Executive Director report</i>	March report presented by Kaylyn Weldon Gary	No action necessary.	
<i>Adjournment 12:50pm</i>	Morgan motioned to accept; Amanda Bazor seconded	Motion carried unanimously.	

President, Board of Directors: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director:  \_\_\_\_\_ Date: \_\_\_\_\_



## Board of Directors

Date: April 9<sup>th</sup>, 2024

Time: 12:00pm

Location: 830 Park St SE  
Ardmore, OK 73401

### Board Members:

Present: 7 needed for quorum			Absent	
Morgan Chapman	Cedric Bailey, VP	Sara Roberts	Vanessa Wright, President	
Brian Joshua, Treasurer	Amanda Bazor	Sarah Hostetler		
Jessie Nance	Jan Shores	Renita Dotson		
Jacobi Whatley	Billy Wallace			

Guests: Terrah White, Community Outreach Coordinator

Staff: Kaylyn Weldon Gary, Executive Director

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Call to order</i>	Called to order by Cedric Bailey at 12:05 pm	Quorum established	
<i>Mission Moment</i>	Presented by Terrah White		
<i>Consent Agenda: Minutes for March 12<sup>th</sup>, 2024 board meeting and unaudited February 2024 financial report</i>	Presented by Cedric Bailey. Jessie Nance motioned to accept, Amanda Bazor seconded.	Jessie Nance motioned  Amanda Bazor seconded.  Motion carried unanimously.  Morgan Chapman motioned.	Approved items filed in Board Minutes in Director's office

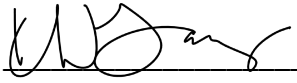


Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>CYS credit card policy – first read</i>	Presented by Cedric Bailey. First read. No additional look requested.	Brian Joshua seconded.  Motion carried unanimously.	ED will add to Policy & Procedures electronic and paper files.
<i>TLP Committee recommendation: hire structural engineer for K Street building</i>	Presented by Cedric Bailey. Discussion to get bids prior to approving the TLP committee recommendation.	Item tabled to May.	ED will collect bids for structural engineer and/or inspector for May's agenda.
<i>Financial Committee recommendation: discussion of financial plan and vote</i>	Presented by Cedric Bailey, Brian Joshua, and Billy Wallace. Transfer \$175k from trust to checking to bring balance above threshold (2 full payrolls). Expenses have increased \$23.4k compared to budget. Grants & donations are below budget by \$60k. Financial committee asked for additional member, Jessie Nance volunteered.	Jessie Nance motioned to accept financial committee plan. Billy Wallace seconded. Motion carried unanimously.	Executive Director will sign paperwork with Claudia & Carolyn Realty.
<i>Purchase of furniture for TLP grant</i>	Tabled to May's meeting.	No action necessary.	ED will have additional detail for May's meeting.
<i>Approve 990, completed by Mary Johnson &amp; Associates</i>	Presented by Cedric Bailey.	Jessie Nance motioned to accept. Renita Dotson seconded. Motion carried unanimously.	ED will sign and return to the accountant for filing. A copy will be saved for electronic and paper record keeping.
<i>Board President report</i>	Cedric Bailey issued no report.	No action necessary.	
<i>Executive Director report</i>	Kaylyn Weldon Gary presented the ED report with a snap shot of programs, discussion of critical incident report (1-fight in shelter). Managed care transitional not going well overall for the state, discussed possibly visiting with state	No action necessary.	ED report copy kept in minutes record.

Agenda	Discussion	Tasks/Conclusion	Responsibility
	representatives to advocate for mental health care during this transition period.		
<i>Adjournment 1:03pm</i>		Brian Joshua motioned to adjourn; Sara Roberts seconded. Motion carried unanimously.	

President, Board of Directors: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director:  \_\_\_\_\_

Date: \_\_\_\_\_



## Board of Directors

Date: May 14<sup>th</sup>, 2024

Time: 12:00pm

Location: 830 Park St SE  
Ardmore, OK 73401

### Board Members:

Present: 7 needed for quorum			Absent	
Vanessa Wright, President	Cedric Bailey, VP	Sara Roberts	Brian Joshua, Treasurer	Jacobi Whatley
Morgan Chapman	Amanda Bazor	Billy Wallace	Sarah Hostetler, Secretary	
Renita Dotson			Jessie Nance	
			Jan Shores	

Guests: Brandi Pierce, Residential Services Director

Staff: Kaylyn Weldon Gary, Executive Director

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Call to order</i>	Called to order by Cedric Bailey at 12:05 pm	Quorum established	
<i>Mission Moment</i>	Presented by Brandi Pierce		
<i>Consent Agenda: May 14<sup>th</sup>, 2024, minutes, unaudited financial statements March 2024</i>	Presented by Cedric Bailey.	Sara Roberts motioned to accept the consent agenda. Billy Wallace seconded. Motion passed unanimously.	ED will keep signed minutes on file.

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>TLP Committee recommendation: hire structural engineer for K Street building</i>	Presented by Cedric Bailey. Discussion to get bids prior to approving the TLP committee recommendation.	Item tabled to May.	ED will collect bids for structural engineer and/or inspector for May's agenda.
<i>Engage MA+ and Nabholz Construction Management firm for TLP project at 830 Park Street SE</i>	Presented by Vanessa Wright.	Amanda Bazor motioned to engage MA+ and Nabholz. Billy Wallace seconded. Motion carried unanimously.	Executive Director will inform companies of formal engagement by CYS.
<i>Finance Committee Update</i>	Presented by Brian Joshua, finances and cash flow is improving as CYS adjusts to new campus.	No action necessary.	
<i>Board President report</i>	Presented by Vanessa Wright		
<i>Executive Director report</i>	Presented by Kaylyn Weldon Gary	No action necessary.	
Adjourn	Motion to adjourn requested by Vanessa Wright	Amanda Bazor motioned; Renita Dotson seconded. Motion carried unanimously.	Adjourned at 12:42pm

President, Board of Directors: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director:  \_\_\_\_\_

Date: \_\_\_\_\_



## Board of Directors

Date: June 18<sup>th</sup>, 2024

Time: 12:00pm

Location: 830 Park St SE  
Ardmore, OK 73401

### Board Members:

Present: 7 needed for quorum			Absent	
Vanessa Wright, President	Cedric Bailey, VP	Sarah Burke, Secretary	Brian Joshua, Treasurer	
Jan Shores	Amanda Bazor	Billy Wallace	Sara Roberts	
Renita Dotson	Jessie Nance	Jacobi Whatley	Morgan Chapman	

Guests: Brandi Pierce, Residential Services Director


Staff: Kaylyn Weldon Gary, Executive Director

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Call to order</i>	Called to order by Vanessa Wright at 12:05 pm	Quorum established	
<i>Mission Moment</i>	Presented by Brandi Pierce		
<i>Consent Agenda: June 14<sup>th</sup>, 2024 minutes, unaudited financial statements for April 2024</i>	Presented by Vanessa Wright.	Jan Shores motioned to accept, seconded by Billy Wallace. Motion carried unanimously.	ED will keep signed minutes on file.
<i>Planning Budget FY25: recommendation from financial committee</i>	Presented by Vanessa Wright and the finance committee, Cedric Bailey, Brian Joshua, and Billy Wallace.	Billy Wallace motioned to accept, seconded by Jessie Nance. Motion carried unanimously.	ED will finalize planning budget.

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Paid Personal Leave, policy update, first read</i>	Presented by Vanessa Wright. Discussion of moving to a "PTO" system instead of vacation and sick leave system. Jessie Nance will provide an example.	Tabled to July board meeting.	Executive Director will review example and return to the board with suggested changes.
<i>BancFirst checking account signers</i>	Presented by Vanessa Wright. Board votes to keep Jessie Nance, Morgan Chapman, and Kaylyn Weldon Gary as signers; add Vanessa Wright, Jacobi Whatley, Amanda Bazor	Cedric Bailey motioned to approve. Renita Dotson seconded. Motion carried unanimously.	ED will contact BancFirst with signed minutes for June meeting to add three members as signers on the BancFirst accounts.
<i>Corporate Compliance report</i>	Presented by Vanessa Wright	Amanda Bazor motioned to accept. Jan Shores seconded. Motion carried unanimously.	ED will retain report for records.
<i>Board President report</i>	Presented by Vanessa Wright	No action necessary.	None
<i>Executive Director report</i>	Presented by Kaylyn Weldon Gary	No action necessary	None
<i>Board Member appreciation</i>	Presented by Vanessa Wright, in honor of two board members who are retiring after many years of service, Jan Shores and Billy Wallace	No action necessary	None
<i>Adjourn</i>	Motioned requested by Vanessa Wright	Cedric Bailey motioned to adjourn. Renita Dotson seconded. Adjourned 1:00pm	

President, Board of Directors: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director:  \_\_\_\_\_

Date: \_\_\_\_\_