



# FY2025 OAYS Board Agendas



**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
August 7, 2024  
10:00 a.m.**

**The Oklahoma Center for Nonprofits  
701 N Lindsay Ave, Training Room C  
Oklahoma City, OK 73104**

A hybrid meeting has been scheduled for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws. The meeting can be virtually accessed by joining the following Zoom link:

Join Zoom Meeting

<https://us02web.zoom.us/j/86746843923>

Dial by your location

+1 346 248 7799 US (Houston)

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Meeting ID: 867 4684 3923



**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
August 7, 2024  
10:00 a.m.**

**The Oklahoma Center for Nonprofits  
701 N Lindsay Ave, Training Room C  
Oklahoma City, OK 73104**

A hybrid meeting has been scheduled for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws. The meeting can be virtually accessed by joining the following Zoom link:

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Meeting ID: 867 4684 3923

The agenda for this meeting was displayed at the OAYS Office front door. Both the agenda and minutes from this meeting will be available on the OAYS website ([www.oays.org](http://www.oays.org)) following the meeting.

1. Call to order and introduction of guests
2. Roll call/establish quorum
3. Discussion or possible action to approve Board Meeting Minutes for June 7, 2024, and the Emergency Board Meeting held on July 17, 2024.
4. Discussion or possible action regarding the Treasurer's Report
5. Discussion or possible action regarding the Strategic Development Committee Report
  - a. Progress toward state plan criteria
  - b. OAYS Strategic Plan

6. Discussion and/or possible action to approve items as needed on the President's Report
7. Discussion and/or possible action to approve items as needed on the Executive Director's Report
8. Discussion and/or possible action to approve recommended policy updates
9. Discussion and/or possible action to approve recommended OAYS Holiday Scheduling
10. Discussion and/or possible action to approve recommended Board & Membership meetings
11. Discussion and possible vote to enter Executive Session in accordance with the Oklahoma Association of Youth Services bylaws.
  - a. Discussion of the employment, hiring, appointment, promotion, demotion, evaluation, disciplining, or resignation for any individual salaried public officer or employee
12. New business not known at the time of posting this agenda
13. Adjourn



**Oklahoma Association of Youth Services, Inc.**  
**Emergency Board of Directors Meeting Minutes**  
**July 17, 2024 @ 9:00 a.m.**  
**Sheraton Hotel Downtown**  
**1 N Broadway Ave, Oklahoma City, OK**

A meeting was held for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws

1. Call to order and introduction of guests
  - a. The meeting was called to order by President John Schneider at 9:17a.m.  
There were no guests present
  
2. Roll call/establish quorum.
  - a. Roll call / establish quorum: John Schneider, Herb McSpadden, Courtney Dukes, Brenda Rose, Wendy Swatek, Yolanda Cummings, and Kody Suanny were present.  
**Quorum Established**
  
3. Discussion or possible action regarding Peer Review Report
  - a. Dr. Messiah reported that three YSA's completed their peer review process and are recommended to continue their designation. The agencies that completed the peer review include Southwest Youth and Family Services, Mid-Del Youth and Family Services and Frontline Family Solutions.  
A motion to approve the slate of peer reviews as presented was made by Kody Suanny. A second motion made by Wendy Swatek. **Motion passed unanimously.**
  
4. Discussion and/or possible action to approve Hard Rock Contract
  - a. Dr. Messiah presented the contract from the Hard Rock Casino and Hotel for the 2025 June meeting. John Schneider made a motion to approve Dr. Messiah to further negotiate the contract in the best interest of OAYS and sign the contract. A second motion made by Kody Suanny. **Motion passed unanimously.**
  
8. New business not known at the time of posting this agenda
  - a. There was no discussion
  
9. Adjourn

The meeting adjourned at 9:23 a.m.



**Oklahoma Association of Youth Services, Inc.  
Board of Directors Meeting Minutes  
Immediately Following the  
Membership Meeting Scheduled  
for June 7,2024 at 9:00 a.m.**

**Hard Rock, Tulsa- Cherokee Saloons A,B,C  
777 W Cherokee St, Catoosa, OK 74015**

A hybrid meeting was held for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws

1. Call to order and introduction of guests
  - a. The meeting was called to order by President John Schneider at 10:00 a.m.  
There were no guests present
  
2. Roll call/establish quorum.
  - a. Roll call / establish quorum: John Schneider, Herb McSpadden, Courtney Dukes, Darla Cheek, Shanna Rice, Brenda Rose, Wendy Swatek, Yolanda Cummings, and Kody Suanny were present.  
**Quorum Established**
  
3. Discussion and/or possible action to approve the May 1, 2024, Board of Directors' Meeting Minutes
  - a. Motion to approve Board of Directors' Meeting Minutes for May 1, 2024, made by Brenda Rose. Second by Shanna Rice. **The motion passed unanimously.**
  
4. Discussion and/or possible action to approve the Treasurer's Report
  - a. Darla Cheek reported that the Finance Committee approved the financials for April, as presented to the board. A motion to approve the April 2024 financials made by Yolanda Cummings. A second motion made by Courtney Dukes.  
**Motion passed unanimously.**
  - b. Dr. Messiah presented the FY 25 budget. A motion to approve the FY 25 budget as presented was made by Shanna Rice. A second motion made by Brenda Rose. **Motion passed unanimously.**
  
5. Discussion or possible action regarding Peer Review Report
  - a. Dr. Messiah reported that seven YSA completed their peer review process and are recommended to continue their designation. The agencies that completed the peer review include Payne County Youth Services, Moore Youth and Family Services, Youth

and Family El Reno, Muskogee County Council of Youth Services, Community Youth Services of Southern Oklahoma, Counseling, Inc., and Tulsa Street School.

A motion to approve the slate of peer reviews as presented was made by Herb McSpadden. A second motion made by Kody Suanny. **Motion passed unanimously.**

6. Discussion and/or possible action to approve items as needed on the President's Report

- a. President Schneider had no further report

7. Discussion and/or possible action to approve items as needed on the Executive Director's report

- a. Dr. Messiah reported that the FY 2025 TSET contract is ready for submission. TSET is pleased with the annual performance of the agencies and staff.

8. New business not known at the time of posting this agenda

- a. Herb McSpadden made a motion to approve the FY 2025 TSET contract. Brenda Rose made a second motion. **Motion passed unanimously.**

9. Adjourn

The meeting adjourned at 10:11 a.m.

## Revised Policy with Recommended Changes

### 509 PART-TIME EMPLOYEES

A. An employee who works less than 30 hours a week shall be considered part-time. Part-time employees shall not accrue benefits other than annual leave and sick leave hours prorated by percentage of hours worked of a normal work schedule. The leave may not be used until the probationary period has been completed.

**Prorated benefits calculation:** Benefits will be accrued at a rate proportional to the number of hours worked compared to a full-time schedule of 40 hours per week. For example, an employee working 20 hours per week (50% of full-time) will accrue 50% of the standard full-time benefits.

B. Each permanent part-time employee (minimum 20 hours per week) is entitled to vacation, sick leave, and personal days commensurate with the number of hours employed per week; forty hours per week being understood as full-time employment.

C. Temporary part-time; In a situation where a full-time employee is on an approved leave of absence or for some reason a position is vacant for an extended period **of time** that position may be filled on a temporary basis. The temporary employee hired must meet the qualifications of the position he/she is filling and will be paid the hourly rate for that position. While on duty the temporary employee will fulfill the duties and responsibilities of the position filled as set down in the full-time employee's job description. The temporary employee will not accrue or receive any benefits except Worker's Compensation. **Temporary part-time employment shall not exceed a duration of six months unless an extension is approved by the Executive Director.**

### 510 NEPOTISM

No person shall be selected to work in any department supervised by a member of his/her immediate family, with the exception of family members employed prior to adoption of this policy. Immediate family members include: Husband Wife Father Father-in-law Daughter Daughter-in-law Mother Mother-in-law Sister Sister-in-law Son Son-in-law Step-Father Step-Son Step-Mother Step-Daughter **Domestic partners, grandparents, and grandchildren are also considered immediate family members to avoid potential conflicts of interest.**

### 511 HOURS OF WORK

#### A. Tardiness

Employees are expected to observe the established hours for their position. Repeated tardiness may make one subject to discipline or termination. Employee should provide notification if tardiness is foreseen thirty (30) minutes before agreed arrival time.

#### B. Absence

If the necessity for being absent for any reason can be anticipated, the employee shall notify the Office Manager in advance. If an employee is unexpectedly absent due to illness or other emergency, the Office Manager shall be notified as soon as it becomes apparent that employee cannot work, and they should be kept informed thereafter as to the probable duration of the

absence. Failure to notify the Office Manager on more than one (1) occasion of any absence shall be cause for discharge.

### C. Office Hours

The Association's Executive Director is responsible for the supervision of all staff and the daily operations of the Association office. Regular office hours and revisions thereof are at the discretion of the Executive Director in keeping with a high level of responsive service during generally acceptable normal operational hours. Overtime will not be paid to salaried employees.

D. Flextime If a salaried employee desires a work schedule other than 8:00 to 5:00, Monday through Friday, that employee must discuss the change in hours with the Executive Director. Every attempt will be made to work out a flexible schedule while still maintaining coverage of services to this agency, clients, and consideration of co-workers. Once a flexible schedule has been worked out, the employee will prepare the schedule for signatures of the employee and Executive Director. The original will be placed in the employee's file and a copy given to the employee and the Director. Flex-time arrangements may be revoked or modified at any time by the Executive Director to ensure the needs of the agency and its clients are met.

E. Covid-19 Policy All employees, contractors, and volunteers are required to follow health and safety protocols set forth by the Executive Director or designee. This section will be regularly updated to reflect the latest public health guidelines and specify any remote work or hybrid work arrangements, if applicable.

F. Abandonment of Position Policy the Policy of the Oklahoma Association of Youth Services states that employees must communicate their intent of absences, when possible, before their scheduled work time. If an employee fails to appear for work during a regularly scheduled workday or an assigned time extending beyond regular work hours for three consecutive days without proper notification, the employee's absence shall be interpreted as a voluntary resignation. The Association's Executive Director, or designee, will communicate with the employee and arrange for final payment for days worked. This policy supersedes prior leave policy in that the employee forfeits any additional compensation of accrued vacation/leave days. Proper notification of absence must be:

1. To the employee's immediate supervisor or designee
2. Made via telecommunications or email
3. Communicated by the employee.

## **512 PAY PERIODS AND PAY DAYS**

The Oklahoma Association of Youth Services pays twice each month. Salaried personnel will be paid one half of their monthly salary on the 15th and one half on the last day of the month. **Direct deposit is optional for payroll to accommodate employee preferences.**

## **513 COMPENSATIONS FOR OVERTIME AND HOLIDAYS**

### A. Professional Staff

Due to the nature of Association business, employees will be required to be on call with their hours being flexible. The Executive Director will be responsible for assigning work schedules for

Association employees. Administrative and program staff must take the designated Holidays unless approval is received from the Executive Director or Office Manager.

B. Paid Holidays New Year's Day Thanksgiving Day President's Day Friday following Thanksgiving Memorial Day Christmas Eve and Christmas Day Independence Day Employee Birthday or other approved day Labor Day Martin Luther King's Birthday Veteran's Day

### C. Overtime

In compliance with the Fair Labor Standards Act, all non-exempt workers are entitled to a minimum wage of not less than the correct Federal Minimum Wage. In addition, all non-exempt workers ("WH Publication 1325, Revised October, 1982") are entitled to overtime at not less than one and one-half times their regular rate of pay after 40 hours for work in this agency's official work week.

The agency's official workweek for figuring overtime will be Sunday at 12:00 a.m., through Saturday at 11:59 p.m.

### Exempt and Non-Exempt Employees:

#### Definitions:

- **Exempt Employees:** Employees who are not entitled to overtime pay under the Fair Labor Standards Act (FLSA). To be classified as exempt, an employee must meet both the salary threshold and the duties test as defined by the FLSA. Exempt employees are typically in executive, administrative, or professional roles.
- **Non-Exempt Employees:** Employees who are entitled to overtime pay for hours worked over 40 in a workweek. These employees do not meet the criteria for exemption under the FLSA.

The following agency positions are considered exempt from eligibility for overtime pay for hours worked over 40 in the agency's official work week, based on meeting both the salary threshold and duties test criteria as defined by the Fair Labor Standards Act (FLSA):

**Exempt Employees:** To be classified as exempt, an employee must meet the salary threshold and the duties test as defined by the FLSA. As of January 1, 2025, the salary threshold is \$1,128 per week (\$58,656 annually). Exempt positions include:

- **Executive Director:** Primary duty is managing the enterprise or a recognized department/subdivision, regularly directs the work of at least two full-time employees, and has the authority to hire or fire employees.
- **Program Director:** Primary duty is managing a specific program or department, regularly directs the work of at least two full-time employees, and has the authority to hire or fire employees. This position typically meets the salary threshold and duties test for exemption.

All overtime shall require the Executive Director's approval.

**Non-Exempt Employees:** All other employees who do not meet the salary and duties test criteria are classified as non-exempt and are eligible for overtime pay.

- **Office Manager:** Performs office or non-manual work directly related to management policies or general business operations and exercises discretion and independent judgment on significant matters.
- **Administrative Assistant:** Similar to Office Manager, with duties involving discretion and independent judgment on significant matters. **However, this position typically does not meet the salary threshold of \$1,128 per week (\$58,656 annually) and therefore is classified as non-exempt.**
- **Communications Specialist:** Requires advanced knowledge in a field of science or learning, predominantly intellectual work, and consistent exercise of discretion and judgment. **However, this position typically does not meet the salary threshold of \$1,128 per week (\$58,656 annually) and therefore is classified as non-exempt.**
- **Program Staff:** Includes roles that meet the professional exemption criteria based on duties involving advanced knowledge acquired by a prolonged course of specialized intellectual instruction. **However, these positions generally do not pay more than \$45,000 annually and therefore are classified as non-exempt.**

**Note:** Any position could be classified as exempt if the employee meets the salary threshold of \$1,128 per week (\$58,656 annually) and performs duties that meet the criteria for the executive, administrative, or professional exemptions as defined by the FLSA.

### **Recording Time for Non-Exempt Employees:**

Non-exempt employees must accurately record all hours worked to ensure compliance with the Fair Labor Standards Act (FLSA). The following guidelines outline the procedures and best practices for time tracking:

#### **1. Clocking In and Out:**

- Employees must clock in at the beginning of their shift and clock out at the end. This also applies to any unpaid breaks.
- Clocking in or out for another employee is strictly prohibited and will result in disciplinary action.

#### **2. Lunch Breaks and Breaks:**

- Non-exempt employees must take their lunch breaks and any other designated breaks away from their desks or workstations to ensure these periods are unpaid.

- Employees are required to clock out during lunch breaks. Returning to work during this time without clocking in will be considered working off the clock and is not permitted.
- Breaks of 20 minutes or less are generally considered paid time and should not be recorded as unpaid breaks.

### **3. Working Off the Clock:**

- Employees are prohibited from performing any work-related tasks outside of their recorded hours. This includes answering emails, taking phone calls, or completing any work-related duties.
- Any work performed outside of scheduled hours must be reported to a supervisor and recorded accurately.

### **4. Accurate Time Reporting:**

- Employees must report any discrepancies or missed punches to their supervisor immediately to ensure accurate timekeeping.
- Falsifying time records, including underreporting or overreporting hours, is grounds for disciplinary action up to and including termination.

### **5. Supervisor Responsibilities:**

- Supervisors are responsible for reviewing and approving time records to ensure compliance with these guidelines.
- Supervisors must not encourage or allow employees to work off the clock.

### **6. Regular Audits:**

- Periodic audits of time records will be conducted to ensure compliance with timekeeping policies and to identify any discrepancies.

### **Workweek Adjustments:**

- All work hours must be recorded within the defined workweek (Sunday at 12:00 a.m. through Saturday at 11:59 p.m.).
- Adjustments to work hours must be made within the same workweek. Hours cannot be carried over to the next workweek.
- Compensatory time off (comp time) in place of overtime pay is not permitted for non-exempt employees.

## Proposal for Board and Membership Meetings Schedule (August - July)

Board Meetings	Membership Meetings
<b>August</b>	
Wednesday, August 7	
<b>September</b>	<b>Quarterly Meeting</b>
Wednesday, September 4	Wednesday, September 4
	Thursday, September 5
<b>October</b>	
Wednesday, October 2	
<b>November</b>	
Wednesday, November 6	
<b>December</b>	<b>Quarterly Meeting</b>
Wednesday, December 11	
	Thursday, December 12
<b>January</b>	
Wednesday, January 8	
<b>February</b>	
Wednesday, February 5	
<b>March</b>	<b>Quarterly Meeting</b>
Wednesday, March 5	Wednesday, March 5
	Thursday, March 6
<b>April</b>	
Wednesday, April 2	
<b>May</b>	
Wednesday, May 7	
<b>June</b>	<b>Quarterly Meeting</b>
	Wednesday, June 4
	Thursday, June 5
Friday, June 6	



**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
Immediately Following the Membership Meeting  
Scheduled for 9:00 a.m. that Same Day**

**Shangri-La Resort  
57301 E. Highway 125, Monkey Island, OK 74331**

A hybrid meeting has been scheduled for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws. The meeting can be virtually accessed by joining the following Zoom link:

Join Zoom Meeting

<https://us02web.zoom.us/j/86746843923>

Dial by your location

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

Meeting ID: 867 4684 3923



**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
September 5, 2024  
Immediately Following the Membership Meeting  
Scheduled for 9:00 a.m. that Same Day**

**Shangri-La Resort  
57301 E, Highway 125, Monkey Island, OK 74331**

A hybrid meeting has been scheduled for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services bylaws. The meeting can be virtually accessed by joining the following Zoom link:

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Both the agenda and minutes from this meeting will be available on the OAYS website ([www.oays.org](http://www.oays.org)) following the meeting.

1. Call to order and introduction of guests
2. Roll call/establish quorum
3. Discussion or possible action to approve Board Meeting Minutes for August 7, 2024
4. Discussion or possible action regarding the Treasurer's Report
5. Discussion or possible action regarding the Strategic Development Committee Report
6. Discussion and/or possible action to approve items as needed on the President's Report
7. Discussion and/or possible action to approve items as needed on the Executive Director's Report

8. New business not known at the time of posting this agenda

9. Adjourn



**Oklahoma Association of Youth Services, Inc.**  
**Membership Meeting Minutes**  
**June 7, 2024 at 9:00 a.m.**  
**Hard Rock, Tulsa- Cherokee Saloons A,B,C**  
**777 W Cherokee St, Catoosa, OK 74015**

A hybrid meeting was held for the membership of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws

1. Call to order and introduction of guests
  - a. The meeting was called to order by John Schneider at 9:10 a.m.  
Guest, Director Jeffrey Cartmell, Executive Director of OJA, was present
2. Roll call/establish quorum.
  - a. 25 members present. **Quorum Established**
3. Discussion and/or possible action to approve the May 1, 2024, Membership Meeting minutes
  - a. Herb McSpadden made a motion to approve the Membership Meeting minutes from May 1, 2024. Kody Suanny made a second motion. **Motion passed unanimously.**
4. Discussion and/or possible action to approve items as needed on the Legislative Committee report
  - a. John Schneider reported that himself and Director Cartmell have been working collaboratively on the 4 million dollar budget increase request for OJA. He appreciates OJA's leadership and their willingness to hear the voice of YSA as we continue to work together.
5. Introduction of Guest, Director Jeffrey Cartmell, Executive Director of the Oklahoma Office of Juvenile Affairs.
  - a. Director Jeffrey Cartmell provided an introduction as the incoming Executive Director for OJA.
6. Discussion and/or possible action to approve items as needed on the Strategic Development Committee report
  - a. Herb McSpadden reported that the committee has been working with John, Dr. Messiah, and OJA leadership regarding the \$4 million in requested dollars.

7. Discussion and/or possible action to approve items as needed on the Program Committee's report

- a. Dr. Messiah extended appreciation to the Northeast cluster for hosting the Annual Meeting this year. He applauded the committee for providing quality training opportunities that assisted in the success of the meeting.

8. Discussion and/or possible action to approve items as needed on the cluster reports

- a. Central- Wendy Swatek reported the cluster was not able to meet prior to the meeting.
- b. Northeast- Jana Emerson reported the cluster met briefly and discussed barriers with hiring and retention of staff.
- c. Northwest-Brenda Rose introduced Hanna Fryer, Executive Director for Youth and Family of North Central Oklahoma in Enid.
- d. Southeast- Yolanda Cummings reported that the cluster has not met but that she has had individual conversations with agency directors.
- e. Southwest- Kody Suanny reported there was 100 % of cluster attendance at the meeting. The agencies have completed and submitted the RFA by the deadline. They discussed OJA contract negotiations, programing within the agencies, and ARPA projects.

9. Discussion and/or possible action to approve items as needed on the President's report

- a. John Schneider reported that he appreciates the support from membership during his time as President. He expresses appreciation for Dr. Messiah's guidance and mentorship as they have worked closely together over the past couple of years. He appreciates Herb for moving into the role as President for FY 2025 and will continue to be engaged and supportive in his new role as Past President. He expressed thanks to Erin Brook for her tenure of service on the Board and welcomed Jana Emerson as the incoming Cluster Representative.

10. Discussion and/or possible action to approve items as needed on the Executive Director's report

- a. Dr. Messiah reported the TSET Board voted unanimously for OAYS to continue the Successful Futures program. Dr. Messiah reported the program's numbers statewide exceeded benchmarks and TSET leadership has been impressed with the program implementation.

11. New business not known at the time of posting this agenda

- a. Lisa Williams introduced Dr. Lett as the new Executive Director for Moore Youth and Family.

12. Adjourn

Meeting adjourned at 9:58 a.m.

**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda**

**October 2, 2024  
10:00 a.m.**

**The Oklahoma Center for Nonprofits  
701 N Lindsay Ave  
Oklahoma City, OK 73104**

A hybrid meeting has been scheduled for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws. The meeting can be virtually accessed by joining the following Zoom link:

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Meeting ID: 867 4684 3923





**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
October 2, 2024  
10:00 a.m.**

**The Oklahoma Center for Nonprofits  
701 N Lindsay Ave  
Oklahoma City, OK 73104**

A hybrid meeting has been scheduled for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws. The meeting can be virtually accessed by joining the following Zoom link:

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Both the agenda and minutes from this meeting will be available on the OAYS website ([www.oays.org](http://www.oays.org)) following the meeting.

1. Call to order and introduction of guests
2. Roll call/establish quorum
3. Discussion or possible action to approve Board Meeting Minutes for September 5, 2024
4. Program Presentation: Courtney Dukes, Youth Services of Bryan County
5. Discussion and/or possible action to approve items as needed on the President's Report
6. Discussion and/or possible action to approve items as needed on the Executive Director's Report
7. Discussion or possible action regarding the Treasurer's Report

8. Discussion or possible action regarding the Strategic Development Committee Report
9. Discussion and/or possible action to approve recommended policy updates
  - a. Language required for Philadelphia Liability Insurance
10. Discussion and/or possible action to approve recommended budget line-item updates
  - a. Legislative session budget line item
  - b. Increase in OAYS office lease agreement
  - c. Increase in health insurance policy
  - d. Increase in membership
  - e. Added line item for meetings
11. Discussion and/or possible action to approve recommended Board & Membership meetings updates
12. New business not known at the time of posting this agenda
13. Adjourn



## Oklahoma Association of Youth Services, Inc.

### Board of Directors' Meeting Agenda

September 5, 2024

Immediately following the 9:00 membership meeting

Shangri-La Resort

57301 E, Highway 125, Monkey Island, OK

74331

A hybrid meeting was held for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws

1. Call to order and introduction of guests
  - a. The meeting was called to order by President Herb McSpadden at 10:17a.m.  
There were no guests present
  
2. Roll call/establish quorum
  - a. Roll call / establish quorum: John Schneider, Herb McSpadden, Courtney Dukes, Brenda Rose, Darla Cheek, Shanna Rice, Wendy Swatek, Yolanda Cummings, Jana Emerson and Kody Suanny were present.  
**Quorum Established**
  
3. Discussion or possible action to approve Board Meeting Minutes for August 7, 2024.
  - a. Motion to approve Board of Directors' Meeting Minutes for August 7, 2024, made by John Schneider. Second by Brenda Rose. **The motion passed unanimously.**
  
4. Discussion or possible action regarding the Treasurer's Report
  - a. Darla Cheek presented the July financials. A motion to approve the July financials were made by Shanna Rice. A second motion by Courtney Dukes. **The motion passed unanimously.**
  
5. Discussion or possible action regarding the Strategic Development Committee Report
  - a. Herb McSpadden had no additional report outside of the report given in the Membership meeting.
  
6. Discussion and/or possible action to approve items as needed on the President's Report
  - a. Herb McSpadden had no additional report outside of the report given in the Membership meeting.

7. Discussion and/or possible action to approve items as needed on the Executive Director's Report

- a. Dr. Messiah reported updates on TSET. Agency numbers are impressive and have exceeded expectations. TSET will like pre and post test data on Botivin.

8. New business not known at the time of posting this agenda

- a. Herb McSpadden proposed there be a new committee established to have Kody Suanny as the committee Chair and members will be made up of Cluster Reps. Darla Cheek made a motion to approve the recommended committee. Seconded by Shanna Rice. **The motion passed unanimously.**

12. Adjourn

Meeting adjourned at 10:23 a.m.



Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
November 6, 2024  
10:00 a.m.

The Oklahoma Center for Nonprofits

701 N Lindsay Ave  
Oklahoma City, OK 73104

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**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
November 6, 2024  
10:00 a.m.**

**The Oklahoma Center for Nonprofits  
701 N Lindsay Ave  
Oklahoma City, OK 73104**

A hybrid meeting has been scheduled for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws. The meeting can be virtually accessed by joining the following Zoom link:

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1. Call to order and introduction of guests
  - a. Office of Juvenile Affairs Q&A

Public Comment:

During the dedicated public comment period on the agenda, each agency has the opportunity to ask questions. If you prefer not to ask questions openly, you are welcome to text Herb or me or send a message in the Zoom chat. Please let us know if you would like to remain anonymous with your question.

2. Roll call/establish quorum
3. Discussion or possible action to approve Board Meeting Minutes for October 2, 2024
4. Program Presentation: Payne County Youth Services

5. Discussion and/or possible action to approve items as needed on the President's Report
6. Discussion and/or possible action to approve items as needed on the Executive Director's Report
7. Discussion or possible action regarding the Treasurer's Report
  - a. September Financials
  - b. Accept the recommendation of the finance committee regarding the FY2024 OAYS and Youth Services of Oklahoma Audit
8. Discussion or possible action regarding the Strategic Development Committee Report
9. Discussion or possible action regarding the legislative committee report
10. Discussion or possible action regarding the programs committee report
11. Discussion or possible action regarding cluster reports
12. Discussion and/or possible action to approve recommended bylaws updates for final membership approval at December Quarterly meeting:
  - i. Any member of the Board of Directors who shall fail to attend any three consecutive meetings, or four meetings within a year, of the Board shall automatically **may** be removed from the membership of the Board of Directors. The Secretary of the Board, in writing, following two consecutive absences, or three general absences, must advise the member of this provision.
13. Discussion and/or possible action to approve board retreat
14. Discussion and/or possible action to approve recommended Board & Membership meetings updates
15. New business not known at the time of posting this agenda
16. Adjourn



**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
October 2, 2024 @ 10:00 a.m.**

**The Oklahoma Center for Nonprofits  
701 N Lindsay Ave, Oklahoma City, OK 73104**

A hybrid meeting was held for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws

1. Call to order and introduction of guests
  - a. The meeting was called to order by President Herb McSpadden at 10:01 a.m.  
Guests in attendance were Constanzia Nizza and OJA Interim Director Laura Talbert
2. Roll call/establish quorum
  - a. Roll call / establish quorum: John Schneider, Herb McSpadden, Courtney Dukes, Brenda Rose, Shanna Rice, Wendy Swatek, Yolanda Cummings, Jana Emerson and Kody Suanny were present.  
**Quorum Established**
3. Discussion or possible action to approve Board Meeting Minutes for September 5, 2024.
  - a. Motion to approve Board of Directors' Meeting Minutes for September 5, 2024, made by Shanna Rice. Second by Kody Suanny. **The motion passed unanimously.**
4. Program Presentation: Courtney Dukes, Youth Services of Bryan County
  - a. Courtney Dukes presented on Youth Services of Bryan County's annual Summer program.
5. Discussion and/or possible action to approve items as needed on the President's Report
  - a. Herb McSpadden reported there has been great participation with the value calls and has received valuable feedback. Encourages any Director who has not yet participated, to sign up for a timeslot to be involved in the process.
6. Discussion and/or possible action to approve items as needed on the Executive Director's Report

- a. Dr. Messiah reported on some upcoming changes to the meetings to add additional value to the time spent together. There will be SpeedConnect implemented to allow for opportunities to engage with other agencies and share programming ideas.
  - b. Dr. Messiah encouraged Directors to submit a program or an outstanding individual to be featured in the Youth Spotlight section of the weekly Friday Update.
  - c. Dr. Messiah reported on the wonderful Groundbreaking event held at Marie Detty Youth and Family and gave praise to Kerrie Mathews for the great event.
7. Discussion or possible action regarding the Treasurer's Report
  - a. Dr. Messiah presented the Treasurer's Report on behalf of Darla Cheek. A motion to approve the Treasurer's report was made by John Schneider. A second motion was made by Brenda Rose. **The motion passed unanimously.**
8. Discussion and/or possible action regarding the Strategic Development Committee Report
  - a. Herb McSpadden reported on the participation from directors during the value calls that have been implemented. He reported the data will be compiled through the Strategic Development committee, then the mentorship and engagement committees will be delegated some of the tasks from the outcomes of the calls.
9. Discussion and/or possible action to approve recommended policy updates
  - a. Wendy Swatek made a motion to approve the recommended policy updates presented by Dr. Messiah. A second motion made by Kody Suanny. **The motion passed unanimously.**
10. Discussion and/or possible action to approve recommended budget line-item updates
  - a. Dr. Messiah presented the recommended changes to the budget line-items. Kody Suanny made a motion to approve the recommended budget line-item updates. A second motion made by Brenda Rose. **The motion passed unanimously.**
11. Discussion and/or possible action to approve recommended Board and Membership meeting updates.
  - a. Dr. Messiah presented changes to the Board and Membership meeting dates. Shanna Rice made a motion to approve recommended Board and Membership meeting updates. A second motion made by Courtney Dukes. **The motion passed unanimously.**
12. New business not known at the time of posting this agenda
  - a. No new business
12. Adjourn  
Meeting adjourned at 11:28a.m.



**Oklahoma Association of Youth Services, Inc.**

**Board of Directors' Meeting Agenda**

**December 11, 2024**

**3:00 p.m.**

**Renaissance Downtown Bricktown**

**Board Room**

**100 E Sheridan Ave, Oklahoma City, Oklahoma 73104**





**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
December 11, 2024**

**3:00 p.m.**

**Renaissance Downtown Bricktown  
Board Room  
100 E Sheridan Ave, Oklahoma City, Oklahoma 73104**

A hybrid meeting has been scheduled for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services bylaws. The meeting can be virtually accessed by joining the following Zoom link:

Join Zoom Meeting

<https://us02web.zoom.us/j/86746843923>

Dial by your location

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

Meeting ID: 867 4684 3923

Both the agenda and minutes from this meeting will be available on the OAYS website ([www.oays.org](http://www.oays.org)) following the meeting.

1. Call to order and introduction of guests
2. Roll call/establish quorum
3. Discussion or possible action to approve Board Meeting Minutes for November 6, 2024, and the special-called board of directors meeting held December 2, 2024
4. Discussion or possible action to approve items on the Treasurer's Report
  - i. October Financials
  - ii. Independent Audit Agreement
5. Discussion or possible action to approve proposed policy changes

- i. Proposed company vehicle policy
- 6. Discussion and/or possible action to approve items as needed on the President's Report
- 7. Discussion and/or possible action to approve items as needed on the Executive Director's Report
- 8. Discussion and/or possible action to enter Executive Session
  - i. Discussion of employee matters
- 9. Discussion and/or possible action to act on or approve items discussed in Executive Session
- 10. New business not known at the time of posting this agenda
- 11. Adjourn



**Oklahoma Association of Youth Services, Inc.  
Special Board of Directors' Meeting Agenda  
December 2, 2024 @ 2:00 p.m.**

A virtual meeting was held for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws

1. Call to order and introduction of guests

The meeting was called to order by President Herb McSpadden at 2:04 p.m.

- a. No guests present

2. Roll call/establish quorum

- a. Roll call / establish quorum: Herb McSpadden, Courtney Dukes, Darla Cheek, Brenda Rose, Shanna Rice, Wendy Swatek, and Kody Suanny were present.

**Quorum Established**

3. Discussion and/or possible action to enter Executive Session

- a. Wendy Swatek made a motion to enter into Executive Session. A second motion made by Kody Suanny. **The motion passed unanimously.**
- b. Kody Suanny made a motion to exit the Executive Session. A second motion made by Darla Cheek. **The motion passed unanimously.**

4. Discussion and/or possible action to act on or approve items discussed in Executive Session.

- a. Confidential employee matters were discussed. No action taken.

5. New business not known at the time of posting this agenda

- a. None

6. Adjourn

Meeting adjourned at 3:19 p.m.



**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
November 6, 2024 @ 10:00 a.m.**

**The Oklahoma Center for Nonprofits  
701 N Lindsay Ave, Oklahoma City, OK 73104**

A hybrid meeting was held for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws

1. Call to order and introduction of guests

The meeting was called to order by President Herb McSpadden at 10:01 a.m.

Guest in attendance was Constanzia Nizza.

a. Office of Juvenile Affairs Q&A

Constanzia Nizza discussed organizational changes within OJA and accepted questions and discussions regarding allocation funding.

Constanzia also discussed changes with the YSA Office Hours.

2. Roll call/establish quorum

a. Roll call / establish quorum: John Schneider, Herb McSpadden, Courtney Dukes, Darla Cheek, Brenda Rose, Shanna Rice, Wendy Swatek, Yolanda Cummings, Jana Emerson and Kody Suanny were present.

**Quorum Established**

3. Discussion or possible action to approve Board Meeting Minutes for October 2, 2024.

a. Motion to approve Board of Directors' Meeting Minutes for October 2, 2024, made by Darla Cheek. Second by Shanna Rice. **The motion passed unanimously.**

4. Program Presentation: Payne County Youth Services

a. Tabled due to time

5. Discussion and/or possible action to approve items as needed on the President's Report

a. Herb reported he has been in contact with the new OJA Director and there has been positive interactions. Herb announced Kody Suanny will be receiving the Potts Visionary Award in December and encourages membership to attend the ceremony.

6. Discussion and/or possible action to approve items as needed on the Executive Director's Report

- a. Dr. Messiah reported TSET is now requiring pre and post tests with any Botvin groups.
  - b. Dr. Messiah gave an update on the December Quarterly meeting and what to expect on the meeting agenda.
  - c. Dr. Messiah reported he was contacted by the OJA Director and had a pleasant conversation and feels the positive relationship will continue.
  - d. Dr. Messiah reported attending the Northwest Cluster meeting, hosted by Mindy Bellack, at Frontline Youth and Family in Pauls Valley.
7. Discussion or possible action regarding the Treasurer's Report
- a. Darla Cheek presented the September financials.  
A motion to approve the September financials was made by Shanna Rice. A second motion was made by Kody Suanny. **The motion passed unanimously.**
  - b. A motion to accept the recommendation of the finance committee regarding the FY 2024 OAYS and Youth Services of Oklahoma Audit was made by Shanna Rice. A second motion made by Kody Suanny. **The motion passed unanimously.**
8. Discussion and/or possible action regarding the Strategic Development Committee report
- a. Herb McSpadden reported Herb McSpadden reported there has been great participation with the value calls and has received valuable feedback. He reported the committee is working on compiling the data that was collected through the value calls. The committee is forward thinking and looking at plans for the next 3-5 years.
9. Discussion and/or possible action regarding the Legislative Committee report
- a. John Schneider reported the committee is currently working on coordinating a networking opportunity with legislators. Kody will be reaching out to cluster representatives to discuss this opportunity with the clusters.
10. Discussion and/or possible action regarding the Programs Committee report
- a. Sheila Stinnett reported the committee encourages membership to join their meetings on the last Tuesday of the month at 10:00. The committee is currently working on compiling a list of desired training. Encourages membership to communicate any training they would like offered.
  - b. Dr. Messiah the Speed Connect will be launched at the December Quarterly meeting. CEU's are going to be offered on some of the counselor calls, hosted by Shanna Rice. Dr. Messiah asks membership to support OAYS in providing training opportunities to membership, in areas of expertise.

11. Discussion or possible action regarding cluster reports
  - a. Brenda Rose reported the cluster will be meeting this Friday and will be discussing the legislative networking opportunity and retention and recruitment funds.
  - b. Yolanda Cummings reported the cluster meets on the last Monday of each month. They have been discussing the retention and recruitment dollars.
  - c. Wendy Swatek reported the cluster has not met formally but that she has communicated with Executive Directors individually.
  - d. Shanna Rice reported their cluster met in Pauls Valley at Mindy Bellack's facility. They discussed counselor retention funds, the distribution of the 2.5 million, and the legislative networking opportunity.
  - e. Jana Emerson reported her cluster met last week in Bartlesville. They participated in team building activities. The cluster has decided to visit different agencies within their cluster each month.

12. Discussion and/or possible action to approve recommended bylaws updates for final membership approval at December Quarterly meeting.

- a. A motion for the recommended language, in the bylaws updates, to be presented to membership for their approval, was made by John Schneider. A second motion was made by Shanna Rice. **The motion passed unanimously.**

13. Discussion and/or possible action to approve board retreat

- a. Dr. Messiah reported hosting a Board Retreat at Medicine Park, March 26-28.

14. Discussion and/or possible action to approve recommended Board and Membership meeting updates

- a. A motion to adjust the December board meeting to 3:00PM on December 11th and the membership meeting to be held at 11:00 on December 12th was made by Kody Suanny. A second motion made by Darla Cheek. **The motion passed unanimously.**

15. New business not known at the time of posting this agenda

- a. A motion to hold an Emergency Membership meeting on November 20th at 1:00 was made by John Schneider. A second motion made by Wendy Swatek. **The motion passed unanimously.**

12. Adjourn

Meeting adjourned at 11:18 a.m.

## **Proposed Company Vehicle Policy**

### **Purpose**

The purpose of this policy is to establish the standards and guidelines governing the use, maintenance, and insurance of vehicles owned or leased by the Oklahoma Association of Youth Services (OAYS). The policy ensures compliance with legal requirements, promotes safety, and protects the organization from risk.

### **Scope**

This policy applies to all OAYS employees, volunteers, and other authorized individuals who may operate or be responsible for organizational vehicles.

### **Policy Statement**

OAYS is committed to maintaining a safe and efficient system for the use of organizational vehicles. Vehicles will be used exclusively for organizational purposes, maintained in safe working condition, and covered by appropriate levels of insurance. Only authorized drivers who meet the eligibility requirements set forth in this policy may operate OAYS vehicles.

### **Authorized Drivers**

Only employees or volunteers who are explicitly authorized by OAYS management may operate an OAYS vehicle. Authorized drivers must hold a valid Oklahoma driver's license, maintain a driving record that meets the standards set by the organization and its insurance carrier, and consent to an annual motor vehicle record (MVR) check. If an MVR check reveals a record that increases organizational insurance premiums or otherwise places the organization at risk, the individual will be removed from the list of authorized drivers. The individual may not operate an OAYS vehicle until the situation is resolved and written authorization is reinstated.

### **Permissible Vehicle Uses**

Organizational vehicles may only be used for approved business purposes, such as transportation for client services, attendance at professional meetings, or other official organizational duties.

### **Insurance Requirements**

OAYS vehicles must be always insured with coverage that exceeds the minimum requirements of Oklahoma law. The organization will maintain liability coverage of no less than \$100,000 per person for bodily injury, \$300,000 per accident for bodily injury, and \$100,000 for property damage, as well as comprehensive and collision coverage for vehicle protection. Proof of insurance will be always carried in each vehicle. The organization will review and renew insurance policies annually or as needed to ensure continuous and adequate coverage.

## **Vehicle Maintenance**

All OAYS vehicles will be maintained in accordance with the manufacturer's guidelines and applicable safety standards. Routine maintenance, including oil changes, tire rotations, and brake inspections, will be performed as scheduled. Safety inspections will be conducted regularly to identify and address any potential issues. A designated staff member will oversee the maintenance schedule, ensure timely completion of required work, and maintain detailed records of all maintenance activities.

## **Documentation Requirements**

OAYS will maintain records for both drivers and vehicles to ensure compliance with this policy. Driver records will include a copy of a valid driver's license, annual MVR check results, and a signed acknowledgment of this policy. Vehicle records will include maintenance logs, insurance documentation, and mileage and usage logs.

## **Accidents and Incident Reporting**

In the event of an accident, damage, or other incident involving an OAYS vehicle, the driver must immediately notify their supervisor or another appropriate manager. The driver must complete an incident report form within 24 hours and fully cooperate with any insurance investigations or legal proceedings.

## **Compliance**

All authorized drivers are required to comply with state and local traffic laws. Drivers and passengers must wear seat belts at all times. The use of mobile devices while driving is prohibited unless hands-free technology is used.

## **Policy Violations**

Any violation of this policy may result in the suspension of driving privileges or other appropriate disciplinary action as supported by OAYS policy.

## **Review and Amendments**

This policy will be reviewed periodically by OAYS management and the Board of Directors to ensure it remains relevant and compliant with legal and organizational requirements. Amendments may be made as necessary to address changing circumstances or improve safety and efficiency.

## **Personal and Business Use of Organizational Vehicles** **Limited Personal Use Authorization**

Employees or volunteers may use OAYS vehicles for personal purposes under the following conditions:

1. Personal use is limited to local travel within a designated radius of 10 miles from the primary work location or the driver's residence.
2. Personal use for out-of-town trips, defined as any travel beyond the designated mileage radius or outside the specified geographic boundaries, is strictly prohibited.

### **Business-Related Use for Out-of-Town Trips**

OAYS vehicles may be used for out-of-town trips if the travel is directly related to official OAYS business. Examples of authorized out-of-town business use include attending conferences, transporting clients, or participating in meetings or events on behalf of the organization.

### **Permissible Personal Uses**

Permissible personal uses include incidental errands or local travel that does not interfere with the vehicle's availability for organizational purposes. Personal use must be consistent with other provisions of this policy, including adherence to traffic laws, avoidance of high-risk activities, and ensuring the safety of all passengers.

### **Prohibited Uses**

Personal use may not involve out-of-town trips, transporting unauthorized passengers, engaging in activities that cause excessive wear or damage to the vehicle, or any use that violates this policy or state law.

### **Documentation and Monitoring**

Drivers must maintain accurate records of both personal and business-related trips. For business trips, records must include details such as the date, purpose, destination, and mileage. Personal use trips must also be logged to ensure compliance with this policy and facilitate the tracking of vehicle wear and fuel consumption.

### **Financial Responsibility**

If personal use results in additional fuel, toll, or maintenance expenses, the driver may be required to reimburse the organization for those costs.

### **Authorization Process**

Personal use and out-of-town business travel must be approved by OAYS management in advance. Drivers are required to sign a written acknowledgment of their responsibilities and the limitations of vehicle use.

## **Revocation of Privileges**

Any misuse of the vehicle, failure to comply with documentation requirements, or violation of this policy may result in the suspension or revocation of driving privileges.



# FY2025 OAYS Membership Agendas



**Oklahoma Association of Youth Services, Inc.**

**Membership Meeting Agenda**

**September 5, 2024**

**9:00 a.m.**

**Shangri-La Resort  
57301 E. Highway 125, Monkey Island, OK 74331**

A hybrid meeting has been scheduled for the Board of Directors of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws. The meeting can be virtually accessed by joining the following Zoom link:

Join Zoom Meeting

<https://us02web.zoom.us/j/86746843923>

Dial by your location

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

Meeting ID: 867 4684 3923



**Oklahoma Association of Youth Services, Inc.  
Membership Meeting Agenda  
September 5, 2024**

**9:00 a.m.**

**Shangri-La Resort  
57301 E. Highway 125, Monkey Island, OK 74331**

A meeting has been scheduled for the membership of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services bylaws. The meeting can be accessed by joining the following Zoom link:

<https://us02web.zoom.us/j/85768348164>

Meeting ID: 857 6834 8164

Dial by your location

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

Meeting ID: 857 6834 8164

Find your local number: <https://us02web.zoom.us/u/kRkg9YJp6>

The agenda and minutes from this meeting will be available on the OAYS website ([www.oays.org](http://www.oays.org)) following the meeting.

1. Call to order and introduction of guests
2. Roll call/establish quorum
3. Discussion and/or possible action to approve June 7, 2024, membership meeting minutes
4. Discussion and/or possible action to approve items as needed on the Legislative Committee report
5. Discussion and/or possible action to approve items as needed on Strategic Development Committee report
6. Discussion and/or possible action to approve items as needed on the Program Committee's report
7. Discussion and/or possible action to approve items as needed on the cluster reports

8. Discussion and/or possible action to approve items as needed on the President's report
9. Discussion and/or possible action to approve items as needed on the Executive Director's report
10. New business not known at the time of posting this agenda
11. Adjourn



**Oklahoma Association of Youth Services, Inc.**  
**Membership Meeting Minutes**  
**June 7, 2024 at 9:00 a.m.**  
**Hard Rock, Tulsa- Cherokee Saloons A,B,C**  
**777 W Cherokee St, Catoosa, OK 74015**

A hybrid meeting was held for the membership of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws

1. Call to order and introduction of guests
  - a. The meeting was called to order by John Schneider at 9:10 a.m.  
Guest, Director Jeffrey Cartmell, Executive Director of OJA, was present
2. Roll call/establish quorum.
  - a. 25 members present. **Quorum Established**
3. Discussion and/or possible action to approve the May 1, 2024, Membership Meeting minutes
  - a. Herb McSpadden made a motion to approve the Membership Meeting minutes from May 1, 2024. Kody Suanny made a second motion. **Motion passed unanimously.**
4. Discussion and/or possible action to approve items as needed on the Legislative Committee report
  - a. John Schneider reported that himself and Director Cartmell have been working collaboratively on the 4 million dollar budget increase request for OJA. He appreciates OJA's leadership and their willingness to hear the voice of YSA as we continue to work together.
5. Introduction of Guest, Director Jeffrey Cartmell, Executive Director of the Oklahoma Office of Juvenile Affairs.
  - a. Director Jeffrey Cartmell provided an introduction as the incoming Executive Director for OJA.
6. Discussion and/or possible action to approve items as needed on the Strategic Development Committee report
  - a. Herb McSpadden reported that the committee has been working with John, Dr. Messiah, and OJA leadership regarding the \$4 million in requested dollars.

7. Discussion and/or possible action to approve items as needed on the Program Committee's report

- a. Dr. Messiah extended appreciation to the Northeast cluster for hosting the Annual Meeting this year. He applauded the committee for providing quality training opportunities that assisted in the success of the meeting.

8. Discussion and/or possible action to approve items as needed on the cluster reports

- a. Central- Wendy Swatek reported the cluster was not able to meet prior to the meeting.
- b. Northeast- Jana Emerson reported the cluster met briefly and discussed barriers with hiring and retention of staff.
- c. Northwest-Brenda Rose introduced Hanna Fryer, Executive Director for Youth and Family of North Central Oklahoma in Enid.
- d. Southeast- Yolanda Cummings reported that the cluster has not met but that she has had individual conversations with agency directors.
- e. Southwest- Kody Suanny reported there was 100 % of cluster attendance at the meeting. The agencies have completed and submitted the RFA by the deadline. They discussed OJA contract negotiations, programing within the agencies, and ARPA projects.

9. Discussion and/or possible action to approve items as needed on the President's report

- a. John Schneider reported that he appreciates the support from membership during his time as President. He expresses appreciation for Dr. Messiah's guidance and mentorship as they have worked closely together over the past couple of years. He appreciates Herb for moving into the role as President for FY 2025 and will continue to be engaged and supportive in his new role as Past President. He expressed thanks to Erin Brook for her tenure of service on the Board and welcomed Jana Emerson as the incoming Cluster Representative.

10. Discussion and/or possible action to approve items as needed on the Executive Director's report

- a. Dr. Messiah reported the TSET Board voted unanimously for OAYS to continue the Successful Futures program. Dr. Messiah reported the program's numbers statewide exceeded benchmarks and TSET leadership has been impressed with the program implementation.

11. New business not known at the time of posting this agenda

- a. Lisa Williams introduced Dr. Lett as the new Executive Director for Moore Youth and Family.

12. Adjourn

Meeting adjourned at 9:58 a.m.



**Oklahoma Association of Youth Services, Inc.**

**Membership Meeting Agenda**

**December 12, 2024**

**11:00 a.m.**

**Bricktown Brewery**

**1 N Oklahoma Ave, Oklahoma City, Oklahoma 73104**





**Oklahoma Association of Youth Services, Inc.  
Membership Meeting Agenda  
December 12, 2024**

**11:00 a.m.**

**Bricktown Brewery**

**1 N Oklahoma Ave, Oklahoma City, OK 73104**

A meeting has been scheduled for the membership of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services bylaws. The meeting can be accessed by joining the following Zoom link:

<https://us02web.zoom.us/j/85768348164>

Meeting ID: 857 6834 8164

Dial by your location

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

Meeting ID: 857 6834 8164

The agenda and minutes from this meeting will be available on the OAYS website ([www.oays.org](http://www.oays.org)) following the meeting.

1. Call to order and introduction of guests
2. Roll call/establish quorum
3. Discussion and/or possible action to approve September 5, 2024, and the November 20<sup>th</sup> special membership meeting minutes
4. Discussion and/or possible action to approve items as needed on the Legislative Committee report
5. Discussion and/or possible action to approve items as needed on Strategic Development Committee report
6. Discussion and/or possible action to approve items as needed on the Program Committee's report
7. Cluster Coordinator Report

8. Discussion and/or possible action to approve items as needed on the cluster reports
9. Discussion and/or possible action to approve items as needed on the President's report
10. Discussion and/or possible action to approve items as needed on the Executive Director's report
11. Discussion and/or possible action to approve recommended bylaws updates:
  - i. Any member of the Board of Directors who shall fail to attend any three consecutive meetings, or four meetings within a year, of the Board shall automatically **may** be removed from the membership of the Board of Directors. The Secretary of the Board, in writing, following two consecutive absences, or three general absences, must advise the member of this provision.
12. New business not known at the time of posting this agenda
13. Adjourn



**Oklahoma Association of Youth Services, Inc.**  
**Emergency Membership Meeting Minutes**  
**November 20, 2024, at 1:00 p.m.**

A virtual meeting was held for the membership of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws

1. Call to order and introduction of guests
  - a. The meeting was called to order by Herb McSpadden at 1:01 p.m.  
No guests were present
  
2. Roll call/establish quorum.
  - a. 31 members present. **Quorum Established**
  
3. Historical context of new allocation dollars
  - a. Steve Lewis provided historical context regarding the 4 million dollars of new money allocated to OJA on behalf of Youth Service Agencies.
  
4. Cluster breakout
  - a. Clusters discussed the funding and collectively developed an ideal allocation for the dollars, with the intent of having memberships collective feedback to allow Dr. Messiah to report to OJA.
  
5. Discussion or possible action regarding cluster reports:
  - a. Central Cluster- Wendy Swatek reported the Central cluster decided 30K of the dollars should be allocated to prevention services to each YSA. The remaining dollars should be allocated based on a percentage of the current agency's budget.
  - b. Northeast Cluster- Jana Emerson reported the Northeast cluster decided each agency should receive a base amount of 30K, allocated for prevention services.
  - c. Northwest Cluster- Brenda Rose reported the Northwest cluster agreed that each agency should receive 30K for prevention services.
  - d. Southeast Cluster- Yolanda Cummings reported the Southeast cluster agreed each agency should be allocated 30K for rate based services and the remaining amount should include a formula to fairly distribute for overages. Any dollars not expensed should be placed back into YSA budgets.

- e. Southwest Cluster- Shanna Rice reported the Southwest cluster determined there should be 40K equally allocated to each YSA to be used for any budget category and the remaining 1m should be distributed based on a percentage of current funding to each agency.

Sherrie Green made a motion that each agency receive a base amount of 30K of the funding. Yolanda Cummings seconded the motion. **Motion passed.**

Sheila Stinnett made a motion that the remaining dollars should be allocated based on a percentage of each agency's overages over the past three years. Darla Cheek seconded the motion. **Motion passed.**

6. New business not known at the time of posting this agenda

- a. No new business to report

7 .Adjourn

Meeting adjourned at 2:46p.m.



**Oklahoma Association of Youth Services, Inc.**  
**Membership Meeting Minutes**  
**September 5, 2024, at 9:00 a.m.**  
**Shangri-La Resort**  
**57301 E. Highway 125, Monkey Island 74331**

A hybrid meeting was held for the membership of the Oklahoma Association of Youth Services and is being held in accordance with the Oklahoma Association of Youth Services Bylaws

1. Call to order and introduction of guests
  - a. The meeting was called to order by Herb McSpadden at 9:11 a.m.  
No guests were present
  
2. Roll call/establish quorum.
  - a. 29 members present. **Quorum Established**
  
3. Discussion and/or possible action to approve the June 7, 2024, Membership Meeting minutes
  - a. Yolanda Cummings made a motion to approve the Membership Meeting minutes from June 7, 2024. Kody Suanny made a second motion. **Motion passed unanimously.**
  
4. Discussion and/or possible action to approve items as needed on the Legislative Committee report
  - a. John Schneider reported that the committee meetings have slowed over the summer but are gearing up to start meeting again and preparing for the next session. John encouraged individuals to serve on the committee and opened the invitation to all of membership.
  
5. Discussion and/or possible action to approve items as needed on the Strategic Development Committee report
  - a. Herb McSpadden reported that the committees developed through the strategic planning process have been working on tasks. The committee leads may be reaching out to individuals to serve on the committees. The committees found to be valuable through this process include Values, Mentoring and Engagement.
  
6. Discussion and/or possible action to approve items as needed on the Program Committee's report

- a. Dr. Messiah reported on behalf of Sheila Stinnett. Dr. Messiah reported that the December and June meeting will be CEU focused and will provide Ethics and Supervisory Ethics training. Shanna Rice is hosting the weekly counselor calls. CEU opportunities are available through those calls as well.

7. Discussion and/or possible action to approve items as needed on the cluster reports

- a. Central- Wendy Swatek reported new updates on ARPA projects. They have a new Executive Director in the cluster and they have met and welcomed her.
- b. Southwest- Shanna Rice reported the cluster gave positive feedback on the September quarterly meeting. They enjoyed the Executive Director discussions and would like to see that continue and discussed training they would find beneficial in the future.
- c. Southeast- Yolanda Cummgins reported on updates to ARPA projects and agency programs.
- d. Northwest- Brenda Rose reported on agency updates. She reported that Hanna is a new Executive Director in the cluster and they have been working with Hanna as she fills her new role.
- e. Northeast- Jana Emerson reported the cluster met and discussed consistent monthly meeting schedules. They discussed holding monthly meetings at cluster agencies. The cluster gave feedback on training they would like to see offered in the future.

8. Discussion and/or possible action to approve items as needed on the President's report

- a. Herb McSpadden introduced Kevin Evans, where he presented information on his new Family Resource Center program.
- b. Herb McSpadden provided updates to the State Plan. He is advocating for the additional OJA dollars that were for hiring and retention and contract overages.
- c. Kody Suanny will be working with Cluster Reps to serve as a resource and provide support.

9. Discussion and/or possible action to approve items as needed on the Executive Director's report

- a. Dr. Messiah introduced Angela Houston, who will be helping with TSET, OAYS meetings and professional development on a contractual basis.
- b. Dr. Messiah reported on upcoming board meeting dates and encouraged feedback on locations and ideas for upcoming meetings.
- c. Dr. Messiah reported Kody Suanny will be presented with the Potts Visionary Award in December and invites membership to attend.

10. New business not known at the time of posting this agenda

- a. No new business to report

12.Adjourn

Meeting adjourned at 10:17 a.m.