



City of Lawton

Youth and Family Affairs Committee

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Minutes

Tuesday, November 18, 2025

9:00 AM

Lawton City Hall
3rd Floor Conference Room

This meeting will be conducted in person for all Committee members and members of the public to attend.

Meeting Called to Order and Roll Call

"Official action can be taken only on items which appear on the agenda. The Committee may adopt, approve, ratify, deny, defer, recommend, or continue any agenda item. The Committee may also propose and enact floor amendments to any matter presented before them. When more information is needed to act on an item, the Committee may refer the matter to City Staff. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

Chairman Weger called the meeting to order at 9:05 AM.

Roll Call:

Members Present: Bob Weger, Joshua Hale, Bernita Taylor, Karen Bailey, Carl Fuqua

Members Absent: Mary Ann Hankins, Taron Epps

Also Present: Tammy Branstetter, Deputy City Clerk; Cynthia Williams, City Auditor

Statement of Compliance with Oklahoma Open Meeting Act, 25 O.S. 301-314

Chairman Weger confirmed with Branstetter that the notice and agenda for this meeting were posted by the City Clerk's Office in accordance with the Oklahoma Open Meetings Act.

Introduction of Guests

No guests were in attendance.

New Business

1. Consider approving the minutes of the September 16, 2025, meeting.

A copy of the minutes from the September 16, 2025, meeting may be obtained from the

City Clerk's Office upon request.

Motion by Bailey, **Second** by Taylor, to approve the minutes of the September 16, 2025, meeting as presented. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger. **NAY:** None. **Motion Passed.**

2. Consider approving the proposed 2026 Annual Meeting Notice of the Youth and Family Affairs Committee.

A copy of the proposed 2026 Annual Meeting Notice of the Youth and Family Affairs Committee may be obtained from the City Clerk's Office upon request.

Chairman Weger said if you'll look on page 15 of your agenda packets, you'll find the new schedule for 2026 of our meetings. We'll entertain a motion to approve those dates for 2026.

Bailey said is this time still good for everyone?

Taylor said it's good for me.

Chairman Weger asked Hale if 9:00 AM works for him.

Hale said yes, it should be fine for me.

Chairman Weger asked Fuqua if 9:00 AM works for him.

Fuqua said yes.

Motion by Taylor, **Second** by Fuqua, to accept the 2026 Annual Meeting Notice of the Youth and Family Affairs Committee as presented. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger. **NAY:** None. **Motion Passed.**

3. Consider approving a revised YFAC Grant Application Form and Scoring Rubric for the FY2026-2027 funding cycle, and take action as deemed necessary.

Chairman Weger provided background information on this item. A copy of the revised YFAC Grant Application Form and Scoring Rubric may be obtained from the City Clerk's Office upon request.

Chairman Weger said if you'll notice on page 22 of your packets, in our last meeting, we talked about making it a strong suggestion that the applicants take some courses in learning how to apply for grants and write grants, and so, we have that included. If you'll notice also on page 28, on the rubric, it's figured into the point system in the third column. So, if they do that, they're rewarded with some points during that training process that Cynthia will be taking new applicants through.

Chairman Weger said if you have a moment, go ahead and look over that application and let us know if there are any questions you have on that. I appreciate Tammy getting that up-to-date for us there by including that, as the committee talked back in September.

Tammy Branstetter, City Clerk's Office, said I will say that Cynthia has added that, and she should be on her way up here. She was working on another grant for something outside of YFAC. Hopefully she'll be here in a few minutes, but I can try to answer any questions, and then she'll be here if you have any additional questions.

Chairman Weger said are there any questions?

Bailey said do they submit documentation on this, or is it just a, "Yes, I did" or "No, I didn't."?

Branstetter said I think that we should have to have documentation of some sort.

Chairman Weger said I think a certificate of completion or something.

Bailey said do we ask for that? That may be what Cynthia goes through when she does training.

Branstetter said on on the scoring rubric, it says, "has completed formal training or certification." Maybe we do need to add something to the effect of "and has a certificate proving such", or something like that.

Taylor said I would say documentation.

Bailey said I don't see it on the application checklist, but I'm just breezing through it. I would just think we would add it, or maybe that falls under the lump of all documentation — I'm not sure.

Taylor said I think you're right — we have to put it in the rubric under it, saying "with documentation," because some give certifications, some it might be a payment, but you can pay for something and not complete it, so we need something that says you've completed the class. So they might not give a certificate, but they can give something — a letter or documentation stating that you've completed the class.

Cynthia Williams, Internal Auditor, said we can add it in there.

Taylor said I suggested that it be documentation, because not all give certificates, but you can certainly get a letter of completion if they don't give the certificate.

Williams said it says please list it.

Taylor said it says list it, but it doesn't say proof, it just says list.

Williams said we can add that to it.

Taylor said it's on page 28. It says, "Has completed formal training or certification in grant writing or grant management. Actively pursued multiple grant opportunities on an ongoing basis. Has successfully secured external grant funding to support program."

Williams said in the application we can just say, "and provide documentation if you have it."

Taylor said okay.

Taylor said I had a question on another part of the grant. I'm just thinking if I didn't know about this grant. On page 30, it says, "Attach an audited financial statement for organizations with an annual income of \$100,000 or more. The audit must cover the fiscal period, not ending more than 18 months prior to June 30th." So that's pretty self-explanatory. "Attach the most recent IRS 990." That's pretty self-explanatory. There's no issue there. But it says, "Attach year-to-date financial statements for the entire organization", and I think we had discussed that it had to be a third party.

Chairman Weger said yes.

Taylor said because we had an entity that wouldn't have to do an audit or a 990.

Chairman Weger said correct.

Taylor said so we told them if they gave us year-to-date financial statements, it had to be external instead of internal, but this doesn't say that.

Williams said on that, they're not going to see that sheet that you're looking at. What they are going to see is on page 23. The only people who see that checklist is this committee and myself.

On page 23, Taylor said it says "year to date financial statements." It still doesn't say that it has to be a third party.

Williams said not everyone's going to need it from a third party because if you have an audit, that is the audit that's required, and they can provide their own year-to-date financial statements.

Taylor said usually if you have an audit, you cannot do your own internal financials. You have to have an accountant.

Williams said yes. We will also take just their budget breakdowns of stuff, so long as they have all of the other forms.

Taylor said right. I'm talking about the person that doesn't have to have...

Williams said because she's saying that she does not have to do the tax return 990.

Taylor said or the audit.

Williams said or the single audit.

Taylor said she's a church.

Bailey said she was here the last time?

Chairman Weger said she was here in September.

Taylor said what we told her is that she would have to provide financials. So, just hear me out for a second. I don't have to do an audit — I'm less than \$100,000. But because I'm a church, I don't have to do a 990. Now, I can make my financials look good if I do it internal. And that's why I said it needed to be a third party that did it. But if we don't care, if we just trust that they're giving us accurate financials, then I'm cool with that. But as a committee, trying to keep everybody honest and trying to show that we did our due diligence to make sure that they have financial stability, I really think, personally, that it needs to be — "if you don't have these other two, you need to have third party financials."

Williams said I would agree.

Chairman Weger said I believe a compliance audit you can do for around \$500.

Taylor agreed.

Chairman Weger said so, it's not like a single audit — you're going to pay for that. But I don't think the city would ever require a single audit on this.

Taylor said a single audit is \$1.5 million — that I have to do. A compliance audit can go up to \$20,000. If we're only going to give them \$35,000, we don't need to tell them they have to do an audit, but they do need a third party — that won't cost them that much. They can get an accountant to give them an audit. They might know somebody third party that could do it for them. In their church, in the community, that would do that for them. It just should not be them.

Chairman Weger said it needs to be an outside party.

Taylor said even if it's a member of their church, it's not good. It needs to be an outside third-party person, to me, because they should be able to afford that. They should want that. They should want to be able to show that our financials are good when you're asking, even for \$35,000, because that can get you in trouble. If you don't know how to

take care of your finances, and we give you the money, you're not going to take care of that money well, either. The thing about having an accountant is, that accountant will come back to you. You know, last year, I gave a check for \$100 to all of my staff for a Christmas bonus. I'd always done it that way, but I had changed accountants. And so when my audit came through, they said, you can't do that — we have to take taxes out of it. And I was like, I've been doing it like this for years. And they were like, "well, don't do that again". But they let me know right then — you cannot. And that's the good thing about having that third-party. They tell you things to keep you in compliance. And it helps us just be able to say that we did our due diligence to make sure that they were financially secure and stable. And that's just my opinion. People say I'm too hard, but we're responsible, to me.

Chairman Weger said I think in line with our True North Statement, we talk about transparency, we talk about accountability — it seems that would fit into the True North Statement.

Taylor asked Williams what she thinks.

Williams said I would suggest putting a caveat in there that if you are not required to do your audit or the 990, you provide documentation to support why you are making that claim, and then, instead of those two, you would provide third-party financials. That way, you have why you are not doing the two, and then you have the alternative.

Taylor said that's good.

Chairman Weger said that's very good.

Bailey said the annual income of \$100,000 requiring an audit — is that standard?

Williams said honestly, I do not know on that part.

Bailey said I don't think it is. I'm just thinking, at the foundation, maybe \$200,000, we would have to pay \$7,000 for an audit. Just that alone says that for \$35,000, you've already reduced that gift by \$7,000. So, I'm just wondering — I'm not saying we should change it.

Williams said I like the caveat of, if you're already doing it — because there's a lot of our organizations that are already having to provide an audit for other things — if you're already having to do it, provide it to us. If you're not required to do it, here's another way to meet this requirement.

Taylor said she's saying when you put that hundred thousand in there, you're kind of saying they have to do it.

Williams said they can always appeal to you guys and you can make that decision.

Taylor said when you work in a nonprofit and every penny counts, you know, you start weighing. How many people did we actually have apply last year?

Williams and Branstetter said 7.

Taylor asked how many did we award?

Williams said around 3.

Branstetter said 2.

Williams noted one was denied.

Taylor said and their reason for denial was?

Branstetter said I think it had to do with their other sources of funding.

Taylor said that's right — it's about the way that we're funding the money. But it's up to you. I mean, we have to have transparency, I understand. But I also understand her point of \$100,000, because audits are not cheap anymore. They are very, very expensive, and a lot of people are not even taking nonprofits anymore to audit. That's why I had to go to Florida, because no one in Oklahoma wanted to do nonprofits anymore. So did we come up with that \$100,000 for a reason, though?

Williams said I'm about to look it up.

Chairman Weger asked the committee for their thoughts regarding the adding of some type of accountability in audit or third party.

Taylor said well, we were waiting for her to see about the \$100,000. For some reason, I'm thinking that number is \$750,000 or more that you have to have an audit, but that's federal funds.

Bailey said and it does say annual income, so if your holdings are more than that — I don't know. It's just audits are a lot. The cost can be prohibitive. But, we have an out, right?

Williams said the \$100,000 threshold is not a universal federal or government-wide standard for requiring a financial audit, but it is a common point that most state-level regulatory requires or widely adopted.

Taylor said so we leave it there and let them decide if they want to appeal it or not - Is that what we said?

Williams said it says that the federal single audit threshold is \$1 million, which was recently raised from \$750,000. At the state level, the threshold varies from \$100,000 to

\$250,000, but a common point is \$100,000 or more.

Chairman Weger said ok.

Taylor said we got it — ok.

Williams said it's not a completely arbitrary number.

Bailey said it's good to have that answer.

Chairman Weger said yes, thank you.

Taylor said and then we can know within ourselves that we looked it up and we know.

Williams said it does go on to state for private foundations, local governments, and non-federal grantors, \$100,000 is the standard internal policy.

Taylor said ok.

Chairman Weger said ok, that answers our question.

Taylor said those were the only things that I saw with the grant.

Chairman Weger said are there any other changes or clarifications we want to the application? If not, do we have a motion to approve?

Bailey said I motion to approve with the adjustments we've mentioned.

Branstetter said just for the record to make sure I have the adjustments right for the notes and what we're going to do, on the application we're going to add where it says "list the outside sources of grant training that you pursued," we're going to require them to provide documentation, and then we are going to add some sort of caveat statement that if you're not required to submit an audit or a 990, you must explain and document why. Then, instead of providing those things, or one of those things, you must provide financial statements that have been prepared by a third party.

Chairman Weger asked Bailey if this is her motion.

Bailey said yes.

Motion by Bailey, **Second** by Fuqua, to approve, with the adjustments mentioned.

AYE: Bailey, Hale, Fuqua, Taylor, Weger. **NAY:** None. **Motion Passed.**

Reports/Comments from Chairman and Committee Members

Chairman welcomed new committee member, Mr. Josh Hale. He said we're glad to have him on board. We did receive an email from Mr. Cox, and he has removed himself

from the committee and has stepped down.

Taylor said how many do we need now?

Branstetter said 2, and we have three alternate positions open, but that leaves us with two vacancies for voting members with Mr. Cox's resignation.

Chairman Weger said if anyone knows of some folks that could help fill those vacancies, we would love to reach out to them.

Reports/Comments from Staff

Williams said we do have the pre-application training scheduled.

Branstetter said it's going to be on Tuesday, November 25th at 5:30 p.m., and it will be here in the banquet hall.

Taylor said do we need to be here?

Williams said you are definitely more than welcome, but you are not required. It's going to be my fun song and dance to answer any questions and make sure that they understand that I am here to help them fill out the grant application in any way that they need it. We'll go over and add in the other sites where they can go for training this time. We're going to highlight that they will get extra points in the rubric if they do go for outside training and if they're pursuing other funding. Then, we'll go over where they can find the application, when to turn it in, and what the deadlines are.

Branstetter said we'll get with Caitlin Gaitlin and her team to get a press release pushed out.

Williams said it's supposed to be released on the 20th.

Audience Participation

None.

Adjournment

Motion by Taylor, **Second** by Bailey, to adjourn the November 18, 2025, meeting.
AYE: Bailey, Hale, Fuqua, Taylor, Weger. **NAY:** None. **Motion Passed.**