**AGENDA**

**Sunbeam Family Services, Inc. Board of Directors**

**Regular Meeting, February 24, 2020**

This meeting will be held at the office of Sunbeam, 1100 NW 14th Street, Oklahoma City, Oklahoma in accordance with the Administrative Procedures Act, and Open Meetings Act of Oklahoma.

**OUR MISSION:**

**Sunbeam Family Services provides people of all ages with help, hope, and the opportunity to succeed through Early Childhood, Foster Care, Counseling and Senior Services.**

**1. Call to Order  *Phyllis Stong***

Roll Call:

Phyllis Stong \_\_\_\_\_

Sarah Roberts \_\_\_\_\_

Cindy Fairchild \_\_\_\_\_

Bob Harbison \_\_\_\_\_

Robert Ruiz \_\_\_\_\_

Todd Bondy \_\_\_\_\_

Peggy Burris \_\_\_\_\_

Larry Davis \_\_\_\_\_

Sarah Glick \_\_\_\_\_

Kelly Gray \_\_\_\_\_

Chris Harrison \_\_\_\_\_

Candy Herrald \_\_\_\_\_

Gary Huneryager \_\_\_\_\_

Dr. Mary McCoy \_\_\_\_\_

Karen Mobly \_\_\_\_\_

Mark Potts \_\_\_\_\_

Joe Ray \_\_\_\_\_

Todd Sanders \_\_\_\_\_

Marnie Taylor \_\_\_\_\_

Jeffery Weakly \_\_\_\_\_

Tony Welch \_\_\_\_\_

Robert Wood \_\_\_\_\_

**2. Board Minutes – Discussion and Possible Action Item: *Phyllis Stong X***

1. Minutes of December 2, 2019 Board of Directors Meeting **– pg. 3**

**3. Committee Minutes – Discussion and Possible Action Item: *Phyllis Stong X***

1. Minutes of January 16, 2020 Early Childhood Committee Meeting **– pg.**
2. Minutes of December 6, 2019, January 3, 2020, & February 7, 2020 Friends of Sunbeam Committee Meeting **– pg.**
3. Minutes of January 24, 2020 Business Operations Committee Meeting **– pg.**
4. Minutes of January 14, 2020 Governance Committee Meeting **– pg.**
5. Minutes of January 21, 2020 External Relations Committee Meeting **– pg.**
6. Minutes of December 19, 2019 & January 23, 2020 Policy Council Meeting **– pg.**
7. Minutes of January 14, 2020 Executive Committee Meeting **– pg.**
8. Minutes of February 12, 2020 PQI Committee Meeting **– pg.**

**4. Reports – Discussion and Possible Action Items:**

***CEO/Staff Report*** ***Sarah Rahhal***

* Report on Pierce update and lease update (open item from Dec)
* Report on DHS Director Justin Brown visit
* Report on Senior Companion Program
* Report on Focus 2 and anticipated review date
* Early Childhood Services Program Improvement Report (PIR) data **-- handout** ***Paula Gates***

***President*** ***Phyllis Stong***

* Report update on Capital Campaign research on donor restrictions
  + Report on Bob Ross visit outcome
  + Report on Potts Family Foundation visit outcome
* Report on status of Educare, Inc.

***Audit*** ***Larry Davis***

* Approve audit reports
  + Financial audit **X**
  + 403b audit **X**

***Business Operations*** ***Bob Harbison***

* Report on the application status of EHS Supplemental Application for additional storm shelters for Educare (tabled from Dec)
* Approve the financial statements as of January 31, 2020 **– pg. *X***
* Approve United Way allocation request ***X***
* Approve VOCA budget ***X***
* Approve Personnel Policies - ***emailed*** ***X***
* Report on SAGE financial software installation

***Early Childhood*** ***Chris Harrison***

* Report on CCP3 progress
* Report update on OKC Community Action Agency sub-recipient partnership remedial action plan

***External Relations*** ***Tony Welch***

* Emergency Senior Shelter match campaign – starts 3/1/2020
* Report on Shine a Light (tabled from Dec)
* Report on United Way Campaign – site visit on April 8th from 2:00-4:30pm

***Governance***  ***Cindy Fairchild***

* Report on Sunbeam By-Laws revisions status (tabled from Dec)
* Report on Board form completion to date (tabled from Dec)
* Report on Term Limited Board Members
* Report on Board Members Renewing for Another Three-Year Term

***Nominating***  ***Robert Ruiz***

***PQI Candy Herrald***

***Early Head Start/Head Start Policy Council*** ***Jeffery Weakley***

***Friends of Sunbeam Karen Mobly***

* Approve serving wine at March 31, 2020 Friends of Sunbeam Social at Sunbeam **X**

**5. Unfinished Business – Discussion and Possible Action Item: *Phyllis Stong***

* Approve the Educare 7th storm shelter additional costs (tabled from Dec) **– pg.** ***X***

**6. New Business: *Phyllis Stong***

**7. Executive Session *Phyllis Stong***

* Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 30(B)(1) to

discuss three month review of Chief Executive Officer. ***X***

* Close Executive Session ***X***

**8. Adjourn *Phyllis Stong***

The next meeting of the Sunbeam Board of Directors is May 18, 2020, 12 noon, at the Sunbeam offices, 1100 NW 14th Street, Oklahoma City, Oklahoma.