



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) 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.