



# OAYS FY2024 Board Packets



# The Oklahoma Association of Youth Services Board of Directors Meeting



August 2, 2023

1:00 p.m.

Join Zoom Meeting

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

The Agenda Is Posted

[www.oays.org](http://www.oays.org)



**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
August 2, 2023  
1:00 p.m.**

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 virtually accessed by joining the following Zoom link:

Join Zoom Meeting  
<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/j/85768348164>

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.

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

1. Call to order and introduction of guests
2. Roll call/establish quorum
3. Discussion and/or possible action to approve Board Meeting Minutes, June 23, 2023
4. Discussion and/or possible action to approve items as needed on the President's Report
5. Discussion and/or possible action to approve items as needed on the Executive Director's Report

6. Discussion and/or possible action to approve Board and Membership Meeting dates and times
7. Discussion and/or possible action to approve policy recommendation
  - a. Abandonment of position
8. Discussion and/or possible action to approve Legislative Committee Report Committee
9. Cluster Reports:
  - a. Central Cluster
  - b. Northeast Cluster
  - c. Northwest Cluster
  - d. Southeast Cluster
  - e. Southwest Cluster
10. Discussion and/or Possible Action to Approve Treasurer's Report
  - a. OAYS FY2024 Proposed Operating Budget
11. Discussion and/or possible action to approve External Funding Committee report
12. New business not known at the time of posting this agenda
13. Adjourn





**Oklahoma Association of Youth Services, Inc.  
Board of Director's Meeting Minutes**

**The Annual Meeting's Board of Directors Meeting**

**was held on**

**June 23, 2023**

**at**

**9:00 a.m.**

**100 Mick Cornett Drive, Room 209 A  
Oklahoma City, Oklahoma 73109**

1. Call to order and introduction of guests
  - a. The meeting was called to order by John Schneider at 9:11. No guests were present.
2. Roll call/establish quorum.
  - a. Roll call / establish quorum: President John Schneider, Darla Cheek, Kody Suanny, Erin Brook, Brenda Rose, and Courtney Dukes, Terri Krebs, via Zoom Shanna Rice and Wendy Swatek.  
**Quorum Established**
3. Discussion and/or possible action to approve the June 5, 2023, Emergency Board of Director's Meeting Minutes
  - a. Motion to approve Emergency Board of Director's Meeting Minutes June 5, 2023, made by Darla Cheek Second by Brenda Rose. **The motion passed.**
4. Discussion and/or possible action to approve the May 3, 2023, Board of Director's Meeting Minutes
  - a. Motion to approve Board of Director's Meeting Minutes May 3, 2023, made by Darla Cheek Second by Kody Suanny. **The motion passed.**
5. Discussion and/or possible action to approve items as needed on the External Funding Committee report.

- a. The report was given by Lisa Williams. Questions on ARAP funds and OMES not being paid have been cleared up. TSET grant appears to be going well. Dr. Messiah was at the Governor's Mansion and was approached about additional funds that could become available and to be watching the website. A questionnaire will be coming out so be looking for it.
6. Discussion and/or possible action to approve items on the Treasurer's report:
  - a. Motion for Board to Accept the Revised Audit Report
  - b. DHS Audit Report

The report was given by Treasurer Darla Cheek. Motion to approve and accept the revised audit report. The audit report was included in the board member packets. Motion made by Brenda Rose Second: Kody Suanny. **The motion passed unanimously.**

Report was given by Darla Cheek. Motion to approve the April and May 2023 financial statements, financial statements were included in the board member packets. Motion made by Kody Suanny. Second: Courtney Dukes. **The motion passed unanimously.**
7. Discussion and/or possible action to approve OAYS insurance and benefits provider change and insurance package negotiations.
  - a. Dr Messiah spoke about the association coming together as a whole to search for a good health insurance policy and better rates for all the agencies. He is requesting the board to give him approval to move forward with and sign an agreement to dig into possible plans. Motion was made by Darla Cheek. Second by Courtney Dukes. **The motion passed unanimously.**
8. Discussion and/or possible action to approve peer reviews.
  - a. The Standard's Committee report asked to approve the following agencies' peer reviews. Okmulgee, Ada, Wewoka, El Reno, Midwest City, Moore, Muskogee, Sapulpa, and Tishomingo. Motion was made by Courtney Dukes. Seconded by Kody Suanny. **The motion passed unanimously.**
9. Discussion and/or possible action to approve items as needed on the Legislative Committee's report.
  - a. The report was given by John Schneider stating the importance of building relationships with the house and senate. Steve Lewis states the house and senate could not get along and this was the most difficult session he has ever seen. John asked Steve to talk about the Title 10A Peer Review Statement and how an agency could be decertified as a youth services agency. They invited new members to take part in the committee.

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

a. The report was given by John Schneider. He opened thanking Terri Krebs for her service on the Board that she is dropping off and this would be her last meeting. He spoke of the fear he is hearing within the association of the loss of the OJA Contract. "Not having this contract does not change our mission as one voice for the children." Dr. Messiah stated that we want to move forward working together with OJA. He would like to send a Thank You to OJA for the years of work and service that has been provided over the years.

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

- a. Diversity Statement
- b. Core Values
- c. Philosophy
- d. Vision Statement

Dr. Messiah stated that the above statements have been an oversight on his part and realized that they needed approval from the board during the process of writing grants. He asked the board to approve the statement enclosed in the board packet. Motion was made by Darla Cheek. Seconded by Courtney Dukes. **The motion passed unanimously.**

12. 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

b. Maintaining confidential communication between OAYS and its attorney concerning a pending investigation, claim, contract, or action if OAYS, with the advice of its attorney, determines that disclosure will seriously impair the ability of the Association to process the claim or conduct a pending investigation, litigation, or proceeding in the interest of OAYS, its Board of Directors, Employees, or Membership.

The motion to enter into Executive Session was made by Darla Cheek. Seconded by Courtney Dukes. **The motion passed unanimously.**

The motion to move back into regular session was made by Darla Cheek. Seconded by Courtney Dukes. **The motion passed unanimously.**

The motion was made by Erin Brook to authorize President John Schneider to complete Dr. Messiah annual employee performance evaluation and any pay adjustment as approved by the board. Seconded by Darla Cheek. **The motion passed unanimously.**

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

**No new business was discussed.**

14. Adjourn

The motion to adjourn was at 10:59am made by Darla Cheek. Seconded by Courtney Dukes. **The motion passed unanimously.**





## The Oklahoma Association of Youth Services

FY 2024

### Board/Membership Meeting Schedule

Month	Date	Meeting Type	Location	Time
August	August 2, 2023	Board of Directors	Virtual	1:00 p.m.
September	September 8, 2023  (Quarterly Learning opportunities September 6-7, 2023)	Board/Membership	Hybrid/Sheraton Downtown Oklahoma City	Board/9:00 a.m. Membership Immediately following
October	October 4, 2023	Board of Directors	Virtual	1:00 p.m.
November	November 1, 2023	Board of Directors	Virtual	1:00 p.m.
December	November 8, 2023 Quarterly Learning Opportunities December 7, 2023	Board/Membership	Hybrid/Sheraton	Board/9:00 a.m. Membership Immediately following
January	January 3, 2023	Board of Directors	Virtual	Board/1:00 p.m. Membership Immediately following
February	February 7, 2023	Board/Membership	Virtual	Board/1:00 p.m. Membership Immediately following
March	March 6, 2023	Board/Membership	Hybrid/Day at the Capitol	Board/1:00 p.m. Membership Immediately following
April	April 3, 2023	Board/Membership	Virtual	Board/1:00 p.m. Membership Immediately following
May	May 1, 2023	Board/Membership	Virtual	Board/1:00 p.m. Membership Immediately following
June	June 7, 2023  (Learning Opportunities June 6-7, 2023)	Board/Membership	Virtual/	Board/9:00 a.m. Membership Immediately following

## **Proposed 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 unless extreme measures prevent the employee from self-communicating.



The Oklahoma Association of Youth Services



September Quarterly Meeting  
Board and Membership Packets  
September 6, 2023  
10:00 a.m.-12:00 p.m.



**Oklahoma Association of Youth Services, Inc.  
Membership Meeting Agenda  
September 6, 2023**

**Immediately Following**

**The Oklahoma Association of Youth Services Board of Directors' Meeting  
Scheduled for 10:00 a.m. that Same Day**

Sheraton Hotel, Downtown Oklahoma City  
1 N Broadway Ave, Oklahoma City, OK 73102

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1. Call to order and introduction of guests
2. Roll call/establish quorum
3. Discussion and/or possible action to approve the June 23, 2023, Membership Meeting minutes
4. Discussion or possible action regarding the Legislative Committee Report
5. Discussion and/or possible action to approve items as needed on the Program Committee's Report
6. Discussion and/or possible action to approve items as needed on the Cluster Reports
  - a. Central



- b. Northeast
  - c. Northwest
  - d. Southeast
  - e. Southwest
- 7. Discussion and/or possible action to approve items as needed on the President's Report
- 8. Discussion and/or possible action to approve items as needed on the Executive Director's Report
- 9. New business not known at the time of posting this agenda
- 10. Adjourn



**Oklahoma Association of Youth Services, Inc.  
Board of Director's Meeting Minutes**

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**was held on**

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**at**

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- b. Maintaining confidential communication between OAYS and its attorney concerning a pending investigation, claim, contract, or action if OAYS, with the advice of its attorney, determines that disclosure will seriously impair the ability of the Association to process the claim or conduct a pending investigation, litigation, or proceeding in the interest of OAYS, its Board of Directors, Employees, or Membership.

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The motion was made by Erin Brook to authorize President John Schneider to complete Dr. Messiah annual employee performance evaluation and any pay adjustment as approved by the board. Seconded by Darla Cheek. **The motion passed unanimously.**



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

**No new business was discussed.**

14. Adjourn

The motion to adjourn was at 10:59am made by Darla Cheek. Seconded by Courtney Dukes. **The motion passed unanimously.**



# The Oklahoma Association of Youth Services



## October Board Meeting

September 28, 2023

11:00 a.m.

**Youth and Family Services, Inc.  
7565 OK-66, El Reno, OK 73036**

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 accessed by joining the following Zoom link:

Join Zoom Meeting

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

Meeting ID: 867 4684 3923



**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
September 28, 2023  
11:00 a.m.**

**Youth and Family Services, Inc.  
7565 OK-66, El Reno, OK 73036**

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 accessed by joining the following Zoom link:

Join Zoom Meeting

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

Meeting ID: 867 4684 3923

One tap mobile

+13462487799,,86746843923# US (Houston)

+14086380968,,86746843923# US (San Jose)

Dial by your location

• +1 346 248 7799 US (Houston)

Meeting ID: 867 4684 3923

Find your local number: <https://us02web.zoom.us/j/86746843923>

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 September 8, 2023
4. Discussion or possible action regarding the Treasurer's Report
5. Discussion or possible action regarding the Legislative Committee Report
6. Discussion or possible action regarding Auditor's Contract

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





**Oklahoma Association of Youth Services, Inc.**  
**Board of Director's Meeting Minutes**  
**Sheraton Hotel, Downtown Oklahoma City**  
**1N Broadway Ave, Oklahoma City, OK**  
**September 6, 2023**  
**10:00 a.m.**

1. Call to order and introduction of guests
  - a. The meeting was called to order by President John Schneider at 10:05.  
No guests were present.
2. Roll call/establish quorum.
  - a. Roll call / establish quorum: John Schneider, Darla Cheek, Herb McSpadden, Brenda Rose, Courtney Dukes, Terri Krebs, Greg Contreras. Kody Suanny and Erin Brook attended via zoom.  
**Quorum Established**
3. Discussion and/or possible action to approve the August 2, 2023, Board of Director's Meeting Minutes
  - a. Motion to approve Board of Director's Meeting Minutes for August 2, 2023, made by Herb McSpadden. Second by Darla Cheek. **The motion passed.**
4. Discussion and/or possible action to approve the Treasurer's Report
  - a. Darla Cheek presented the financials and discussed changes made to the budget. Changes were in the areas of personnel to reflect current staffing and more dollars being allocated for quarterly meeting to allow for the expenses of the strategic planning process. The carryover has increased with the corrected adjustment. Motion to approve the financials as presented was made by Herb McSpadden. A second motion by Courtney Dukes. **The motion passed.**
5. Discussion and/or possible action to approve items as needed on the Strategic Development Committee report.
  - a. Herb McSpadden reported that the Strategic Development committee, previously known as the "external funding committee", is working towards collecting data to enhance our opportunities for funding. The committee is working towards deciding what data is critical to capture and ways to collect such information statewide.
6. Discussion and/or possible action to approve items as needed on the President's report.
  - a. The report was given by John Schneider. He opened by expressing excitement for the strategic planning process and looks forward to hearing membership's feedback over the next few days. He encouraged the board to be receptive and open to conversations

as we move forward through this critical process as we work in unity to drive the association forward in a positive way.

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

a. Dr. Messiah provided an update of general business regarding the OAYS office that included an increase of TSET dollars and closed with words of encouragement.

11. Discussion and/or possible vote to enter Executive Session in accordance with the Oklahoma Association of Youth Services bylaws.

a. Courtney Dukes made a motion to enter into executive session. A second motion by Brenda Rose. **The motion passed.**

b. Darla Cheek made a motion to exit executive session. A second motion by Courtney Dukes. **The motion passed.**

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

a. Herb McSpadden made a motion to authorize OAYS President, John Schneider, to take action as discussed in executive session. A second motion made by Brenda Rose. **The motion passed.**

13. Adjourn

The motion to adjourn was at 11:06 made by Darla Cheek. Seconded by Courtney Dukes. **The motion passed.**



# The Oklahoma Association of Youth Services



Board of Directors Meeting Packet  
November 1, 2023  
1:00 P.M.

<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>



**Oklahoma Association of Youth Services, Inc.**  
**Board of Directors' Meeting Agenda**  
**November 1, 2023**  
**1:00 p.m.**

A virtual 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 accessed by joining the following Zoom link:

Join Zoom Meeting  
<https://us02web.zoom.us/j/85768348164>

Meeting ID: 857 6834 8164

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+1 346 248 7799 US (Houston)

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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 or possible action to approve Board Meeting Minutes for September 28, 2023
4. Discussion and/or possible action to approve items as needed on the President's report
5. Discussion and/or possible action to approve items as needed on the Executive Director's report
6. Discussion or possible action regarding the Treasurer's Report
7. Discussion or possible action regarding the Legislative Committee Report
8. Discussion and/or possible action to approve items as needed regarding the draft criteria for the state plan

9. Discussion and/or possible action to approve items as needed regarding TSET agency contracts
10. New business not known at the time of posting this agenda
11. Adjourn



**Oklahoma Association of Youth Services, Inc.**  
**Board of Directors Meeting Minutes**  
**Youth and Family Services, Inc.**  
**7566 OK-66, El Reno, OK73036**  
**September 28, 2023**  
**11:00 a.m.**

1. Call to order and introduction of guests
  - a. The meeting was called to order by President John Schneider at 11:15 am.  
Mike Shields and Steve Lewis was present.
2. Roll call/establish quorum.
  - a. Roll call / establish quorum: John Schneider, Courtney Dukes, Darla Cheek, Shanna Rice, Brenda Rose, Erin Brook, and Greg Contreras. Wendy Swatek and Kody Suanny attended via zoom.  
**Quorum Established**
3. Discussion and/or possible action to approve the September 8, 2023, Board of Directors' Meeting Minutes
  - a. Motion to approve Board of Directors' Meeting Minutes for September 8, 2023, made by Darla Cheek. Second by Brenda Rose. **The motion passed.**
4. Discussion and/or possible action regarding the Treasurer's Report
  - a. Darla Cheek reported that the financials are in a great position. Darla and Dr. Messiah answered questions and there was continued discussion from the board.  
Courtney Dukes made a motion to approve the financial report as presented. A second motion by Kody Suanny. **The motion passed.**
5. Discussion and/or possible action regarding the Legislative Committee Report
  - a. John Schnieder reported himself and Dr. Messiah attended the OJA board meeting and had a great conversation with Director Holt and her team. During the board meeting, Director Holt presented the budget request to the legislature. Within the request, Dr. Messiah and John heard for the first time, a request for 9.9 million dollar increase to YSA's for prevention. Also during the meeting, they heard for the first time about the plan to address the criteria in the state plan. John reported that the committee is working with cluster representatives to hear the voice of membership on how to move forward with the state plan criteria received from OJA and discussed in the OJA board meeting. President Schneider reports of having no knowledge or negotiation of



the proposed 9.9 million or the criteria of the state plan until it was addressed in the OJA board meeting.

b. The committee continues to work with legislators and offer assistance and support with the interim studies.

6. Discussion and/or possible action regarding Auditor's Contract

a. Dr. Messiah made the recommendation to engage Barbara Henry as the OAYS financial auditor again this year. Courtney Dukes made a motion for the current financial contracts to continue regarding the financial audit and 990. Darla Cheek made a second motion. **The motion passed.**

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

a. President Schnieder expresses his excitement for the upcoming membership meeting. Asks Cluster Representatives to encourage agencies to be present and participate during this critical time.

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

- a. Dr. Messiah plans to begin traveling again and visiting agencies across the state. Gave praise to Kody and her team for their new child development center.
- b. Dr. Messiah has updated the OAYS website.
- c. It was reported that the office may need to look at contracting with an individual that can assist with the asset mapping and data collection as being discussed with the Strategic Development committee and Programs committee.
- d. Dr. Messiah made the recommendation to explore the idea of an ad hoc advisory committee. This would serve as a collaboration of the three committees recommended by the Southeast Cluster.

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

a. Mike Shields and OAYS Board of Directors collaborated to complete the OAYS strategic plan.

13. Adjourn

The motion to adjourn was at 12:10 made by Brenda Rose. Seconded by Courtney Dukes. **The motion passed.**



**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
December 8, 2023  
9:00 a.m.**

**Sheraton Hotel, Downtown Oklahoma City  
1 N Broadway Ave, Oklahoma City, OK 73102**

Virtual Option

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





**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
December 8, 2023  
9:00 a.m.**

Sheraton Hotel, Downtown Oklahoma City  
1 N Broadway Ave, Oklahoma City, OK 73102

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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 1, 2023
4. Discussion or possible action to approve rescheduling the June OAYS Annual Meeting
5. Discussion or possible action to appoint Southeast Cluster Representative in accordance with the Oklahoma Association of Youth Services bylaws Article V, Section 6 which stipulate:

"The Board of Directors shall fill by appointment any vacancy occurring in the Board for an unexpired term, to be ratified by the full membership at its next business meeting."

6. Discussion or possible action regarding the Treasurer's Report
7. Discussion or possible action to approve office lease
8. Discussion or possible action regarding the Legislative Committee Report
9. 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:
    - i. Staff Incentive
10. Discussion and/or possible action to approve items as needed on the President's report
11. Discussion and/or possible action to approve items as needed on the Executive Director's report
12. New business not known at the time of posting this agenda
13. Adjourn



**Oklahoma Association of Youth Services, Inc.**  
**Board of Directors Meeting Minutes**  
**November 1, 2023**  
**1:00 PM**

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
  - a. The meeting was called to order by President John Schneider at 1:04PM  
There were no guests present
2. Roll call/establish quorum.
  - a. Roll call / establish quorum: John Schneider, Courtney Dukes, Darla Cheek, Shanna Rice, Brenda Rose, Erin Brook, Greg Contrereas, Herb McSpadden, Wendy Swatek and Kody Suanny were present.  
**Quorum Established**
3. Discussion and/or possible action to approve the September 28, 2023, Board of Directors' Meeting Minutes
  - a. Motion to approve Board of Directors' Meeting Minutes for September 28, 2023, made by Wendy Swatek. Second by Herb McSpadden. **The motion passed unanimously.**
4. Discussion and/or possible action to approve items as needed on the President's Report
  - a. President Schneider stated the areas of reporting would be discussed in agenda items further into the meeting.
5. Discussion and/or possible action to approve items as needed on the Executive Director's report
  - a. Dr. Messiah reported on TSET updates. TSET is pleased with the progress and program numbers throughout the state. States we have exceeded their expectations and are now only requiring OAYS to submit quarterly reports rather than monthly.
  - b. Dr. Messiah reported participating in an interim study for juvenile justice. He was accompanied by John Schneider, Lisa Williams, Courtney Dukes, Kevin Evans, and Jennifer Goodrich. He expressed his appreciation to Representative Swope and Representative Talley for inviting OAYS to participate.
  - c. The December quarterly meeting will be held at the Sheraton Hotel Downtown on December 7-8.

6. Discussion and/or possible action to approve the Treasurer's Report
  - a. Darla Cheek presented the financials. Kody Suanny made a motion to approve the September financials. Brenda Rose made a second motion. **Motion passed unanimously.**
7. Discussion and/or possible action regarding the Legislative Committee Report
  - a. John Schneider expressed his appreciation to those agencies that showed support and represented OAYS during the interim study presentation at the capitol. It was a great positive exposure for YSAs.
8. Discussion and/or possible action to approve items as needed regarding the draft criteria for the state plan
  - a. John Schneider informed the board that he, along with Courtney Dukes, Lisa Williams and Steve Lewis, attended the public hearing at OJA. Other YSA Directors attended virtually. During the hearing, he followed the direction of the motion made by membership during the October 4th membership meeting that requested that OAYS be given until December 15, 2023 to provide recommendations on the draft criteria for the state plan for Youth Service Agencies, to allow ample time for the membership to vote and approve recommendations to be submitted. He stated he talked to Director Holt the Friday before the hearing to ask for the same request. She recommended him presenting it during the public hearing. The request was denied to extend the deadline to December 15 but did compromise to extend the deadline for feedback on the draft criteria for the state plan to November 13th. Dr. Messiah would like feedback from the membership on the draft criteria that he has prepared. He would like feedback during the membership meeting on the 8th and allow membership to have adequate time to read the document in depth and prepare for discussion. Brenda Rose made a motion for Dr. Messiah to send his document to membership to review by the end of today. Wendt Swatek made a second motion. **Motion passed unanimously.**
9. Discussion and/or possible action to approve items as needed regarding TSET agency contracts
  - a. John Schneider informed the board that there was an agency director that was concerned with an area of the TSET subcontract that required an annual peer review to be conducted. There was discussion regarding the area of concern and if any further action should be taken. It was decided that there was no need for action at this time.
- 10 . New business not known at the time of posting this agenda
  - a. Herb Mcspadden shared new developments with the Strategic Development committee, as they work on a plan for collecting needed information for funding in the future, and to provide support for the 9.9 million, requested by

OJA. The committee will be asking membership to complete these surveys over the next couple of months, to have the data collected before legislative session.

11. Adjourn

The meeting adjourned at 2:04PM

## SECOND AMENDMENT TO LEASE

This agreement is made and entered into as of this **01** day of **October, 2023**, by and between **THE OKLAHOMA ASSOCIATION OF YOUTH SERVICES** ("Tenant"), and **Delta Dental of Oklahoma** ("LANDLORD").

Landlord and Tenant now enter into this Second Amendment to amend the Lease in order to renew lease according to the terms provided herein;

**NOW, THEREFORE** in mutual consideration of the mutual covenants and agreements here in contained and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant do hereby further covenant and agree that the Lease shall be amended as follows:

- a. Building Name: **Santa Fe North Building**  
Address: 6 NE 63<sup>rd</sup> Street Oklahoma City, Oklahoma 73105
- b. Floor(s): **2nd**; Rentable Area-Premises: **769** rentable square feet;  
Rentable Area- Building: **44,357** square feet. Tenant's Share: **1.7%**
- c. Total Annual Base Rent: **\$10,573.75**. Monthly Rent: **\$881.15**.
- d. Annual Base Lease Rate of **\$13.75** per square foot of Rentable Area
- e. Base Year: **N/A** Monthly CAM Charge **N/A**
- f. **Amended** Term: **October 1, 2023** – **September 30, 2024**
- g. **Ratification**. Except as hereby amended, Landlord and Tenant do hereby ratify and confirm the terms, covenants, provisions and conditions of the Lease.
- h. **Entire Agreement**. This amendment embodies the entire understanding between Landlord and Tenant with respect to the subject matter hereof and can be changed only by and instrument in writing executed by both Landlord and Tenant.
- i. **Conflict of Terms**. In the event that there is any conflict or inconsistency between the terms and conditions of the Lease and those of this Amendment, the terms and conditions of this Amendment shall control and govern the rights and obligations of the parties.

**IN WITNESS WHEREOF**, Landlord and Tenant have cause the Agreement to be duly executed the day and year first above written.

**DELTA DENTAL PLAN OF OKLAHOMA**

**THE OKLAHOMA ASSOCIATION OF  
YOUTH SERVICES**

By: \_\_\_\_\_

By: \_\_\_\_\_



# The Oklahoma Association of Youth Services

## Board of Directors Special Meeting

January 31, 2024

Immediately Following the Membership Meeting

Scheduled for 1:00 p.m. on that Same Day



**Oklahoma Association of Youth Services, Inc.  
Board of Directors' Meeting Agenda  
January 31, 2024  
Immediately Following the  
Special Membership Meeting  
Scheduled for 1:00 p.m. on that Same Day**

A special virtual 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 accessed by joining the following Zoom link:

Join Zoom Meeting  
<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/j/85768348164>

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 December 8, 2023
4. Discussion or possible action regarding the Treasurer's Report
5. Discussion or possible action regarding Peer Review 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.**  
**Board of Directors Meeting Minutes**  
**Sheraton Hotel, Downtown OKC**  
**1 N Broadway Ave, Oklahoma City, OK**  
**December 8, 2023**  
**9:00 AM**

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 9:11 AM  
There were no guests present
2. Roll call/establish quorum.
  - a. Roll call / establish quorum: John Schneider, Courtney Dukes, Darla Cheek, Shanna Rice, Brenda Rose, Erin Brook, Herb McSpadden, Wendy Swatek and Kody Suanny were present.  
**Quorum Established**
3. Discussion and/or possible action to approve the November 1, 2023, Board of Directors' Meeting Minutes
  - a. Motion to approve Board of Directors' Meeting Minutes for November 1, 2023, made by Wendy Swatek. Second by Shanna Rice. **The motion passed unanimously.**
4. Discussion or possible action to approve rescheduling the June OAYS Annual Meeting.
  - a. Wendy Swatek made a motion to allow Peter Messiah to explore options for the June Annual Meeting, and bring recommendations to the board at the next monthly meeting. Second by Shanna Rice. **The motion passed unanimously.**
5. Discussion or possible action to appoint Southeast Cluster Representative in accordance with the Oklahoma Association of Youth Services bylaws Article V, Section 6 which stipulate:  
"The Board of Directors shall fill by appointment any vacancy occurring in the Board for an unexpired term, to be ratified by the full membership at its next business meeting."
  - a. John Schneider reported that Greg Contreas has chosen to resign his Southeast Cluster Representative position on the board. However, the Southeast Cluster nominated Yolanda Cummings to fill the vacant position. Darla Cheek made a motion to approve the appointment of Yolanda Cummings to replace Greg

Contreas as the Southeast Cluster Representative on the board. A second motion by Herb McSpadden. **The motion passed unanimously.**

6. Discussion and/or possible action to approve the Treasurer's Report

- a. Darla Cheek presented the financials. Shanna Rice made a motion to approve the October financials. Kody Suanny made a second motion. **Motion passed unanimously.**

7. Discussion or possible action to approve the office lease.

- a. Dr. Messiah presented amendments to the office lease. Shanna Rice made a motion to approve the renewal of the office lease. A second motion by Wendy Swatek. **Motion passed unanimously.**

8. Discussion and/or possible action regarding the Legislative Committee Report

- a. John Schneider expressed his appreciation to Steve Lewis for coordinating the legislative panel and providing a wonderful opportunity during the Quarterly Meeting. He also expressed his appreciation for the membership's attendance and participation during the quarterly meeting and during the legislative panel.

9. 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:

- i. Staff Incentive-

Shanna Rice made a motion to enter into the Executive Session. A second motion by Darla Cheek. **Motion passed unanimously.**

Shanna Rice made a motion to exit the Executive Session. A second motion by Herb McSpadden. **Motion passed unanimously.**

Herb McSpadden made a motion to approve the incentive pay as done last year. Wendy Swatek made a second motion. **Motion passed unanimously.**

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

- a. President Schneider expressed his appreciation for attendance by membership and a wonderful turnout during the December Quarterly Meeting. He also included his appreciation for the hard work and unified effort that was put forth by membership while working on the draft state plan criteria.

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

- a. Dr. Messiah reported on TSET updates. TSET is pleased with the progress and program numbers throughout the state. Dr. Messiah states there have been conversations regarding TSET extending the program reach to serve a larger population, as well as increase program dollars.
- b. Dr. Messiah has been reviewing the OAYS budget. There is a noted increase in the operating budget, and a decrease in the overhead with the loss of positions and the decision to not fill those at this time.

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

- a. No new business was reported.

11. Adjourn

The meeting adjourned at 9:51AM



## Board of Directors Meeting

March 6, 2024

1:00 p.m.

<https://us02web.zoom.us/j/86430267715>

Meeting ID: 864 3026 7715

Membership Meeting Immediately Following



**Oklahoma Association of Youth Services, Inc.**  
**Board of Directors' Meeting Agenda**  
**March 6, 2024**  
**1:00 p.m.**

A virtual 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 accessed by joining the following Zoom link:

Join Zoom Meeting  
<https://us02web.zoom.us/j/86430267715>

Meeting ID: 864 3026 7715

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 January 31, 2024 special meeting
4. Discussion or possible action regarding the Treasurer's Report
5. Discussion or possible action regarding the Legislative Committee Report
6. Discussion or possible action regarding Peer Review Report
7. Discussion and/or possible action to approve items as needed on the President's report
8. Discussion and/or possible action to approve items as needed on the Executive Director's report
9. Discussion and possible vote to enter Executive Session in accordance with the Oklahoma Association of Youth Services bylaws.
  - i. Personnel Matters
10. Discussion and/or possible action to return to General Session.

11. Discussion and/or possible action to vote on items discussed in Executive Session.
12. Discussion and possible vote regarding policy update recommendations:
  - a. Proposed Child Abuse Policy
  - b. Special Meetings Language
  - c. Depreciation Allowance
  - d. Longevity Pay
  - e. Office Hours
13. New business not known at the time of posting this agenda
14. Adjourn





**Oklahoma Association of Youth Services, Inc.**  
**Board of Directors Meeting Minutes**  
**January 31, 2024**  
**Immediately following 1:00P Membership Meeting**

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
  - a. The meeting was called to order by President John Schneider at 2:32 PM  
There were no guests present
2. Roll call/establish quorum.
  - a. Roll call / establish quorum: John Schneider, Courtney Dukes, Darla Cheek, Shanna Rice, Brenda Rose, Herb McSpadden, Wendy Swatek, Yolanda Cummings and Kody Suanny were present.  
**Quorum Established**
3. Discussion and/or possible action to approve the December 8, 2023, Board of Directors' Meeting Minutes
  - a. Motion to approve Board of Directors' Meeting Minutes for December 8, 2023, made by Darla Cheek. Second by Brenda Rose. Yolanda Cummings abstained. **The motion passed.**
4. Discussion and/or possible action to approve the Treasurer's Report
  - a. Darla Cheek presented the November and December financials. Courtney Dukes made a motion to approve the November and December financials. Shanna Rice made a second motion. Yolanda Cummings abstained. **Motion passed.**
5. Discussion or possible action to regarding Peer Review Report
  - a. Dr. Messiah reported on the Peer Review process and is allowing extensions on the deadlines if necessary, due to technical issues with the Dropbox platform.
6. Discussion and/or possible action to approve items as needed on the President's Report
  - a. No report given
7. Discussion and/or possible action to approve items as needed on the Executive Director's report

- a. Dr. Messiah expressed his appreciation for the support of the work and support from the board, the committees, and committee chairs.
- b. Dr. Messiah requested to cancel the February Board meeting due to the scheduled special meeting. Darla Cheek made a motion to cancel the board of director's meeting for February and reconvene in March. Shanna Rice made a second motion. **Motion passed unanimously.**
- c. Dr. Messiah provided an update on the annual meeting and the proposed contract to host the meeting at the Hard Rock in Tulsa. Herb McSpadden made a motion to approve the contract as presented. Darla Cheek made a second motion. **Motion passed unanimously.**

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

- a. John Schneider presented his appointment of Courtney Dukes as the Nomination Committee Chairperson for FY 25 board officer nominations. Brenda Rose made a motion to approve Courtney Dukes as the Nomination Committee chairperson. Yolanda Cummings made a second motion. **Motion passed unanimously.**

9. Adjourn

The meeting adjourned at 2:58P

## 1. Proposed Abuse Language

### **Oklahoma Association of Youth Services (OAYS) Child Protection Policy**

**Purpose:** To ensure the safety and well-being of children by mandating the reporting of suspected abuse in compliance with Oklahoma law.

**Scope:** This policy applies to all OAYS employees, contractors, and personnel affiliated through contracted services and memoranda of understanding.

#### **Procedure:**

**Mandatory Reporting:** Any person who suspects any person being abused must report it, as per state law. This includes both observed and suspected abuse at OAYS contracted activities, events, or elsewhere.

**Information Collection:** In the event of suspected abuse, the individual must gather and report the child's name, age, gender, contact information, parents' workplace, a description of the suspected abuse, and the child's current condition.

**Reporting Process:** Individual Youth Services Agencies (YSA) agency policy reporting requirements. All incidents that occur during OAYS contracted activities must be reported via email, text, or phone call to the OAYS office within 24 hours of incident occurrence regardless of weekends, holidays, or other off-schedule times. YSA policy should include [DHS Requirements](#).

**Requirements:** All contracted agencies must submit a copy of their policy to OAYS. Policy will be annually reviewed during the peer review and agency certification process.

**Confidentiality and Compliance:** All reports are to be handled with discretion and in compliance with agency protocols and state laws.

**Enforcement:** Is at the discretion of the contracted agency's policy.

## 2. Special Meetings Language

- i. ~~In addition, the OAYS office shall display public notice of said meeting at least twenty-four (24) hours prior to such special meetings, listing the date, time, place, and agenda. Only matters appearing on the posted agenda will be considered at special meetings. The Twenty four (24) hour prior notice to public posting shall exclude Saturdays and Sundays and legally recognized state holidays.~~

### 3. Depreciation Allowance

Depreciation is recognized on the basis of guidelines established by the Office of Juvenile Affairs, State of Oklahoma. The rate of depreciation is provided over the estimated useful life of the respective assets on a straight-line basis. Lives range from five to eight years.

The Oklahoma association of Youth Services will follow guidelines set by the contracted financial auditor or accountant and follow parameters consistent with generally acceptable Accounting practices (GAAP).

### 4. Longevity Pay

#### Definition:

"Merit pay" is a one-time lump sum payment during a fiscal year to a contracted employee for articulated work performance that exceeds what is normally expected for the position.

"Longevity Pay" is a one-time lump sum payment during a fiscal year to a contracted employee based on the number of continuous years of service with that contractor.

#### Procedures for Merit Pay:

##### Eligibility

The individual must be a current employee who is not a subcontractor or a board of director member and has completed one year of continuous service with the contractor, and

The individual must be recommended by the Director of the contracted agency and approved by its Board of Directors.

##### Applicability

The individual must demonstrate a meaningful contribution and/or leadership, beyond what would be expected for the position, on a documented successful project or work product that is specific and identifiable, with both a start date and end date.

The individual must demonstrate level of creativity, skill, or dedication to duty that is documented and is clearly beyond what is normally expected for the position.

Innovative contribution or suggestion that has a high probability for, or has resulted in, substantial financial savings or reduced costs to the contractor.

#### Contractor Responsibilities

The policy shall be approved by the OAYS Board of Directors. The policy shall be made available for OJA to review during contract monitoring process in order to establish compliance. Merit pay will be identified and included in the annual budget submitted to the Office of Juvenile Affairs at the beginning of the fiscal year. The budget shall be constantly monitored and will be subject to reallocation to fund services and operations if necessary to maintain adequate service levels. For Fiscal Year 2014, contractors may submit budget modifications to establish a budget for merit pay no later than April 1, 2014.

All employees' work performances will be reviewed against the criteria for merit pay eligibility and applicability.

OAYS authorized merit pay will be allocated and funded across all of the contractor's revenue sources based on the cost reimbursement budget revenue allocation.

Merit Pay will not exceed \$500 per employee per fiscal year.

Merit pay is processed with the regular monthly payroll, however it is not incorporated into an employee's base rate of pay for budget purposes and all applicable taxes and mandatory deductions shall be withheld.

#### OAYS Responsibilities

OAYS will monitor expenditures for merit pay to ensure that this policy is being followed and that payment has not jeopardized the financial viability of the Contractor or the contractor's ability to meet its contractual obligations.

OAYS will review merit pay policy and expenditures to verify that payments are allocated and funded across all of the contractor's revenue sources based on the cost reimbursement budget revenue allocation.

#### Procedures for Longevity Pay

In the final weeks preceding the end of the budget years, the contractor shall determine if payment of longevity can be accomplished without risk to service levels or entity financial viability.

#### Eligibility:

To be eligible for longevity pay, employees must have been continuously employed with the contractor for a minimum of two (2) years. For purposes of this policy, a break in service of thirty (30) calendar days or less shall not be considered an interruption of continuous service; a break in service of more than thirty (30) calendar days shall mark an end to continuous service.

#### Applicability:

Longevity pay shall be determined pursuant to attachment A, "Schedule of Annual Longevity Payments".

Eligible employees shall receive one (1) lump sum annual payment, in the amount provided on the preceding schedule. The lump sum annual payment shall be paid concurrent with the final payroll of the budget year, which for the purpose of this policy is defined as July 1 through June 30. Eligible part-time employees shall receive one (1) lump sum annual payment, based on the formula at the end of this section. To receive longevity pay, an employee must be in pay status at the end of the budget year.

Eligible part-time employees will receive a prorated share of the "Annual Longevity Payment". The prorated amount of payment will be based on the following formula—actual

hours worked during the budget year / 2080 X applicable annual longevity payment based on the above schedule.

#### Contractor Responsibilities:

Longevity pay will be identified and included in the annual budget submitted to the Office of Juvenile Affairs at the beginning of the fiscal year. The budget shall be constantly monitored and will be subject to reallocation to fund services and operations if necessary to maintain adequate service levels. For the first year of this policy (FY14), contractors may submit a budget revision to include longevity no later than April 1, 2014.

All employees' employment documentation shall be available for verification of eligibility and amount.

Longevity pay shall be allocated and funded across all of the contractor's revenue sources based on the cost reimbursement budget revenue allocation.

Longevity pay is processed with the regular monthly payroll, however it is not incorporated into an employee's base rate of pay for budget purposes and all applicable taxes and mandatory deductions shall be withheld.

#### OAYS Responsibilities

OAYS will monitor expenditures for longevity pay to ensure that this policy is being followed and that payment has not jeopardized the financial viability of the Contractor or the contractor's ability to meet its contractual obligations.

OAYS will review longevity pay to verify expenditures are allocated and funded across all of the contractor's revenue sources based on the cost reimbursement budget revenue allocation.

#### Attachment A

##### Schedule of Annual Longevity Payments

Years of Service	Annual Longevity Payment
At least 2 years but less than 4 years	\$250.00
At least 4 years but less than 6 years	\$426.00
At least 6 years but less than 8 years	\$626.00
At least 8 years but less than 10 years	\$850.00
At least 10 years but less than 12 years	\$1,062.00

At least 12 years but less than 14 years	\$1,250.00
At least 14 years but less than 16 years	\$1,500.00
At least 16 years but less than 18 years	\$1,688.00
At least 18 years but less than 20 years	\$1,900.00
At least 20 years but less than 22 years	\$2,000.00
Over 21 Years of Service  For each additional two (2) years of service after the first twenty (20) years an additional Two Hundred Dollars (\$200.00) shall be added to the amount stated above for twenty (20) years of service.	For <b>Even</b> number of years of service use the following formula:  \$100 X (Years of service)  For <b>Odd</b> number of years of service use the following formula:  \$100 X (Years of service - 1)

5. Office Hours

Employee's record their hours worked by using the OAYS Time Verification form. The Executive Director certifies time and effort by reviewing and signing the employee's time record.





**Oklahoma Association of Youth Services, Inc.**  
**Board of Directors Meeting Agenda**  
**April 3, 2024**  
**1:00 p.m.**



Join Zoom Meeting  
<https://us02web.zoom.us/j/85768348164>

Meeting ID: 857 6834 8164



**Oklahoma Association of Youth Services, Inc.**  
**Board of Directors' Meeting Agenda**  
**April 3, 2024**  
**1:00 p.m.**

A virtual 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 accessed by joining the following Zoom link:

Join Zoom Meeting  
<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>

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 March 6, 2024
4. Discussion or possible action regarding the Treasurer's Report
5. Discussion or possible action regarding the Legislative Committee Report
6. Discussion and/or possible action to approve contracts related to June meeting:
  - a. Search Institute
  - b. Special Speakers
7. Discussion or possible action regarding Peer Review Report:
  - a. Okmulgee
  - b. Shawnee

- c. Woodward
  - d. Ponca City
  - e. Pivot
  - f. Guymon
  - g. Enid
  - h. Norman
  - i. Alva
  - j. Edmond
- 
- 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

## **Meeting Minutes for the Oklahoma Association of Youth Service March 6, 2024, Board of Directors Meeting**

1. The Oklahoma Association of Youth Services (OAYS) Board of Directors meeting was called to order by President John Schneider at 1:10 p.m. on March 6, 2024.
2. Roll call established quorum as required by the OAYS bylaws. Secretary Courtney Dukes, and Northeast Cluster Rep Erin Brooks were absent from the meeting.
3. A motion was made by Vice-President Herb McSpadden and seconded by Past-President Shanna Rice to approve the January 31, 2024, Special Board meeting minutes. The motion carried unanimously.
4. Southwest Cluster Rep Kody Suanny made a motion to accept Treasurer Darla Cheek's presented financials seconded by Southeast Cluster Rep Yolanda Cummings. The Motion was carried unanimously.
5. The Legislative Committee report was waived to the Membership meeting scheduled to meet immediately following the Board of Directors Meeting that same day.
6. No action was taken on the peer review report.
7. Dr. Messiah gave a brief commentary about OAYS office operations. No vote was taken.
8. President Schneider gave a brief report regarding the operations and events of the Association. No vote was taken.
9. Southwest Cluster Representative Kody Suanny made a motion that the board enter executive session to discuss personnel matters. The Motion was seconded by Treasurer, Darla Cheek and the vote carried unanimously. The Board entered Executive Session at 1:34 p.m.
10. Past-President Shanna Rice made the motion to return to general session, seconded by Vice-President McSpadden. The vote carried unanimously, and the board returned at approximately 2:45 p.m.
11. No motion or vote for items discussed in executive session.
12. Vice-President McSpadden made a motion to accept the items discussed regarding policy review and updates and a second was made by Past-President Rice to change child abuse policy, special meetings language, depreciation language, longevity pay, and office hours language in OAYS policy. The motion carried unanimously.
13. No new business discussed.
14. The meeting was adjourned at 2:57 by President Schneider.





# **Oklahoma Association of Youth Services, Inc. Board of Directors' Meeting Agenda May 1, 2024 1:00 p.m.**

A virtual 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 accessed by joining the following Zoom link:

Join Zoom Meeting

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



**Oklahoma Association of Youth Services, Inc.**  
**Board of Directors' Meeting Agenda**  
**May 1, 2024**  
**1:00 p.m.**

A virtual 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 accessed by joining the following Zoom link:

Join Zoom Meeting  
<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>

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 April 3, 2024
4. Discussion or possible action regarding the Treasurer's Report
5. Discussion and/or possible action to approve contract with Search Institute
6. Discussion or possible action regarding Peer Review Reports
7. Discussion and/or possible action to approve items as needed on the President's report
8. Discussion and/or possible action to approve items as needed on the Executive Director's report
9. Discussion and/or possible action to executive session

i. Personnel Matters

10. Discussion and/or possible action to return to general session
11. Discussion and/or possible action to vote on items discussed in executive session
12. New business not known at the time of posting this agenda
13. Adjourn





**Oklahoma Association of Youth Services, Inc.**  
**Board of Directors Meeting Minutes**  
**April 3, 2024, 1:00PM**

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
  - a. The meeting was called to order by President John Schneider at 1:02 PM  
There were no guests present
2. Roll call/establish quorum.
  - a. Roll call / establish quorum: John Schneider, Herb McSpadden, Courtney Dukes, Shanna Rice, Brenda Rose, Yolanda Cummings, Erin Brook and Kody Suanny were present.  
**Quorum Established**
3. Discussion and/or possible action to approve the March 6, 2024, Board of Directors' Meeting Minutes
  - a. Motion to approve Board of Directors' Meeting Minutes for March 6, 2024, made by Shanna Rice. Second by Herb McSpadden. **The motion passed unanimously.**
4. Discussion and/or possible action to approve the Treasurer's Report
  - a. Dr. Messiah presented the treasurer's report in the absence of Darla Cheek. Dr. Messiah reported that the Finance Committee approved the financials for January 2024 as presented to the board. A motion to approve the January 2024 financials made by Shanna Rice. A second motion made by Herb McSpadden.  
**Motion passed unanimously.**
5. Discussion or possible action regarding the Legislative Committee Report.
  - a. John Schneider reported that the Legislative Committee has been working collaboratively with Director Cartmell and OJA on the budget request. Members of the committee, in addition to Steve Lewis and Dr. Messiah visited the Capitol on April 2nd to continue discussion regarding YSA needs for additional dollars. With the help of the Strategic Development Committee, OAYS was able to share data with Director Cartmell that identified areas of need. OJA presented the breakdown of funding to legislatures, with 4 million in requested increase, 2.5 M would pay contract overages and 1.5M for hiring and retention funds.
  - b. The committee is looking to schedule a Membership Capitol Day in the upcoming weeks.

No action needed.

6. Discussion and/or possible action to approve contracts related to June meeting:

- a. Search Institute- A motion was made by Herb McSpadden to approve Dr. Messiah to enter into contractual agreements within the approved budget. A second motion by Brenda Rose. **Motion passed unanimously.**
- b. Special Speakers-A motion was made by Herb McSpadden to approve Dr. Messiah the authority to move forward on contractual agreements within the approved budget. A second motion by Brenda Rose. **Motion passed unanimously.**

7. Discussion and/or possible action regarding Peer Review Report:

- a. The following agencies completed the FY 24 Peer Review: Okmulgee, Shawnee, Woodward, Ponca City, Pivot, Guymon, Enid, Norman, Alva, Edmond, Lawton, Durant, Sallisaw, Guthrie, Choctaw, Sapulpa, Hobart, Clinton, and Poteau. A motion to approve the mentioned agencies to continue as designated Youth Services Agencies was made by Brenda Rose. A second motion by Kody Suanny. **Motion passed unanimously.**

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

- a. President Schneider reported that Dr. Cartmell is reviewing the RFA drafted by OJA leadership. He would like to work collaboratively with OAYS leadership for recommendations. The Strategic Development Committee will review the draft and make recommendations as needed. No action needed.

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

- a. Dr. Messiah reported that as required by contractors, the Philadelphia Insurance has to be increased to a minimum of 2 million. The increase in insurance will cost \$495 for the remainder of the term and roughly an additional thousand the following year. A motion to approve the change to the Philadelphia Insurance was made by Kody Suanny. A second motion by Courtney Dukes. **Motion passed unanimously.**

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

- a. No report given

9. Adjourn

The meeting adjourned at 1:24P

- f. Send your award nominations for the Awards Banquet to Courtney Dukes by April 19th.

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

- a. None

12. Adjourn

Meeting adjourned at 1:57 PM.





# Annual Meeting

OKLAHOMA ASSOCIATION OF YOUTH SERVICES



## Board Agenda





## **Oklahoma Association of Youth Services**

### **Board of Directors' Meeting Agenda Immediately Following the Membership Meeting Scheduled for June 7, 2024, at 9:00 a.m.**

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

A 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 accessed by joining the following Zoom link:

Join Zoom Meeting  
<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/j/85768348164>

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 May 1, 2024
4. Discussion or possible action regarding the Treasurer's Report
  - a. Financials
  - b. FY2025 Proposed Budget
5. Discussion or possible action regarding Peer Review Report

- |  |            |
|--|------------|
| a. Payne County Youth Services                   | Stillwater |
| b. Moore Youth and Family Services               | Moore      |
| c. Youth and Family Services                     | El Reno    |
| d. Muskogee County Council of Youth Services     | Muskogee   |
| e. Community Youth Services of Southern Oklahoma | Ardmore    |
| f. Counseling, Inc.                              | Tishomingo |
| g. Street School                                 | Tulsa      |
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.**  
**Board of Directors Meeting Minutes**  
**May 1, 2024, 1:00PM**

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
  - a. The meeting was called to order by President John Schneider at 1:01 PM  
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, Erin Brook and Kody Suanny were present.  
**Quorum Established**
3. Discussion and/or possible action to approve the April 3, 2024, Board of Directors' Meeting Minutes
  - a. Motion to approve Board of Directors' Meeting Minutes for April 3, 2024, made by Herb McSpadden. Second by Kody Suanny. **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 March, as presented to the board. A motion to approve the March 2024 financials made by Brenda Rose. A second motion made by Herb McSpadden. **Motion passed unanimously.**
  - b. Darla Cheek reported that the CPA suggested moving operational dollars that exceeded the secure FDIC amount. A motion to enable OAYS leadership and the finance committee to establish a sweep account based on convenience and interest was made by Wendy Swatek. A second motion made by Herb McSpadden. **Motion passed unanimously.**
5. Discussion or possible action regarding the contract with Search Institute
  - a. Dr. Messiah reported the Search Institute will be providing trainings at the June meeting. The Developmental Assets, along with leadership training will be provided.
6. Discussion and/or possible action regarding Peer Review Reports



- a. A motion to approve the slate of peer reviews as presented was made by Kody Suanny. A second motion made by Yolanda Cummings. **Motion passed unanimously.**

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

- a. President Schneider reported that himself, Dr. Messiah and members of the Strategic Development committee had met with OJA to discuss the RFA and contracts. He feels that OJA is allowing for negotiations and trying to streamline the process to be as fair as possible. He is appreciative of OJA working with OAYS collaboratively.

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

- a. Dr. Messiah reported on the upcoming annual meeting and training that will be offered. There will be no charge for attending the meeting this year.  
Dr. Messiah has reached out to agency Executive Directors that may have been impacted by the recent storms. There has been no damage to agency facilities and all YSA staff are safe.  
Dr. Messiah visited the Vinita agency, and will be visiting Durant for their groundbreaking ceremony for their ARPA project.

9. Discussion and/or possible action to executive session

i. Personnel Matters

- a. Herb McSpadden made a motion to enter into executive session. A second motion made by Kody Suanny. **Motion passed unanimously.**

10. Discussion and/or possible action to return to general session

- a. A motion to return to general session was made by Herb McSpadden. A second motion made by Brenda Rose. **Motion passed unanimously.**

11. Discussion and/or possible action to vote on items discussed in executive session

- a. No action required

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

- a. No report given

9. Adjourn

The meeting adjourned at 1:38P