



City of Lawton
Youth and Family Affairs
Committee

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

Minutes

Tuesday, February 17, 2026

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 9:00 AM.

Roll Call:

Members Present: Bob Weger, Joshua Hale, Bernita Taylor, Karen Bailey, Carl Fuqua, Mary Ann Hankins-Booker, Taron Epps

Members Absent: None

Also Present: Tammy Branstetter, Deputy City Clerk; Cynthia Williams, Internal Auditor; Tiffiney Dimery, Ward 4 Councilperson; Alex Minter-McCann, Executive Director for the Lawton Food Bank

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

Guests of the meeting introduced themselves.

New Business

1. Consider approving the minutes of the November 18, 2025, meeting.

A copy of the minutes from the November 18, 2025, meeting may be obtained from the City Clerk's Office upon request.

Motion by Bailey, **Second** by Epps, to approve the minutes of the November 18, 2025, meeting as presented. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps. **ABSTAIN:** Hankins-Booker. **NAY:** None. **Motion Passed.**

2. Review and score the FY 2026–2027 YFAC funding application from the Lawton Food Bank for its Harvest Hope Market Program and consider establishing a date and time for a site visit.

Chairman Weger provided background information on this item. A copy of the funding application from the Lawton Food Bank for its Harvest Hope Market Program may be obtained from the City Clerk's Office upon request.

Chairman Weger said you will find in your packets the review and scores for the applicants. I believe we have four applicants this year. We appreciate our auditor being with us this morning, Ms. Williams. Is there anything in particular the committee should note, Ms. Williams, from your reports?

Cynthia Williams, Internal Auditor, said there should be a checklist included with each application. Only one application was considered complete. However, the incomplete items in the other applications were very small, minor issues that I do not think should disqualify any of the applicants. It is simply noted that we need a little more information, specifically regarding the budget breakdowns. I believe two of the applicants also did not sign the bylaws page, which is required for them to submit to us.

Chairman Weger said we'd like to consider and establish a date and time for each one of these for a visit — that's on our agenda. Of course, some of you have done this before; for others it is new. What we like to do is break the committee up into teams. We would probably try to assign two to three per visit, to visit these sites. This gives you an opportunity to see what they're actually doing and how they go about utilizing the grants that are granted to them, ultimately to impact the lives of young people.

Chairman Weger said Ms. Tammy just shared with me that there is a rubric grant application scorecard. There should be four in your packet. Each one is for each application. You would fill that out and turn it back in, or rather make your score, and then we would gather that.

Tammy Branstetter, City Clerk's Office, said do you think it would be okay for them to take them home and bring them back?

Chairman Weger said what would work best for everyone involved?

Williams said I don't think that there's any information on here that cannot be taken out

of the room. It's your option if you want to do it individually and then combine them, or it can be done right here. There are a couple of notes I would like to make about each application.

Chairman Weger said I know in the past—and again, we do not have to do things the way they were done in the past—we have taken the rubric scorecard to the site visits and filled it out. During the site visits, some have evaluated right then and there.

Williams said there are two different rubrics. So last year, I filled it out, and I really feel like, as I was getting through more of this, and we've gotten through more of the bylaws with this, I kind of overstepped probably last year and filled it out for you, which is why I created just the checklist this year. I wanted to be able to put more of the decisions on you guys and take me completely out of it. So there is one rubric to score just the application, and then there's another one to score your site visit.

Chairman Weger said let's proceed with item two, looking over that application for a Harvest Hope Market program with the Lawton Food Bank. And I believe someone from Lawton Food Bank is here, if we should have some questions.

Taylor said are we going to score now, or we can take it home and score it?

Chairman Weger said I'm fine either way. As a committee, what are your thoughts? Would you rather take it home or go ahead and score it while you're here?

Epps said I would prefer to take it home and score it.

Hankins-Booker said after the visit, you know a lot more.

Epps said that's true.

Chairman Weger said for me, that was helpful. My first year on the committee, I couldn't really grade them on something if I hadn't seen what they're doing and had eyes on it.

Taylor said so I think what she just said is, what we're grading from the rubric is the application itself. And then that checklist is the site. So, when we're doing the rubric, you have to remember that this is about the application and what we asked for in the application and if that was provided. And then the site visit rubric. That's more about seeing the services in a clearer view and what we think about the services. Now, my question is: which are we going to rely on more heavily—the checklist from the site visit or the rubric from the application?

Williams said I'm checking City Code. I do believe that it is written specifically in code that says that you must fill out the application rubric first and then, based upon that, is if it is determined that it goes forward to the next step of site visits. But I want to verify City Code first.

Epps asked when this has to be approved by.

Chairman Weger said April.

Williams said they go for funding before Council before the last meeting in June. So it is the budget part that has to be turned in first. How many applications do you think you're going to fund is the first deadline that we have, and that deadline is coming up really soon.

Chairman Weger said I want to say mid-April.

Branstetter said I think last year, we at least voted on these as a committee, whether or not to proceed to Council, at the March meeting. So, I don't know if that's doable to score these and then do the site visits before our next meeting, which is a month away.

Epps said and if the code says that we have to score before we do the site visit, that means we'd have to do it now.

Williams said it says that you have to do it before April 1st. It says that YFAC shall review, approve, deny, or modify funding applications and submit a proposed budget to the upcoming fiscal year no later than April 1st.

Chairman Weger said so that answers our question about the scoring — it would be today.

Chairman Weger said the first applicant we have is the Lawton Food Bank Harvest Hope Market.

Taylor said can you tell me a little bit about your education for gang prevention?

Alex Minter McCann, Lawton Food Bank, said so the vast majority of my education for gang prevention is through the Oklahoma State Department. They hosted a conference in January of 2025. They talked about working with at-risk youth for gang prevention, specifically working with at-risk youth that have one or more parents that are currently incarcerated. That was only a one-day training, and so I don't feel adequate in my education to fully be able to prevent that. However, research has been done on nutrition education and on children being able to do volunteer service in their community. It does show that it helps with gang prevention. So, for that specific vision of this, we won't be doing hands-on gang intervention, but it will be done with the heart, and that the research behind volunteer service and nutrition education does help prevent children from being involved in gang activities.

Epps said who's your volunteer service work?

Ms. McCann said with this grant funding, we're actually asking for funding to support one of the two events we're calling Youth Hunger Action Days. Currently, we've been

involved with local Key Clubs and FCCLAs, having them come to the Food Bank for a period of two to four hours to do one day of service. We also have a volunteer on our team who's coordinating one youth leader at each of the Lawton Junior High and High School campuses to help lead their student efforts. These youth leaders will be asked to help bring in student leaders to volunteer at the Food Bank once each semester, and September is Hunger Action Month. We'll have Youth Hunger Action Day. To make sure we include all Junior High and High Schools across Lawton, each campus will be assigned a certain day of the week. Groups of 20 students will come in for two hour timeframes throughout the day, each day of the week. This way, we can make sure to get as many teams as possible involved in a volunteer project. On that day, we've also requested funding to provide the students with t-shirts. Part of the design will include a QR code, so that when they wear them at school, youth will be able to scan the code and sign up for additional volunteer opportunities with the Food Bank.

Taylor said on your funding request, you want it for case manager, food and utilities. These utilities, is it for your facility or is it for the people you serve?

Ms. McCann said it's for our facility.

Taylor said and then your education courses and your Hunger Action Day. Your goal is really high — 6,000 youth.

Ms. McCann said yes ma'am.

Taylor said what will the duties be for your case manager?

Ms. McCann said our case manager is currently a student at Baylor University, working on her master's in social work, and we're really excited to have Tori. Currently, one of the youth she's working with is a 16-year-old who volunteers at the Food Bank for two hours a week and picks up food for his family on the third Thursday of the month. She works with him on college applications and helps him figure out how to create a resume. With some of our other families, she works with them to help them get utility assistance, diapers, and transportation. We worked with LATS to provide free bus passes, so any of our youth that come for a day of service or for case management services can receive free transportation. Specifically with youth, she focuses on helping them gain confidence so that they can either continue getting the resources that they have or learn about different ways of getting things on the resume for college applications.

Taylor said so right now she works with one?

Ms. McCann said right now she works with one youth and then she also has 16 other open applications with families. I don't know off the top of my head how many of those have young children in their home, but I know that it's at least half.

Chairman Weger said you set your goal of 6,000 youth. How do you go about reaching

them for the program?

Ms. McCann said a lot of that comes from our Student Leaders program. So, Kaitlin is the woman who's our volunteer who leads that program. She's a military spouse and she's a stay-at-home mom. And so, volunteer service was a big part of her life when she was in high school. And so, because of that, we have an application that will go live with all of our high schools. Kaitlin will work on identifying one to two leaders at each of the junior high and high schools that will serve as the lead in their community. Currently, that looks a lot like doing Key Club and FCCLA. Those are the two organizations that we've had the most prominent interaction with. And then they will be the leaders that help bring their students in to be able to be a part of the volunteer day of service. And then we also have looked at having a youth intern come in to be able to be with us through the summer or through other school breaks so that they can learn more about the Food Bank. And we think that by incorporating more regular service with those teams, it will help us reach other kids in our community.

Chairman Weger said one other question to piggyback a little bit is you stated in your mission statement about the dignity of every neighborhood providing reliable, excess nutritious food, creating pathways, stability towards nutrition. How does that fit into with the youth? One of the problems YFAC has dealt with, and I think the committee's done an excellent job in addressing it, is there was a time when YFAC appeared to be more focused on adult—can I use the term adult services—that would be used to reach youth, but the monies went to the adults, not to the youth. So those that were intended to be served by this committee and this grant were getting nickels and dimes as opposed to dollars of investment, and the committee frowned on that and were like, that's not the goal of YFAC. Because the goal is not the salaries so much on the adults for the summer projects, but it is the youth of how can we invest in that child where that child understands I've got people that are on my side. So, could you address that?

Ms. McCann said absolutely. Working with youth is a blast at the Food Bank. We've had a lot of our FCCLA and our Key Club students come in and just really enjoy being able to pack boxes and learn about the Food Bank. One of the things that's happened in those volunteer projects is it is so funny to watch a teenager pick up a can of something or pick up a bag of something and be like, how do we even cook this? And it creates so much laughter and joy within our students. And so that's the reason why we designed this program, is watching youth come in and see a can of chickpeas or see different fruits and vegetables and go, what do I even do with this?

Ms. McCann said we watched a girl pick up a dragon fruit for the first time, and one of her classmates turned around, and it was a really heartbreaking moment. They looked at her, and they were like, you've never been in a grocery store? I see those all the time. That's a dragon fruit.

And she stopped, and she sat back, and Tori, our case manager, walked up to her and was like, hey, it's okay that you don't know what that is. And she's like well, Tori, we don't live near Walmart, and so I only get to eat fruit while I'm at school, and so I didn't

know what this was. And it was a moment that Tori then came to me and said, okay, I'm not saying we're going to put a dragon fruit in the hand of every kid in Lawton, but this girl didn't know what a dragon fruit was. And somebody in her class mentioned a grocery store. And what can we do if we have these here to be able to experience the opportunity to give youth access to this fruit, access to these vegetables, or to a can of chickpeas to make hummus, and be able to make sure that they have fruits and vegetables in their homes, that they know what to do with them, but also create a sense that they're all learning something together so that it doesn't single one student out.

Ms. McCann said a lot of what the Food Bank does is we do serve families, we do serve seniors, but a massive percentage of the population we serve is youth. And so what this program does is it actually pulls that youth bracket out into its own special category and gives us opportunities that are designed for them to come in to not only volunteer, but to have nutrition education that's specifically designed for youth. So these aren't nutrition education classes that are open to seniors or open to adults. These are classes that are specifically targeted for meals that youth can cook. So, things like hummus that are easy, that if you have a blender, great, but also you can take a can of chickpeas that are always available at the Food Bank, and you can mash them up with a fork and create something that's delicious. And you can chop up a bell pepper or another form of vegetable that we have available, and then you have a super easy meal that doesn't require you to have electricity at home.

Ms. McCann said so, it's something that is very near and dear to our hearts to design a program that specifically tailors youth and isn't just something that we're asking for funding that we can pour into adults with. That's our goal with the case management fees as well. We can have someone on our side that specifically works with youth instead of just having somebody that works with all of these other populations that can work with youth. We want it to be tailored to the community.

Bailey said is this national curriculum?

Ms. McCann said no, ma'am. The Charlie Cart, which the library has a Charlie Cart, is a program. It is used nationwide, but it's not an accredited program, if that makes sense. But it is used. The library has a grant that covered their Charlie Cart, and that's the cooking rider that we use out of for nutrition education. It has three different levels on it for different literacy levels, so that when we're working with students, instead of assuming that all of our students are working on a high school reading level, we have different levels of take-home ingredients and recipe cards that they can use based on where they're at.

Chairman Weger asked Williams for feedback.

Williams said specifically on this application, Section B was missing the city, state, and zip code for the mailing address.

Chairman Weger said yes, I see that.

Williams said what you had already stated is that the mission statement does not specifically mention youth. The YFAC funds are clearly identified as to what they are requesting. However, it is a limitation of this application that does not clearly differentiate what their matching funds are going to be and what their total budget request is. That's going to be something that we change next year in the application. And then that's another part in Part B of the budget. We just need additional information about the matching portion. It is not specified in the application, and again that's a limitation of the application that we used. And then the bylaws are not signed.

Ms.McCann said may I provide information on that?

Chairman Weger said yes.

Ms.McCann said if you go to page 16 of the application under program budget, under source, when it says United Way slash LFB slash YFAC, that is where those matching funds are coming from. Our grant that we receive from United Way provides some of our wages, and then, anywhere you see LFB is our individual donors that, while I can't release their names to you, those are matching funds that our individual donors will provide for wages. We have a grant right now from the McMahon Foundation that provides for some of our food funding, and that's why it just says 2025 grant, because that grant was received in 2025. And then for nutrition education, the total value of that would be \$5,000, but only \$4,000 of that will come from YFAC. The other one is a combined LFB. We have an individual donor who's given us \$1,000 pending YFAC gives us funding for this, because they believe in nutrition education. And then the regional grant under fuel and maintenance—the Regional Food Bank of Oklahoma, or regional for short, has provided \$3,500 to us this year for fuel, and so that's where you'll see that match. In parentheses is what we're asking YFAC for. And so, if you were to subtract that amount from the larger amount, that tells you what our match would be.

Williams said my statement was only that before we send this for funding application that we would just need to work together and get a more clear budget, and that's it. You weren't missing anything.

Taylor said did we have a percentage that had to go to youth? Because with the percentage right here, we have food at \$10,000. Can you guarantee that that's going to kids? Because you're giving it to a whole family, so how can you guarantee that that food goes directly to the children?

Ms.McCann said it'll go directly through students that are involved in our nutrition education classes. So the food for this specific grant will be stored separately from our other food. So Produce Pop In, for example, is another program where we purchase food specifically for Produce Pop In. Those pallets have laminated sheets that go on them that say "Produce Pop In only." We have another program called Senior Box. The food that is purchased for that program is actually federally regulated, and so we cannot pass it out for any other program. And so YFAC would have an individual laminated

sheet that would say "Youth Nutrition," and this food would only be made available to the students that were either there volunteering or there for youth nutrition. And the benefit of that is when we purchase that food, it'll be in that unique area, so that if we have a youth that comes in to volunteer even outside of Hunger Action Day, YFAC funds will allow us not to have income constraints to the food that we purchase. And so we will be able to, if a student tells us, "Hey, I'm hungry, this is what's going on," we'll be able to fill out a half-sheet case management form, and they'll be able to receive the food from the YFAC proceeds, even if their family has already received food once a month. And so it'll be a completely different budget line item within our budget cycle, and we'll be able to restrict that just to youth.

Taylor said so my question is this, because I understand you're going to set it aside. But do you have a day and time that the youth can get it? Because right now I hear you say it's for those who volunteer. When when are your educational sessions for nutrition?

Ms.McCann said we do not have dedicated youth nutrition times currently because we don't have funding for the program. Right now, our Produce Pop In, that I was discussing, is the second Friday of every single month from 10 to 1. And then our Senior Box program is the third Thursday and the Friday the next day. So that would be this Thursday from 10 to 1 and the next day from 10 to 1 as well. And so our youth nutrition classes will be the same. In our group, we apply for the class to be done every quarter for six weeks, and so they'll be able to get food each Friday. So, for example, right now we're in the middle of our wellness series. That's six weeks long.

Taylor said is that youth?

Ms.McCann said no ma'am, but I'm saying our youth program will be ran exactly the same.

Taylor said it's confusing, though. I don't want to sound ugly—we just have to go by the guidelines, right? So if you said, "We are going to have a youth education nutrition program this many days, at this time, it's already established, your curriculum is already there, we're going to service this number of children", because that's what's on your rubric. On your goals, you said you're going to do three nutrition education series, teaching 14 to 18 year olds, but you don't say when.

Ms.McCann said no ma'am. It'll be a different series every quarter. It is a session. We don't have funding for it, and so we don't currently have it on our calendar.

Taylor said but if you have funding for it?

Ms.McCann said it would be Fridays at 9:00 AM during the summer whenever children are not in school. That's when our nutrition education classes are even for our other populations, and then during the school year it'll be Thursday afternoon.

Taylor said and you already have the curriculum and the teacher?

Ms. McCann said yes ma'am. That'll be pending funding. We won't be able to do it without YFAC funding.

Taylor said that's your budget for the \$10,000, that's your budget for the \$4,000. So \$19,000 of your \$35,000 are for case manager and your building utility. And so that leaves the rest of it, plus your matching funds.

Taylor said what's the percentage that we have to pass to go to kids? I know we were supposed to come up with that. Did they ever come up with it?

Williams said that was not one of the requirements. It says that the YFAC goal is: successful implementation of eligible programs designed for developing life and career-enhancing skills for the youth of Lawton, while helping them avoid involvement in the criminal justice system". The program must be aimed towards that. It does not say a percentage of what has to go where.

Hale said if they ask for \$35,000, do we have to give them that?

Chairman Weger said no, we can give up to \$35,000, and it's on a percentage basis: 80-60-40. First year they will receive 80%, second year 60%, third year 40%. The goal behind it is so that they do not become dependent. This is not an entitlement grant, it is one to assist you. As the non-profit organization, we want you to succeed in your ministry of impacting the life of our youth in our community.

Epps said it's a startup as opposed to sustainment.

Chairman Weger said correct. Very well said.

Hankins-Booker said I suppose some youth are doing the cooking at the home, so it would be beneficial to have some education in that area.

Hale said the program budget, that's just for this specific program — \$250,000?

Ms. McCann said yes sir. Now, part of the program that we have asked you all for funding, like Bernina was saying, and some of our programs do approach the entire family. And so, Harvest Hope Market does meet the entire family. Because of the constraints of the YFAC committee and the YFAC grant only being for youth, we've asked you all to fund a program that is only working with youth. The remainder of that \$250,000 will be doing some activities that are holistic, featuring the entire family. But YFAC funds would be restricted to the youth or the school mentors that are working with the youth.

Ms. McCann said for the Youth Hunger Action Day, we are asking for t-shirts. We will give, if a Key Club has a faculty sponsor, we will happily give them a t-shirt. But the funding that we've asked YFAC to cover is limited to our youth nutrition education

things, where the remainder of those funds are used for other populations as well.

Hale said and without our funding, you wouldn't do the program at all?

Ms. McCann said yes sir.

Chairman Weger said if you look at the review that our auditor has provided, as well as the application, we need to move on to filling out the rubric. Then we can proceed, if there's no further discussion based on your evaluation and the information that has been presented. If there's something else that you say, "Well, I have a question," or "There's something I don't understand," we appreciate Ms. Alex being here to address questions, so please don't hesitate to ask.

Bailey said help me with this process again. We're scoring this here; we're taking it home to score; you're needing a motion to move forward or not move forward with a site visit?

Chairman Weger said my understanding is that with the deadline that we're on, we have to have these applications in motion by April 1. I was thinking the 15th, but Ms. Williams shared with us the 1st. So really, if we can't get it done today, we're going to have to really push in March hard to get this done.

Taylor said can we take these home and say please turn them in by next week, by a certain date?

Chairman Weger said certainly. Would the committee be more comfortable with that?

Taylor said I would.

Bailey said there's a lot to go through.

Chairman Weger said there is a lot to consider, just in one application. There is a lot to chew on.

Hankins-Booker said and Cynthia has made us aware of the financial flaws or things like the signatures. So we just have to look at the quality of the program.

Chairman Weger said and again, just reminding the committee, remember the guidelines that have been laid out before. We're looking to make sure that we stick to those, because what we don't want go off is into other areas that do not meet the criteria of YFAC. Youth first—we want to make sure the children are the focus. And we want sustainability.

Taylor said one of the issues that they had with YFAC is salaries, and you're saying that that's not in there.

Williams said there is a part that talks about salaries; however, there was not a specific percentage. It said that it is limited how much can go to salaries, but we do not specifically put what that percentage was. And we had this discussion last year about that.

Taylor said in the TIF I know what it is, but this is YFAC. The whole goal was to change what we've done in the past. So, can we get some more guidance on that?

Williams said I can read it straight out of City Code.

Taylor said I'm asking you, can you ask the powers that be for more guidance for that?

Williams said that's going to be the Council members.

Hale said so is that something we can set up that only a percentage can go to other salaries? Is that a possibility?

Chairman Weger said we can present that to Council. Council would ultimately make that decision.

Williams said I believe that the Mayor had kind of weighed in on this whenever the last ordinance was passed. It was the desire of him and the Council that they wanted the percentage of salaries to be limited, but did not want to put a specific percentage down because each program is different. You can have an after-school program where they don't need any supplies because they already have leftover paper and crayons and everything. And so, the whole thing really would be going to just paying teachers to show up and continue teaching these kids. Or there could be a different program where all of the teachers are volunteers, but they need transportation, so their kids can go to field trips. They wanted the committee to decide what percentage is appropriate for each program, not to set a certain percentage.

Chairman Weger said and for our new committee members, one of the problems we had — one example we had — we had a couple that were paying out salaries of almost \$100,000, and the actual money invested in the children was around \$1.75.

Hankins-Booker said it's hard because they are all different. But we did have some overlapping programs too, where this one was similar, but it was done by the same people in the same place. We can't do that.

Hankins-Booker said do you have a kitchen where you cook?

Ms. McCann said we do not have a full kitchen; that's the benefit of the Charlie Cart. A few years ago, the public library got their Charlie Cart, and that's where we got this whole idea. It's really cool—if you have not seen the library's Charlie Cart, it's beautiful. It is a fully functioning portable kitchen. If you have a standard toolbox with all those fancy pull-outs, it's built exactly like that. It's that durable; it's on wheels. And so it's a

fully portable kitchen on wheels. It's an incredible thing. We do have a small kitchenette that we currently use for our nutrition classes. But this grant would fully allow us to just go all out.

Ms. McCann said if I may, I would love to share about the salary portion. If there was even a line in the grant application of what the YFAC committee suggests to be a salary number, because if you look at all four of our applications, two applicants requested right at \$17,000 in salaries. We were the third-highest number at \$12,000. And then right below us was Success by Six, who only requested \$8,000 in salaries. And so there were three very different numbers. But I worked closely with two of the other three applicants, and all of us were like, what number do we put? Because it says it can't be a lot, but there's no threshold anywhere. Tiffany, Roxanne, and I all three work extremely closely together because we are all serving youth. And they come pick up food for those two programs all the time. They are wonderful, wonderful programs. But none of us knew what to put on salaries. So if the committee was to provide some sort of guidance or recommendation, that would be wonderful.

Williams said if I may read the section of code, this is 2-3-366-F, "Salary and Wage Limitations: The portion of grant funding used to pay salaries and wages for the program staff shall not exceed a predetermined percentage of the total program cost. This percentage shall be set by the city at the time of application based on the nature of the program and the total amount of the grant request. The purpose of this limitation is to ensure that the majority of grant funds are used for direct program expenses and services."

Williams said that is your guidance.

Hale said set by the city means the Council?

Epps said I don't know how you do that at the time of application.

Williams said so it would be this right here.

Hale said we would set it right now?

Williams said you're setting it right now.

Hankins-Booker said and the length of the program. I mean, some are just a summer program, and some—they're a little longer. So there are a lot of intervening variables out there.

Epps said there are.

Epps said we look back at the intent, right? The intent was there were glaring issues, previously, with salary, and I think there's flexibility in it for us to assess if that's the case again. And we can limit it, I think, when we recommend it go forward.

Chairman Weger said correct.

Hankins-Booker said just be reasonable.

Epps said and each one will be based on the program description and the merit of the program. And I think a lot of it is going to be how we feel, especially after the site visits. So I think for the purposes of this, we just have to recommend if we're going to move forward with a site visit, because we have to start coordinating that for next month.

Chairman Weger said, having said that, do we have a motion to move forward with the site visits and review these, bring the rubrics back; have them reviewed, with your conclusions, for each applicant in our next meeting?

Bailey said I'll make that motion.

Epps said I think if I understood the code correctly, when we walk out of here, we have to either recommend— I mean, either say we're going to do a site visit based on what we see, or that we're not going to do a site visit. Is that correct?

Williams said it's in your bylaws that say that you have to review the application before you set your site visits. And so I think that you are fine to take them, and then we can have the site visits scheduled. Then you can just not do it if the application doesn't move forward. Does that make sense?

Epps said it does. There are four applications. I think it's reasonable, maybe not score right now, take home and score, but I think it's reasonable to look at each application and say, yes, we're going to do a site visit or not. And I think that meets what's required.

Williams said I think we can set a minimum score.

Epps said the scoring is the complicated piece because we want to do a thorough job with scoring. In the code or in the bylaws, is the scoring required in order for us to set a site visit?

Williams said it says that you have to score it.

Hankins-Booker said to Ms.McCann, you said you were working with three other people, do those people have grants with YFAC also?

Ms.McCann said we have quite a few partners, but Tiffany Hill, who runs the Salvation Army — she's their new Red Shield Youth Center Director - I work with Tiffany quite a bit. And then Roxanne Wiseman, who's the Success by Six Director — they've both applied for YFAC funding as well. Success by Six does have a current YFAC grant. I actually was the author of that grant last year, and then I have since moved over to the Lawton Food Bank. The Red Shield Youth Center does not have a YFAC grant

currently, and they did not apply last year.

Bailey said I heard a very important piece, which was much different from last year: there isn't anything glaring in these applications.

Williams said there's nothing in any of the applications that I was like, "Oh my goodness — this does not qualify." They turned in their financials, they turned in budgets, and again, the only problem I had with each of the budgets—and it was all of them—it's a problem with our application form. It's just not real clear. They all did a great job of filling out the budget section. There was just a little bit on each one, and I think that it is actually Success by Six that I might have had the biggest question on, and it is noted. On that one, their work with the youth is indirect. It is very focused on the family, and it's through getting the family help that they're serving the youth.

Chairman Weger said as opposed to the youth themselves.

Williams said direct - right. I definitely feel that the youth are being served, but I just wanted to highlight that this year, that it is not directly.

Chairman Weger said just so the committee is aware, everyone did attend the training seminars?

Williams said yes, and you will find that on the top of your check sheet that I filled out, what the training date was. Everyone did attend.

Chairman Weger said and those that have applied in the past, there are some that have not applied this year?

Williams said that is correct.

Chairman Weger said we have a motion on the floor, do I have a second?

Hale said what was the motion?

Chairman Weger said the motion was that we would go ahead and take the information that is presented before you home, read over it, review the applications, and prepare the rubric for you to score; then we would come back together, establish those—could we establish those dates (for the site visit) maybe before so that when we come back to our next meeting, we'll just say, "Okay, March 7th, March 9th, March 10th, we're going to be meeting at these places. Who can go to this one? Who can go that one?" Would that be simpler for the committee?

Taylor said we can't do it until we turn these in and get who's going to go forward, right?

Chairman Weger said correct.

Taylor said we won't know how many sites we have, right?

Chairman Weger said up to four.

Hale said we can cancel it if we don't move forward with it.

Chairman Weger said that's my thought. That way we can move forward, because we are working with a deadline of April 1st, and I'd like to keep the deadlines if we can.

Epps said we need to do the site visit before our next meeting, because at the next meeting we have to vote on if they move forward to City Council.

Taylor said so when are we going to turn the rubrics in by, and who are we going to turn them in to? A week from today?

Chairman Weger said yes.

Taylor said we'll turn them in to Tammy?

Chairman Weger said yes, let's turn them in to Tammy. Tammy, is that okay with you?

Branstetter said yes. So, the motion is to take the applications home for scoring and return the score sheets to the City Clerk's office no later than Tuesday, February 24th?

Chairman Weger said, Ms. Bailey, that's acceptable to you in your motion?

Bailey said it is to me.

Epps said it sounds like we almost have to have at least two motions. That's the first one, and then the second one is probably something along the lines of establishing site visit dates.

Chairman Weger said let me get a second on this motion.

Taylor seconded the motion.

Motion by Bailey, **Second** by Taylor, to take the application home for scoring and return the score sheet to the City Clerk's office no later than Tuesday, February 24th. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps, Hankins-Booker. **NAY:** None. **Motion Passed.**

Chairman Weger said do we have another motion?

Motion by Epps, **Second** by Hale, to proceed with scheduling the site visit, however, only conduct the site visit upon approval based off the scoring rubrics from the committee. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps, Hankins-Booker. **NAY:**

None. **Motion Passed.**

Chairman Weger said it's been brought to my attention that we probably need to put a motion on each one of these agenda items, #2 - #5.

3. Review and score the FY 2026–2027 YFAC funding application from the Salvation Army Red Shield Youth Center for its After School and Summer Programs and consider establishing a date and time for a site visit.

A copy of the funding application from the Salvation Army Red Shield Youth Center for its After School and Summer Programs may be obtained from the City Clerk's Office upon request.

Motion by Bailey, **Second** by Fuqua, to take the application home for scoring and return the score sheet to the City Clerk's office no later than Tuesday, February 24th, and to proceed with scheduling the site visit, however, only conduct the site visit upon approval based off the scoring rubrics from the committee. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps, Hankins-Booker. **NAY:** None. **Motion Passed.**

4. Review and score the FY 2026–2027 YFAC funding application from the United Way of Southwest Oklahoma for its Success by Six Family Empowerment Program and consider establishing a date and time for a site visit.

A copy of the funding application from the United Way of Southwest Oklahoma for its Success by Six Family Empowerment Program may be obtained from the City Clerk's Office upon request.

Motion by Bailey, **Second** by Fuqua, to take the application home for scoring and return the score sheet to the City Clerk's office no later than Tuesday, February 24th, and to proceed with scheduling the site visit, however, only conduct the site visit upon approval based off the scoring rubrics from the committee. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps, Hankins-Booker. **NAY:** None. **Motion Passed.**

5. Review and score the FY 2026–2027 YFAC funding application from the Wichita Mountains Prevention Network for its Youth Summit Program and consider establishing a date and time for a site visit.

A copy of the funding application from the Wichita Mountains Prevention Network for its Youth Summit Program may be obtained from the City Clerk's Office upon request.

Motion by Bailey, **Second** by Fuqua, to take the application home for scoring and return the score sheet to the City Clerk's office no later than Tuesday, February 24th, and to proceed with scheduling the site visit, however, only conduct the site visit upon approval based off the scoring rubrics from the committee. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps, Hankins-Booker. **NAY:** None. **Motion Passed.**

6. Discuss the preliminary FY 2026–2027 budget for Youth and Family Affairs

Committee grants and consider voting on the requested budget amount.

A copy of the FY 2026-2027 budget for the Youth and Family Affairs Committee may be obtained from the City Clerk's Office upon request.

Chairman Weger said as of July 1, 2025: \$410,000. Arts for All, \$55,000; Mary Detty, \$100,000; Lawton Public Schools, \$75,000; Youth Programs, \$105,000. And we do have a rollover from last year—expenditures of \$75,000. Expenditures to date: \$75,000 is Lawton Public Schools; United Way was \$4,335; Marie Detty was \$41,949. Total expenditures are listed there for you. Encumbrance obligations, expected or estimated expenditures, is \$218,000, leaving a balance of \$70,000. Anticipated obligation for the 26-27 budget: the Marie Detty Gang Unit is \$100,000; Lawton Public Schools, \$75,000; Arts for All is \$55,000 - \$230,000. Rollover from 25-26 is the \$70,000. Additional request of \$35,000. The target request for the budget is \$335,000, and this includes the funding for the YFAC grants in the amount of \$35,000 each, which would be three grants. If we wanted to do more than that, we would obviously have to request more. And we are requesting to keep the \$70,000 in rollover funds from the 25-26 budget that was not dispersed by those that were awarded the grants.

Taylor said now we know we have three visits because we only have money for three grants.

Chairman Weger said yes.

Hankins-Booker said unless we want to give someone less — can we do that?

Chairman Weger said yes.

Williams said you can also request more out of this account.

Hankins-Booker said so then we could do four.

Motion by Taylor, **Second** by Bailey, to accept the requested budget amount for the YFAC committee grants. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps, Hankins-Booker. **NAY:** None. **Motion Passed.**

Reports/Comments from Chairman and Committee Members

Fuqua said when we get together again, will we discuss the salaries for the ones that get approved for the grants?

Chairman Weger said we can.

Epps said potentially.

Hale said is that in the rubric?

Chairman Weger said no, it is not.

Fuqua said is there any salary requested from the applicants?

Chairman Weger said yes. They have those listed there for you — a breakdown of the percentage that they're going to use of that YFAC grant for salaries.

Epps said so the next time we come together, the rubrics would have been filled out, we would have conducted site visits, and then we'll come together, and we should discuss each one, because from that meeting, it should then move to Council.

Chairman Weger said that's correct.

Taylor said so now we just need to get dates for the site visits.

Branstetter said I can work on that. Do you want me to reach out to the organizations?

Chairman Weger said could you work on that and then email the committee as a whole regarding those dates?

Branstetter said yes.

Williams said just for clarification on the rubric, the part where it says application score at the very bottom, disregard that part. Just put your numbers in each of the boxes, and we'll add that up.

Reports/Comments from Staff

None

Audience Participation

None

Adjournment

Motion by Epps, **Second** by Taylor, to adjourn the February 17, 2026, meeting. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps, Hankins-Booker. **NAY:** None. **Motion Passed.**

The meeting adjourned at 10:13 AM.

Minutes of the February 17, 2026, Youth and Family Affairs Committee meeting were approved by the Committee on March 17, 2026.