



AGENDA

SUNBEAM FAMILY SERVICES, INC. BOARD OF DIRECTORS REGULAR BOARD MEETING, DECEMBER 9, 2024 12:00 – 1:30 PM

This Board Meeting will be held at Sunbeam Home, 1100 NW 14th ST., Oklahoma City, Oklahoma 73106 in accordance with the Administrative Procedures Act and Open Meeting Act. Notice of this Meeting is being provided at least twenty-four (24) hours in advance of the meeting by posting at Sunbeam’s principal location at 1100 NW 14th Street, Oklahoma City, Oklahoma, and on Sunbeam’s website (www.sunbeamfamilyservices.org).

OUR MISSION:

Sunbeam Family Services is building brighter futures with all children and families.

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| 1. Welcome | Evan Walter |
| 2. Call to Order | Evan Walter |
| Roll Call: | Jaedah Lewis |

Evan Walter		Sarah Fisher		Carrie Leonard	
Tony Welch		Sharayah Fore		Marci McCloskey	
Michelle Kelley		Samantha Galloway		Jenny McElroy	
Todd Sanders		Kelly Gray		Nicole Nantois	
Peggy Burris		Chris Harrison		David Parker	
LaDonna Atkins		Patrick Hill		Marnie Taylor	
Anna Davis		Gary Huneryager		Alex Towler-Bliss, Esq.	
Stephanie Dean		Erika Kiely		Dr. Robert Wood	

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| 3. Guest Speakers | Dr. Kwon and Timothy Ford |
| 4. Board Minutes – Discussion and Possible - Action Item(s) | Evan Walter |
| • Minutes of October 28, 2024 Board of Directors Meeting – pg. 3 | X |
| 5. Committee Minutes – Discussion | Evan Walter |
| • Minutes of October 15, 2024 Audit Committee Meeting- pg. 17 | |
| • Minutes of October 22, 2024 Finance Committee Meeting- pg. 20 | |
| • Minutes of November 14, 2024 CQI Committee Meeting- pg. 29 | |
| • Minutes of November 18, 2024 ECS Committee Meeting- pg. 33 | |
| 6. President’s Report | Evan Walter |
| • Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 30(B)(1) to discuss annual performance review of Chief Executive Officer | X |
| • Close Executive Session | |
| • Possible vote on recommendations from Executive Session | X |
| • Review and Approve 2025 Board meeting dates | X |
| ◦ February 24, May 5, June 30, August 25, October 27, December 8 | |
| • Review and Approve Updated Paid Family Medical Leave Policy- pg. 35 | X |
| 7. CEO Report | Sarah Rahhal |
| 8. Audit Committee Report | David Parker |
| 9. Continuous Quality Improvement Committee Report | Jenny McElroy |



10. Early Childhood Services Committee	LaDonna Atkins
• Review and Approve Integrated service Plans- pg. 38	X
11. Early Head Start/Head Start Policy Council Report	Peggy Burris
12. Finance Committee Report – Action Item(s)	Todd Sanders
• Review and Approve Financial Condition of the Agency	
○ Final September 2024 Financials – pg. 177	X
• Review and Approve Non-Federal Share Waiver Request- pg. 182	X
• Review and Approve Capital Asset Policy- pg. 184	X
• Review and Approve Charging Costs to Fed Awards Policy- pg. 189	X
• Review and Approve De minimus indirect cost rate letter- - pg. 194	X
• Review and Approve Continuation Application for 06CH010877 Budget- pg. 195	X
13. Governance Committee Report	Alex Towler-Bliss
• Review and Approve Foundation for Sunbeam Officer Nomination/Selection	X
○ Craig Knutson – President	
○ Charlotte Ream Cooper – Treasurer	
14. Resource Development Report	Peggy Burris
15. New Business	Evan Walter
16. Adjourn	

FY 25 Meeting Dates:

February 24, 2025 @ noon

May 5, 2025 @ noon

June 30, 2025 @ noon

Upcoming events:

December 14th- GRG Holiday Event

The meeting shall be conducted at Sunbeam Home, 1100 NW 14th ST., Oklahoma City, Oklahoma 73106. Any changes to meeting location shall be subject to authorization under the Oklahoma Open Meeting Act.