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MORONEY**

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SERVICES CENTER & SHELTER

Serving The Youth & Families of Okmulgee & Okfuskee Counties

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Board of Directors Meeting

The May meeting of the Board of Directors of Okmulgee-Okfuskee County Youth Services, Inc. will be Monday, May 18, 2020 at 5:30 p.m. via teleconference per Senate Bill 661 or in person at Anne Moroney Youth Services Center, 1950 North Okmulgee Avenue, Okmulgee, OK 74447. The following Board members have indicated that if available they will attend the May 18, 2020 5:30 p.m. Board Meeting by teleconference: Melinda Moudy, Janna Duggan, Adrian Tuggle, Ron Sawyer, Chris Dixon, Leona McDowell, Denise Robison, Michelle Christy, Tammy Lewis, Hal Counts, Mike Brian, Amelia Copeland and Maylisa Johnson.

Join Okmulgee-Okfuskee County Youth Services, Inc. Meeting:
<https://okmulgee-okfuskee-county-youth-services-inc.callbridge.com/conf/call/6171720>

One tap mobile:
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Dial-in using your phone:
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Access code: 617 1720

Find a local dial-in number:
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Test your device before the call:
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AGENDA

- A. Meeting called to order – Melinda Moudy, Chairperson
- B. Invocation
- C. Roll Call and establish quorum – Jackie Miller, Executive Director and Ron Sawyer, Secretary
- D. Approve, reject or table Minutes of April 2020 Executive Committee Board Meeting
- E. New Business
 - 1. Consider / Approve / Disapprove Policy Return to Work Plan and Procedures
 - 2. Consider / Approve / Disapprove Employee and Client COVID-19 Waiver
- F. Treasurer's Report – Adrian Tuggle
 - 1. Consider / Approve / Disapprove April 2020 Actual Disbursements
 - 2. Consider / Approve / Disapprove April 2020 Financial Statements
 - 3. Consider / Approve / Disapprove May 2020 Income Statement
 - 4. Consider / Approve / Disapprove May 2020 Proposed Disbursements

MEMBER AGENCY: OKLAHOMA ASSOCIATION OF YOUTH SERVICES, INC. &



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- G. Director's Report - Jackie Miller
 - 1. Agency's Program Services –Webpage, Outpatient Behavioral Health, 1-Eighty and Summer Outreach
 - 2. 2020 Agency Fundraiser – June 13, 2020 Golf Tournament
- H. New Business not known at the time of posting of the agenda
- I. Public Comments on agenda items only
- J. Next Meeting Date – Full Board June 29, 2020
- K. Motion to Adjourn

Posted this **14th day of May, 2020, at 5:00 p.m.** on the front door of Okmulgee-Okfuskee County Youth Services' office at 1950 N Okmulgee Ave Okmulgee, OK. and at www.annemoroneyyouthservices.com

EXECUTIVE COMMITTEE MEETING
April 27, 2020

The Executive Committee of Okmulgee-Okfuskee County Youth Services, Inc. met in a regularly scheduled meeting at 5:30 p.m. on Monday, April 27, 2020 virtually through a CallBridge Conference call and in the facilities of the Anne Moroney Youth Services Center, 1950 N. Okmulgee Avenue, Okmulgee, OK 74447. The meeting was called to order at 5:31 p.m. by Chairman, Melinda Moudy. Invocation was given by Melinda Moudy. The audio recording of this Board Meeting can be obtained by dialing +1 539-233-3611 and enter the recording pin # 770 4855.

The roll was taken by Executive Director, Jackie Miller in the absence of Secretary, Ron Sawyer. A quorum was established. Executive Committee members present were: Melinda Moudy, Janna Duggan, Chris Dixon and Adrian Tuggle. Staff present was Jackie Miller.

Approval of Minutes:

Janna Duggan made the motion to approve of the March 2020 Full Board meeting minutes. Chris Dixon seconded the motion. Dixon, Duggan, Moudy and Tuggle voted aye. There were no nay votes and no abstentions.

New Business:

Janna Duggan made the motion to approve the Policy and Procedure Changes as presented. Adrian Tuggle seconded the motion. Dixon, Duggan, Moudy and Tuggle voted aye. There were no nay votes and no abstentions. Chris Dixon made the motion to accept the Phillips360 bid quote for the agency's AMY'S Kids webpage design. Adrian Tuggle seconded the motion. Dixon, Duggan, Moudy and Tuggle voted aye. There were no nay votes and no abstentions. Janna Duggan made the motion to approve the 3rd Quarter Outcome Reports as presented for 1-Eighty and Behavioral Health/CARS. Adrian Tuggle seconded the motion. Dixon, Duggan, Moudy and Tuggle voted aye. There were no nay votes and no abstentions. Chris Dixon made the motion to approve the 3rd Quarter Corporate Compliance Report as presented. Adrian Tuggle seconded the motion. Dixon, Duggan, Moudy and Tuggle voted aye. There were no nay votes and no abstentions. Adrian Tuggle made the motion to approve the 3rd Quarter Quality Assurance/Utilization Review Report as presented. Janna Duggan seconded the motion. Dixon, Duggan, Moudy and Tuggle voted aye. There were no nay votes and no abstentions.

Treasurer's Report:

Treasurer's report was given by Jackie Miller.

Janna Duggan made the motion to approve the March 2020 Actual Disbursements. Adrian Tuggle seconded the motion. Dixon, Duggan, Moudy and Tuggle voted aye. There were no nay votes and no abstentions. Janna Duggan made the motion to approve the March 2020 Financial Statements. Adrian Tuggle seconded the motion. Dixon, Duggan, Moudy and Tuggle voted aye. There were no nay votes and no abstentions. Janna Duggan made the motion to approve the April 2020 Income Statement. Chris Dixon seconded the motion. Dixon, Duggan, Moudy and Tuggle voted aye. There were no nay votes and no abstentions. Chris Dixon excused himself from the meeting due to a work related appointment. Janna Duggan made the motion to approve the April 2020 Proposed Disbursements. Adrian Tuggle seconded the motion. Duggan, Moudy and Tuggle voted aye. There were no nay votes and no abstentions.

Director's Report - Jackie Miller

Jackie advised the Board that the TAUW Virtual Site Visit seemed to go well. Jackie began the visit outside so the panel members could visually see that the liability concerns related to the ROPES Course had been eliminated with the removal of the ROPES Course in early March. TAUW panel members had questions regarding the counseling wait list related to telehealth and the OJA contract maximum regardless if the contract was cost or rate reimbursement. Jackie advised the Board that the Okmulgee Daily Times had published an article about the date change for this year's Golf Tournament Fundraiser. Jackie discussed the unknowns related to the pandemic and teams participating on June 13, 2020 in the Golf Tournament. Jackie further advised the Board about the ideas, progress and work that the Community Education Coordinators – Portia Butler, Vickie Jones, Jennifer Short, Jessica Walker and Sam Walker – had already accomplished on the new AMY'S Kids webpage, YouTube videos and Facebook. Jackie advised the Board that the counselors were mastering telehealth services from their remote locations and that many counselors reported heightened engagement with clients. Jackie advised the board that she and the counselors had discussed the possibility of continuing telehealth services for limited family counseling with TAUW funds after the pandemic had passed. Jackie also mentioned this possibility in her TAUW Virtual Site Visit to the panel members as this may be a means of increasing family services for those families unable to make office appointments. Jackie advised the Board the Dr. Sherrie Carter-Greene, LPC would be transitioning from a part-time hourly employee to full-time salary employee as of 5/1/2020 per her request. Jackie advised that this was exciting for the counseling program and would help with the counseling wait list. Jackie advised the Board that staff continued to work remotely from home and that she had given staff a possible return date of June 1st depending upon safety related to COVID19. Jackie did advise the Board that she continued to be in the office daily with Linda Yeager joining her on Monday and Tuesday for internet telehealth services and Cindy Lane on Wednesday, Thursday and Friday for office duties.

New Business

There was no new business.

The next Full Board meeting date is May 18, 2020 @ 5:30 p.m.

Adrian Tuggle made the motion to adjourn at 6:46 p.m. Janna Duggan seconded the motion. Duggan, Moudy and Tuggle voted aye. There were no nay votes and no abstentions.

Respectfully submitted,

Ron Sawyer
Secretary

Okmulgee-Okfuskee County Youth Services, Inc.

Return to Work Plan as of May 18, 2020

Okmulgee-Okfuskee County Youth Services, Inc.'s Return to Work Plan will follow federal, state and local guidelines. OOCYS understands that its Return to Work Plan will be a process and not an event. The safety and health of our families, staff, board members, community partners, etc. has, is and will continue to be the top priority for Okmulgee-Okfuskee County Youth Services.

Okmulgee-Okfuskee County Youth Services is composed of fewer than fifteen employees. Even though OOCYS staff is small in number and there is adequate office space, social distancing is not always possible. In addition, OOCYS desires to ensure that employees who may be considered to be part of the vulnerable population are considered. It is for these reasons that OOCYS will continue with telework for all Therapists and Community Education Coordinators through May 25, 2020. OOCYS has had administrative staff available daily at the agency's main office in Okmulgee throughout the COVID-19 pandemic. Administrative staff will be available daily at the agency's main office in Okmulgee throughout all phases of the agency's Return to Work Plan.

OOCYS has set a target date of May 26, 2020 for staff to begin reentry at both the Okmulgee and Okemah offices. Reentry will be dependent in part upon guidance from the Oklahoma Department of Commerce, the Oklahoma State Health Department and the Centers for Disease Control (CDC) as well as the Oklahoma COVID-19 test results as supplied by the Oklahoma State Health Department. The phases of OOCYS' Return to Work Plan will be implemented when the Oklahoma State Health Department's data indicates a 14 day downward trend of documented COVID-19 positive tests and a 14 day downward trend in hospitalizations as well as deaths from COVID-19.

OOCYS' Workplace Sanitation Practices will remain in effect for all Phases

- Frequent and thorough hand washing by staff, clients, and worksite visitors will be highly encouraged and corresponding signage has been placed upon all bathroom doors both inside and outside. Anti-bacterial soap and warm running water will be available. If, for some unforeseen circumstance, the agency is unable to provide anti-bacterial soap and warm water, the agency will provide disinfecting wipes and 91% Isopropyl Alcohol for handwashing. If handwashing is not readily available, the agency will have hand sanitizer available.

The CDC recommends and the agency concurs with the following method of handwashing:

Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

- Respiratory etiquette, including covering coughs and sneezes will be highly encouraged and corresponding signage has been placed throughout all agency offices as well as waiting and meeting areas.
- Staff, clients and the public will have access to three-layer ventilated non-woven masks, tissues, hand sanitizer and trash receptacles at office entry and exit doors. Hand sanitizer, disinfecting wipes, tissues and trash receptacles will be available throughout the agency's offices as well as waiting and meeting areas.
- Staff, clients and the public will be highly encouraged to access and wear the three-layer ventilated non-woven masks made available by the agency or the wearing of a face mask of their choosing. Currently, the wearing of masks will be highly encouraged, not mandated. This guideline may be altered in the future upon CDC, federal, state or local guidance.
- Staff, clients and the public will be highly encouraged to utilize the agency's non-contact thermometer for temperature taking upon entering the building. Currently, the taking of one's temperature will be highly encouraged, not mandated. This guideline may be altered in the future upon federal, state or local guidance. Staff and clients will be provided a voluntary Oath of Responsibility and self-report COVID-19 symptomology questionnaire at each contact.
- Staff will be disinfecting offices in between each appointment.
- Staff will be disinfecting doorknobs, furniture and other high traffic surfaces in the waiting/meeting areas and throughout the building once every 30 minutes.
- The agency's waiting/meeting areas allow for social distancing. Social distancing signage has been placed throughout all agency offices and waiting/meeting areas. The agency has implemented an enter and exit plan for all clients at its Okmulgee Office. Entry will be through the building's south door and clients will exit through the north door. At the agency's Okemah office entry and exiting must occur through the same door so a staggered appointment schedule will be put into place that will allow staff to disinfect the door between each appointment.
- Staff will be encouraged to practice social distancing in the workplace at all times even within their respective offices.
- Staff will be encouraged to stay home if they are exhibiting any signs of illness.
- Staff will be discouraged from sharing phones, desks, offices, computers, laptops, etc. whenever possible.
- Staff will be encouraged to practice methods that reduce hand-to-hand or other close contact amongst clients and other staff. This includes hand shaking, hugs, etc.

OOCYS' Return to Work Phase One was implemented on May 4, 2020

- Staff are encouraged to continue with telework, whenever possible and feasible with business operations.
- Staff who need to return to the office to perform work duties (better telehealth connection, access curriculum materials, administrative, etc.) will be permitted to do so on a rotating schedule or designated days.
- Staff will be required to adhere to the agency's workplace sanitation protocols which include the social distancing protocol of a six-foot (6 foot) distance at all times.
- Staff will be highly encouraged to minimize essential business travel and adhere to CDC guidelines regarding isolation following travel. No non-essential business travel will be approved.
- All staff who may be considered to be a part of a vulnerable population will be highly encouraged to follow the safer-at-home order. OOCYS will honor the requests from staff, who are vulnerable, but will expect said staff to continue to work-from-home or utilize personal time

off, such as available annual or sick leave, unless otherwise indicated and agreed upon between the Executive Director and employee.

- OOCYS will not schedule any in-office meetings and will maintain a no-visitors policy. Staff and board meetings will continue to be completed via teleconferencing.
- School-based and organized youth activities that are currently closed should remain closed. Staff will be encouraged to respect said closures and staff participation will not be approved.
- Personal travel will be at staff discretion in accordance with OOCYS' policy for Annual Leave approval. Staff may be required to self-quarantine for up to 14 days upon return based on location of travel and travel advisories related to COVID-19 and CDC guidelines.

OOCYS' Return to Work Phase Two Goal Date is May 26, 2020. (This goal date will be subject to the 14 day downward trend of documented COVID-19 positive tests and a 14 day downward trend in hospitalizations as well as deaths from COVID-19. Phase One guidelines will also need to be implemented with consistency and effectiveness).

- Staff are encouraged to continue with telework, whenever possible and feasible with business operations. To meet the needs of some clients, in-office services may be best. To provide in-office services, OOCYS' Clinical Care Response (see attached) must be adhered to for all clients entering agency buildings.
- Staff will begin to return to the office to perform work duties on a rotating schedule or designated days.
- Lunch breaks will be taken off-site, or in individual offices to reduce congregant settings within the workplace.
- Staff will be required to adhere to the agency's workplace sanitation protocols which include the social distancing protocol of a six-foot (6 foot) distance at all times.
- Staff will be highly encouraged to minimize essential business travel and adhere to CDC guidelines regarding isolation following travel. No non-essential business travel will be approved.
- All staff who may be considered to be a part of a vulnerable population will be highly encouraged to follow the safer-at-home order. OOCYS will honor the requests from staff, who are vulnerable, but will expect said staff to continue to work-from-home or utilize personal time off, such as available annual or sick leave, unless otherwise indicated and agreed upon between the Executive Director and employee.
- OOCYS will not schedule any in-office meetings and will maintain a no-visitors policy. Staff and board meetings will continue to be completed via teleconferencing.
- School-based and organized youth activities that can reopen will reopen. Staff will be encouraged to respect all federal, state, local and CDC guidelines while performing job duties and participating in said activities. Staff participation will be approved on a case by case basis.
- Personal travel will be at staff discretion in accordance with OOCYS' policy for Annual Leave approval. Staff may be required to self-quarantine for up to 14 days upon return based on location of travel and travel advisories related to COVID-19 and CDC guidelines.

OOCYS' Return to Work Phase Three Goal Date is June 15, 2020. (This goal date will be subject to the 14 day downward trend of documented COVID-19 positive tests and a 14 day downward trend in hospitalizations as well as deaths from COVID-19. Phase One and Phase Two guidelines will also need to be implemented with consistency and effectiveness).

- All staff will return to their respective worksite. Unrestricted staffing will be in place.
- In-office services will resume. OOCYS' Clinical Care Response (see attached) must be adhered to for all clients entering agency buildings. Telehealth services may be provided for those clients who meet OOCYS' Clinical Care Response and contractual guidelines.
- Staff will be required to adhere to the agency's workplace sanitation protocols which include the social distancing protocol of a six-foot (6 foot) distance at all times.
- Vulnerable individuals can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.
- Low-risk populations should consider minimizing time spent in crowded environments.
- Non-essential business travel may be approved.
- Meetings of more than ten people are allowed. OOCYS will schedule staff and board meetings to occur in the office.

To help prevent the spread of the coronavirus disease (COVID-19) in the community, OOCYS intends to follow the local, state, federal, OSHA, EEOC, and CDC guidelines to the best of its ability as local, state, federal, OSHA, EEOC, and CDC guidelines are ever changing with acquired COVID-19 knowledge and associated recommendations. Health and Safety Officer, Cindy Lane and Executive Director, Jackie Miller will be OOCYS' designated monitors of local, state, federal, OSHA, EEOC, and CDC guidelines as to what constitutes a direct threat, the spread of COVID-19 and how to slow the spread of COVID-19 within the workplace.

OOCYS will highly rely on the current CDC's Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 and to all future CDC guidance. <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> and OSHA guidance <https://www.osha.gov/SLTC/covid-19/standards.html>.

OOCYS desires to have a Return to Work Plan that addresses how to decrease the spread of COVID-19 and lower the impact of COVID-19 in the workplace. OOCYS' Phase 1, 2 and 3 Return to Work Plan has guidelines that promote and encourage ways to maintain healthy business operations and a healthy work environment. OOCYS desires to have a Return to Work Plan that addresses guidelines that will help to prevent and reduce the transmission of COVID-10 among its employees as well.

OOCYS' Workplace Practices to Prevent and Reduce COVID-19 Transmission Among Employees will remain in effect for all Phases

OOCYS' Health and Safety Officer, Cindy Lane and Executive Director, Jackie Miller will monitor federal, state, and local public health communications about COVID-19 regulations, guidance, and recommendations and ensure that workers have access to that information. The monitors will frequently check the [CDC COVID-19 website](https://www.cdc.gov/coronavirus/2019-ncov/).

Executive Director, Jackie Miller will actively encourage sick employees to stay home:

- Employees who have symptoms should notify their supervisor and stay home.

- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

Non-contact thermometers will be available for voluntary temperature checks. Voluntary daily in-person health checks (e.g., symptom and/or temperature screening) of staff will be conducted as staff enter the facility. A COVID-19 standard symptom and temperature sheet will be made available for staff to complete. Staff may voluntarily record their temperature, complete the standard COVID-19 symptomology questions and sign the checklist screening with the associated Oath of Responsibility. Each staff member's voluntary, daily checklist will be placed in an individual folder with their name that is not a part of their personnel file.

- OOCYS' in-person health checks will be voluntary and will be conducted safely and respectfully.
- OOCYS' in-person health checks will be conducted in a way that helps maintain social distancing guidelines, such as staggered report to work times.
- OOCYS' in-person health check will follow guidance from the Equal Employment Opportunity Commission external icon regarding confidentiality of medical records from health checks.
- Determinations of risk will be discussed in private and will occur between the employee and the Executive Director and/or his/her designee. OOCYS and its employees will maintain the confidentiality of each individual's medical status and history.

OOCYS will complete a hazard assessment to aid in identifying possible or potential risks areas/factors where and how workers might be exposed to COVID-19 at work. OOCYS is committed to providing a safe and healthy workplace for its employees. OOCYS intends to use appropriate combinations of controls to limit the spread of COVID-19, including engineering controls, workplace administrative policies, and personal protective equipment (PPE) to protect workers from the identified hazards:

- OOCYS will conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties.
- When engineering and administrative controls cannot be implemented or are not fully protective, OOCYS will be required by OSHA standards to:
 - Determine what PPE is needed for employee's specific job duties,
 - Select and provide appropriate PPE to the workers at no cost, and
 - Train staff on its correct use.
- OOCYS highly encourages staff to wear the agency provided three-layer ventilated non-woven masks, a personal cloth face covering or any other personal face covering while at work if the hazard assessment has determined that they do not require PPE, such as a respirator or medical facemask for protection.
 - The CDC recommends wearing a cloth face covering as a measure to contain the wearer's respiratory droplets and help protect their co-workers and members of the general public.
 - Cloth face coverings are not considered PPE. They may prevent workers, including those who do not know they have the virus, from spreading it to others but may not protect the wearers from exposure to the virus that causes COVID-19.
- OOCYS will remind staff, clients and visitors that the CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, **especially** in areas of significant community-based transmission. Wearing a cloth face covering or a face mask covering of any type, however, does not replace the need to practice social distancing.

OOCYS' Plan to Separate Sick Employees:

- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, clients and visitors, and sent home.
- If an employee becomes sick while at work and said employee is unable to safely transport themselves home or to a healthcare provider, the employee's emergency contact information sheet will be accessed by the Executive Director or the Health and Safety Officer.

OOCYS' Plan of Action if an employee is suspected or confirmed to have COVID-19 infection:

In most cases, the CDC does not recommend the need to shut down. If it has been less than 7 days since the sick employee has been in the facility, OOCYS will shut down the building and

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick employee used the facility, OOCYS will shut down the building and

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

After the waiting period OOCYS will resume the routine cleaning and disinfecting of all high-touch surfaces in the facility.

OOCYS will follow the CDC cleaning and disinfection recommendations:

- Clean dirty surfaces with soap and water before disinfecting them.
- Disinfect surfaces, using products that meet EPA criteria for use against SARS-Cov-2[external icon](#), the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and gowns appropriate for the chemicals being used when cleaning and disinfecting.
- Wear additional PPE depending on the setting and disinfectant product being used. For each product used, consult and follow the manufacturer's instructions for use.

Determine which employees may have been exposed to the virus and may need to take additional precautions:

- Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA)[external icon](#).
- Instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for symptoms.

OOCYS' Plan to educate employees about steps they can take to protect themselves at work and at home:

- Encourage employees to follow any new policies or procedures related to illness, cleaning and disinfecting, and work meetings and travel.
- Advise employees to:
 - Stay home if they are sick, except to get medical care, and to learn what to do if they are sick.
 - Inform their supervisor if they have a sick family member at home with COVID-19 and to learn what to do if someone in their home is sick.
 - Wash their hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. Inform employees that if their hands are visibly dirty, they should use soap and water over hand sanitizer. Key times for employees to clean their hands include:
 - Before and after work shifts
 - Before and after work breaks
 - After blowing their nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After putting on, touching, or removing cloth face coverings
 - Avoid touching their eyes, nose, and mouth with unwashed hands.
 - Cover their mouth and nose with a tissue when you cough or sneeze, or use the inside of their elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.
 - Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2[external icon](#), the cause of COVID-19, and are appropriate for the surface.
 - Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
 - Practice social distancing by avoiding large gatherings and maintaining distance (at least 6 feet) from others when possible.

Coronavirus (COVID-19) Clinical Care Response – May 26, 2020

Okmulgee-Okfuskee County Youth Services, Inc. aka Anne Moroney Youth Services is committed to maintaining our social responsibility and closely monitoring and responding to COVID-19. As we continue to navigate these challenging times and operate in both a responsive and responsible manner, we are implementing a few changes to keep our clients and staff safe.

Since April 3rd we have been working to ensure we met our client's social-distancing needs through the provision of telehealth services. We are committed to the safety and well-being of our clients and our staff. We will continue to see clients via telehealth for those who prefer this method.

In person services will begin the week of June 1st. For in person services you **MUST** be symptom free. Clients who call to schedule an in person appointment will be asked if they are feeling ill or have any of the common COVID-19 symptoms: fever, cough, shortness of breath, difficulty breathing, chills, muscle pain, headache, sore throat and the loss of taste or smell.

Anyone with any symptoms will be seen via telehealth. Anyone developing symptoms should call immediately so they may be seen via telehealth. Anyone who arrives at the office and reports any of the above symptoms or exhibits any of the above symptoms will be asked to reschedule their appointment to telehealth.

In Person Office Procedures will be as follows:

- **Hand sanitizer, disinfectant wipes and disinfectant spray will be available in many locations throughout our offices, including the designated entrance and exit doors.**
- **Staff will be disinfecting offices in between each appointment.**
- **Staff will be disinfecting doorknobs, furniture and other surfaces in the waiting areas and throughout the building once every 30 minutes.**
- **Our waiting areas allow for social distancing. The agency has implemented an enter and exit plan for all clients. Entry will be through the building's south door and clients will exit through the north door.**
- **For your convenience the agency will have disposable face mouth masks available as well as a non-contact thermometer. Note that the wearing of masks and the taking of temperatures is not mandatory, just highly recommended.**
- **Please call our office number 918-756-7700 upon arrival so that we may verify your appointment and ask universal coronavirus symptom questions. For those who prefer to wait in their vehicles, staff will call you when your therapist is ready to see you. You will proceed directly to your therapist's office.**

For copies of medical records: Send email request to okmcys@yahoo.com or call 918-756-7700. OOCYS will coordinate the completion of the Consent for Confidential Release of Information with you so that you may have access to your records.

Okmulgee-Okfuskee County Youth Services, Inc.
Universal Coronavirus Symptom Questions – Employee Voluntary Screening

1. Are you currently experiencing a cough? Yes No

2. Do you currently have a fever? (The Centers for Disease Control and Prevention considers a reading of 100.4 degrees Fahrenheit a fever.)
 Yes No Voluntary Temperature Reading _____

3. Are you currently experiencing a shortness of breath? Yes No
If you are experiencing a severe shortness of breath, please hang up a call **911** and tell them about your symptoms.

4. Are you currently experiencing muscle aches? Yes No

5. Do you currently have a sore throat? Yes No

6. Are you currently experiencing an unexplained loss of taste or smell? Yes No

7. Do you currently have diarrhea? Yes No

8. Do you currently have a headache? Yes No

9. Are you currently experiencing fatigue? Yes No

10. Have you been in direct contact with or exposed to someone who has tested positive for COVID-19? Yes No

Please note that if you are experiencing any of the above symptoms and are not in need of calling 911, we recommend that you call your doctor's office and discuss your symptoms over the phone.

Oath of Personal Responsibility

I, _____, am aware of the potential spread of COVID-19 that could result in severe illness and potential death. Therefore, I will, to the best of my ability, practice proper social distancing at work and outside of the office as recommended by health department directives, and I will practice good hygiene (handwashing, use of hand sanitizer, wearing of a mask when required, etc.) and follow other health recommendations. Should I become ill, I promise to self-report the illness and contact OOCYS' Executive Director to let them know of my condition. I will adhere to testing guidelines and work with my own primary care providers. Finally, if I am exposed or suspected to be exposed to COVID-19, I will self-quarantine and notify OOCYS' Executive Director.

Signed: _____

Date: _____

**Okmulgee-Okfuskee County Youth Services, Inc.
Universal Coronavirus Symptom Questions – Client Voluntary Screening**

1. Are you or your child(ren) currently experiencing a cough? Yes No

2. Do you or your child(ren) currently have a fever? (The Centers for Disease Control and Prevention considers a reading of 100.4 degrees Fahrenheit a fever.)
 Yes No Voluntary Temperature Reading _____

3. Are you or your child(ren) currently experiencing a shortness of breath? Yes No
If you are experiencing a severe shortness of breath, please hang up a call **911** and tell them about your symptoms.

4. Are you or your child(ren) currently experiencing muscle aches? Yes No

5. Do you or your child(ren) currently have a sore throat? Yes No

6. Are you or your child(ren) currently experiencing an unexplained loss of taste or smell?
 Yes No

7. Do you or your child(ren) currently have diarrhea? Yes No

8. Do you or your child(ren) currently have a headache? Yes No

9. Are you or your child(ren) currently experiencing fatigue? Yes No

10. Have you or your child(ren) been in direct contact with or exposed to someone who has tested positive for COVID-19? Yes No

Please note that if you are experiencing any of the above symptoms and are not in need of calling 911, OOCYS recommends that you call your doctor's office and discuss your symptoms over the phone.

Oath of Personal Responsibility

I, _____, am aware of the potential spread of COVID-19 that could result in severe illness and potential death. Therefore, I will, to the best of my ability, practice proper social distancing for myself and my child(ren) as recommended by health department directives, and we (myself and my child(ren)) will practice good hygiene (handwashing, use of hand sanitizer, wearing of a mask when required, etc.) and follow other health recommendations. Should I or my child(ren) become ill, I promise to self-report the illness and contact my therapist to let them know of my (our) condition. I will adhere to testing guidelines and work with my or my child(ren)'s own primary care providers. Finally, if I or my child(ren) am exposed or suspected to be exposed to COVID-19, I will self-quarantine and notify my therapist. I understand that my therapist may arrange telehealth services with my (child)ren and/or myself in the case of any illness.

Signed: _____

Date: _____

**Okmulgee-Okfuskee County Youth Services
Check Register
For the Period From Apr 1, 2020 to Apr 30, 2020**

Actual

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
34094	4/10/20	JD Young Leasing, L	11021	234.40
34095	4/10/20	AT&T	11021	41.73
34096	4/10/20	Compsource Mutual	11021	902.09
34097	4/10/20	Walter Klutts	11021	300.00
34098	4/15/20	Jackie A. Miller	11021	1,960.22
34099	4/15/20	Samuel Walker	11021	1,007.77
34100	4/15/20	Tammy Evans	11021	1,397.54
34101	4/15/20	Sherrie Carter-Green	11021	1,389.56
34102	4/15/20	Mary Hayden	11021	467.34
34103	4/15/20	Wynona Tucker	11021	1,167.10
34104	4/15/20	Cynthia Lane	11021	1,026.30
34105	4/15/20	Portia Butler	11021	983.75
34106	4/15/20	Linda Yeager	11021	744.13
34107	4/15/20	Hilary Snyder-Wetmo	11021	1,550.85
34108	4/15/20	Jessica Walker	11021	719.63
34109	4/15/20	Letisha LeBlanc	11021	1,457.74
34110	4/15/20	Vickie Jones	11021	1,238.07
34111	4/15/20	Jennifer Short	11021	1,240.90
34112	4/15/20	US Postmaster	11021	165.00
34113	4/17/20	Philadelphia Insuranc	11021	1,220.56
34114	4/17/20	Kaeser & Blair	11021	153.78
34115	4/17/20	Oklahoma Natural G	11021	54.37
34116	4/17/20	Public Service Comp	11021	159.03
34117	4/24/20	AT&T	11021	131.62
34118	4/24/20	AT&T	11021	139.58
34119	4/24/20	Adams Pest Control	11021	50.00
34120	4/24/20	Jackie Miller	11021	15.00
34121	4/24/20	Blue Cross Blue Shie	11021	5,659.27
34122	4/29/20	Jackie A. Miller	11021	1,985.65
34123	4/29/20	Samuel Walker	11021	1,007.77
34124	4/29/20	Tammy Evans	11021	1,397.54
34125	4/29/20	Sherrie Carter-Green	11021	1,701.70

Okmulgee-Okfuskee County Youth Services Check Register

For the Period From Apr 1, 2020 to Apr 30, 2020

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
34126	4/29/20	Mary Hayden	11021	467.34
34127	4/29/20	Wynona Tucker	11021	1,289.70
34128	4/29/20	Cynthia Lane	11021	1,026.30
34129	4/29/20	Portia Butler	11021	983.75
34130	4/29/20	Linda Yeager	11021	744.13
34131	4/29/20	Hilary Snyder-Wetmo	11021	1,550.85
34132	4/29/20	Jessica Walker	11021	719.63
34133	4/29/20	Letisha LeBlanc	11021	1,487.07
34134	4/29/20	Vickie Jones	11021	1,243.02
34135	4/29/20	Jennifer Short	11021	1,240.90
34136	4/29/20	Oklahoma Natural G	11021	49.34
34137	4/29/20	AT&T	11021	341.75
34138	4/29/20	Jackie Miller	11021	522.17
34139	4/29/20	Vision Service Plan o	11021	108.12
34140	4/29/20	Delta Dental	11021	489.00
34141	4/30/20	Consumer Cellular	11021	18.23
34142	4/30/20	City of Okmulgee	11021	87.50
34143	4/30/20	TD Ameritrade FBO (11021	3,442.23
34144	4/30/20	J.D. Young	11021	839.92
34145	4/30/20	Okemah Utility Autho	11021	92.30
34146	4/30/20	Public Service Comp	11021	51.66
Total				<u><u>48,464.90</u></u>

OK Tax
FIRS - FICA (Fed Wth Deposit) 9591.49
Commission - State Wth Deposit 1578.00
Go Daddy - Web addresses/ domains 274.55

59,908.94

Okmulgee-Okfuskee Community Youth Services
 Program Financial Statement
 Compared with Budget
 For the Twelve Months Ending June 30, 2020
 April 30, 2020

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues				
OJA FTOP	\$ 8,369.50	\$ 16,251.00	\$ 16,251.00	0.00
Total Revenues	8,369.50	16,251.00	16,251.00	0.00
Expenses				
Salaries FTOP	0.00	10,556.19	12,459.00	1,902.81
FICA FTOP	0.00	769.35	975.00	205.65
SUTA FTOP	0.00	8.36	11.00	2.64
Wkrs Comp FTOP	27.06	131.17	76.00	(55.17)
Health Ins FTOP	0.00	1,640.70	1,850.00	209.30
Retirement FTOP	0.00	119.69	150.00	30.31
Travel/Training FTOP	0.00	0.00	0.00	0.00
Equipment FTOP	0.00	0.00	0.00	0.00
Building Rent FTOP	0.00	0.00	0.00	0.00
Utilities FTOP	0.00	58.73	125.00	66.27
Telephone FTOP	0.00	43.27	125.00	81.73
Maintenance & Repair FTOP	0.00	21.05	25.00	3.95
Advertising FTOP	0.00	0.00	0.00	0.00
Supplies FTOP	0.00	0.00	0.00	0.00
Office Supplies FTOP	0.00	105.86	150.00	44.14
Audit FTOP	0.00	77.10	77.00	(0.10)
Insurance FTOP	0.00	185.43	228.00	42.57
	0.00	0.00	0.00	0.00
Total Expenses	27.06	13,716.90	16,251.00	2,534.10
Variance	\$	\$ 2,534.10		2,534.10

Okmulgee-Okfuskee Community Youth Services
 Program Financial Statement
 Compared with Budget
 For the Twelve Months Ending June 30, 2020
 April 30, 2020

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues				
OJA Community	\$ 0.00	\$ 304,186.00	\$ 307,854.21	\$ 3,668.21
OJA Community Transfer	0.00	0.00		0.00
Total Revenues	0.00	304,186.00	307,854.21	3,668.21
Expenses				
Salaries Community	22,806.82	163,068.14	239,775.00	76,706.86
FICA Community	3,331.78	13,374.26	17,622.00	4,247.74
SUTA Community	37.13	112.72	145.00	32.28
Wkrs Comp Community	279.65	1,928.52	3,027.00	1,098.48
Health Ins Community	366.36	11,739.64	14,761.00	3,021.36
Retirement Community	456.14	2,722.79	4,150.00	1,427.21
Travel/Training Community	0.00	0.00	0.00	0.00
Equipment Community	0.00	0.00	0.00	0.00
Building Rent Community	100.00	1,000.00	1,200.00	200.00
Utilities Community	0.00	1,776.38	4,408.00	2,631.62
Telephone Community	626.86	2,334.99	4,068.00	1,733.01
Maintenance & Repair Comm	518.35	845.76	4,220.00	3,374.24
Advertising Community	0.00	0.00	0.00	0.00
Supplies Community	53.82	53.82	0.00	(53.82)
Office Supplies Community	1,008.70	3,397.34	3,910.00	512.66
Audit Community	0.00	2,544.30	2,544.00	(0.30)
Insurance Community	1,220.56	4,964.22	4,356.00	(608.22)
Total Expenses	30,806.17	209,862.88	304,186.00	94,323.12
Variance		\$ 94,323.12		\$ 90,654.91

Okmulgee-Okfuskee County Youth Services
Income Statement
Compared with Budget
For the Twelve Months Ending June 30, 2020
April 30, 2020

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues				
LifeSkills	\$ 0.00	\$ 130,433.00	\$ 130,433.00	0.00
LifeSkills Transfer	0.00	0.00	0.00	0.00
Total Revenues	0.00	130,433.00	130,433.00	0.00
Expenses				
Salaries LifeSkills	0.00	80,369.49	93,822.00	13,452.51
FICA LifeSkills	0.00	6,116.49	6,939.00	822.51
SUTA - LifeSkills	0.00	52.49	52.00	(0.49)
Wkrs Comp LifeSkills	189.44	1,171.00	1,679.00	508.00
Health Ins LifeSkills	0.00	10,153.15	11,766.00	1,612.85
Retirement LifeSkills	0.00	1,273.37	1,540.00	266.63
Building Rent LifeSkills	100.00	1,000.00	1,200.00	200.00
Utilities - Life Skills	0.00	1,398.40	1,824.00	425.60
Telephone - Life Skills	13.91	3,360.82	1,912.00	(1,448.82)
Maintenance & Repair - LifeSkills	0.00	4,520.50	2,820.00	(1,700.50)
Supplies - LifeSkills	0.00	550.00	550.00	0.00
Office Supplies - LifeSkills	0.00	1,363.49	2,656.00	1,292.51
Audit - Life Skills	0.00	1,310.70	1,311.00	0.30
Travel/Training - LifeSkills	0.00	120.00	120.00	0.00
Insurance - Life Skills	0.00	2,104.26	2,242.00	137.74
Consultant - Life Skills	0.00	0.00	0.00	0.00
Total Expenses	303.35	114,864.16	130,433.00	15,568.84
Variance	\$	\$ 15,568.84		15,568.84

Okmulgee-Okfuskee County Youth Services
 Program Financial Statement
 Compared with Budget
 For the Twelve Months Ending June 30, 2020
 April 30, 2020

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues Title 19	\$ 4,813.82	\$ 125,694.73	\$ 196,809.00	\$ 71,114.27
Total Revenues	4,813.82	125,694.73	196,809.00	71,114.27
Expenses				
Salaries Title 19	0.00	121,573.65	145,450.00	23,876.35
FICA Title 19	0	8,957.77	12,008.00	3,050.23
SUTA Title 19	0.00	51.14	90.00	38.86
Wkrs Comp Title 19	261.61	1,832.66	2,935.00	1,102.34
Health Ins Title 19	0.00	6,091.26	8,558.00	2,466.74
Retirement Title 19	0.00	2,311.40	2,780.00	468.60
Travel/Training Title 19	0.00	140.00	250.00	110.00
Equipment Title 19	0.00	636.48	636.00	(0.48)
Equipment Lease Title 19	234.40	2,344.00	2,814.00	470.00
Building Rent Title 19	100.00	1,000.00	1,200.00	200.00
Utilities Title 19	0.00	1,773.43	2,527.00	753.57
Telephone Title 19	32.14	1,909.47	2,942.00	1,032.53
Maintenance & Repair Titl	0.00	2,315.43	3,443.00	1,127.57
Supplies Title 19	0.00	216.62	0.00	(216.62)
Office Supplies/Advertising Title 19	0.00	2,329.97	3,640.00	1,310.03
Agency Certification Titl	0.00	0.00	0.00	0.00
Audit Title 19	0.00	1,450.84	2,467.00	1,016.16
Furniture Title 19	0.00	0.00	0.00	0.00
Insurance Title 19	0.00	3,593.17	5,069.00	1,475.83
Total Expenses	628.15	158,527.29	196,809.00	38,281.71
Variance	(\$ 4,185.67)	(\$ 32,832.56)		(\$ 32,832.56)

Okmulgee-Okfuskee County Youth Services
 Program Financial Statement
 Compared with Budget
 For the Twelve Months Ending June 30, 2020
 April 30, 2020

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues				
CARS	\$ 0.00	\$ 6,442.79	\$ 6,442.79	0.00
Total Revenues	0.00	6,442.79	6,442.79	0.00
Expenses				
Salaries CARS	0.00	4,412.36	8,958.00	4,545.64
FICA CARS	0.00	370.63	693.00	322.37
SUTA - CARS	0.00	3.48	10.00	6.52
Wkrs Comp CARS	0.00	0.00	0.00	0.00
Health Ins CARS	0.00	138.99	335.00	196.01
Retirement CARS	0.00	28.81	115.00	86.19
Travel/Training CARS	0.00	0.00	0.00	0.00
Equipment CARS	0.00	0.00	0.00	0.00
Building Rent CARS	0.00	0.00	0.00	0.00
Utilities CARS	0.00	0.00	0.00	0.00
Telephone CARS	0.00	0.00	0.00	0.00
Maintenance & Repair CARS	0.00	0.00	0.00	0.00
Advertising CARS	0.00	0.00	0.00	0.00
Supplies CARS	0.00	0.00	0.00	0.00
Office Supplies CARS	0.00	0.00	0.00	0.00
Audit CARS	0.00	0.00	0.00	0.00
Insurance CARS	0.00	0.00	0.00	0.00
Total Expenses	0.00	4,954.27	10,111.00	5,156.73
Variance	\$	1,488.52		(1,488.52)

Okmulgee-Okfuskee County Youth Services
 Program Financial Statement
 Compared with Budget
 For the Twelve Month ending June 30, 2020
 April 30, 2020

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues				
Local Donations	0.00 \$	1,000.00 \$	0.00	(1,000.00)
Local Fundraiser	0.00	670.00	0.00	(670.00)
OAYS/PREP	0.00	840.00	0.00	(840.00)
Interest Earned	157.54	780.89	0.00	(780.89)
Miscellaneous Revenue	0.00	797.51	0.00	(797.51)
Total Revenues	157.54	4,088.40	0.00	(4,088.40)
Expenses				
Salaries Local	23,385.24	23,385.24	0.00	(23,385.24)
FICA Local	0.00	0.04	0.00	(0.04)
SUTA Local	0.00	0.00	0.00	0.00
Wkrs Comp Local	0.00	0.00	0.00	0.00
Health Ins Insure Ok	0.00	0.00	0.00	0.00
Health Ins Local	3,250.36	3,250.36	0.00	(3,250.36)
Retirement Local	467.69	467.69	0.00	(467.69)
Travel/Training Local	0.00	0.00	0.00	0.00
Equipment Local	0.00	0.00	0.00	0.00
Consultant Local	0.00	5,801.60	5,640.00	(161.60)
Utilities Local	494.20	494.20	0.00	(494.20)
Telephone Local	0.00	0.00	0.00	0.00
Maintenance & Repair Local	0.00	0.00	0.00	0.00
Advertising Local	0.00	0.00	0.00	0.00
Supplies Local	0.00	1,317.03	2,500.00	1,182.97
Supplies Fund Raiser	0.00	0.00	2,683.00	2,683.00
Office Supplies Local	0.00	0.00	0.00	0.00
Dues & Memberships Local	0.00	64.00	60.00	(4.00)
Agency Certification Local	0.00	0.00	0.00	0.00
Audit Local	0.00	0.00	0.00	0.00
Insurance Local	0.00	0.00	0.00	0.00
Miscellaneous Local	3.95	1,406.68	2,522.00	1,115.32
Depreciation	0.00	0.00	4,708.00	4,708.00

Okmulgee-Okfuskee County Youth Services
 Program Financial Statement
 Compared with Budget
 For the Twelve Month ending June 30, 2020
 April 30, 2020

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Total Expenses	27,601.44	36,186.84	18,113.00	(18,073.84)
Variance		(\$ 32,098.44)		32,098.44

Okmulgee-Okfuskee County Youth Services
 Program Financial Statement
 Compared with Budget
 For the Twelve Months Ending June 30, 2020
 April 30, 2020

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues TAUW Funds	\$ 10,816.08	\$ 108,160.84	129,793.00	21,632.16
Total Revenues	10,816.08	108,160.84	129,793.00	21,632.16
Expenses				
Salaries TAUW	0.00	70,027.10	94,233.00	24,205.90
FICA TAUW	0.00	4,848.89	7,100.00	2,251.11
SUTA TAUW	0.00	27.15	129.00	101.85
Wkrs Comp TAUW	144.33	994.53	1,991.00	996.47
Health Ins TAUW	0.00	5,136.15	7,069.00	1,932.85
Retirement TAUW	0.00	1,101.13	1,500.00	398.87
Travel/Training TAUW	0.00	755.00	1,244.00	489.00
Equipment TAUW	0.00	0.00	0.00	0.00
Consultant TAUW	0.00	0.00	0.00	0.00
Utilities TAUW	0.00	1,210.28	1,808.00	597.72
Telephone TAUW	0.00	3,199.74	4,293.00	1,093.26
Maintenance & Repair TAUW	0.00	878.83	459.00	(419.83)
Printing TAUW	0.00	0.00	0.00	0.00
Advertising TAUW	0.00	0.00	0.00	0.00
Supplies TAUW	0.00	0.00	0.00	0.00
Office Supplies TAUW	439.55	2,215.91	1,591.00	(624.91)
Dues & Memberships TAUW	0.00	3,684.00	3,925.00	241.00
Audit TAUW	0.00	2,327.06	1,435.00	(892.06)
Insurance TAUW	0.00	1,929.60	3,016.00	1,086.40
Total Expenses	583.88	98,335.37	129,793.00	31,457.63
Variance	\$	\$ 9,825.47		9,825.47

**INCOME STATEMENT
MAY 2020**

CASH ON HAND (Beginning of Month)	\$ 165,167.57
INCOME: May 2020	
First National Bank & Trust golf sponsor	\$ 100.00
TOTAL INCOME: May 2020	\$ <u>100.00</u>
TOTAL CASH ON HAND:	\$ 165,267.57
TOTAL PROPOSED DISBURSEMENTS:	\$ <u>28,759.75</u>
BALANCE:	\$ 136,507.82
CERTIFICATE OF DEPOSIT BANCFIRST OKEMAH	\$ 59,702.08
SAVINGS ACCOUNT (FIRST FAMILY CREDIT UNION)	\$ <u>134,065.27</u>
	\$ 330,275.17
RECEIVABLES	
Tulsa Area United Way May 2020	\$ <u>10,816.08</u>
TOTAL RECEIVABLES	\$ 10,816.08
LONG TERM LIABILITIES	
PPP Loan-BancFirst Okemah	\$ 125,000.00
5/7/2020 Transferred to Mabrey Bank \$27,597.49	

**Okmulgee-Okfuskee County Youth Services
Check Register
For the Period From May 1, 2020 to May 31, 2020**

Proposed

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
34147	5/1/20	AT&T	11021	41.73
34148	5/1/20	JD Young Leasing, L	11021	234.40
34149	5/13/20	Phillips360	11021	3,500.00
34150	5/5/20	Noble Plumbing	11021	101.00
34151	5/5/20	Ramsey's Heat & Air	11021	95.00
34152	5/13/20	Jackie A. Miller	11021	1,972.94
34153	5/13/20	Samuel Walker	11021	1,007.77
34154	5/13/20	Tammy Evans	11021	1,397.54
34155	5/13/20	Sherrie Carter-Green	11021	1,786.03
34156	5/13/20	Mary Hayden	11021	467.34
34157	5/13/20	Wynona Tucker	11021	1,256.14
34158	5/13/20	Cynthia Lane	11021	1,026.30
34159	5/13/20	Portia Butler	11021	983.75
34160	5/13/20	Linda Yeager	11021	744.13
34161	5/13/20	Hilary Snyder-Wetmo	11021	1,550.85
34162	5/13/20	Jessica Walker	11021	719.63
34163	5/13/20	Letisha LeBlanc	11021	1,472.41
34164	5/13/20	Vickie Jones	11021	1,240.55
34165	5/13/20	Jennifer Short	11021	1,240.90
34166	5/13/20	dexYP	11021	327.60
34167	5/13/20	Compsource Mutual	11021	902.09
34168	5/13/20	Public Service Comp	11021	148.59
34169	5/13/20	Oklahoma Natural G	11021	45.87
34170	5/13/20	Walter Klutts	11021	300.00
34171	5/13/20	Jackie Miller	11021	485.67
Total				<u><u>23,048.23</u></u>

5/13/2020 IRS FICA Fed Withholding 4904.52
5/13/2020 State Withholding 807.00

28,759.75