



City of Lawton
Youth and Family Affairs
Committee

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

Agenda

Tuesday, May 19, 2026

9:00 AM

3rd Floor Conference Room
Lawton City Hall

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."

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

Introduction of Guests

New Business

1. Consider and take action to approve the minutes of the April 21, 2026, meeting.
2. Consider and take action to approve the revised Youth and Family Affairs Committee (YFAC) Project Funding Application for the FY 2027–2028 funding cycle.
3. Consider and take action to approve the revised Youth and Family Affairs Committee (YFAC) Application Review Scoring Rubric for the FY 2027–2028 funding cycle.

Reports/Comments from Chairman and Committee Members

Reports/Comments from Staff

1. Receive an update from the Internal Auditor concerning programs currently receiving YFAC funding.

Audience Participation

Adjournment

The Youth and Family Affairs Committee encourages participation by all City of Lawton

citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The 48-hour time period may be waived if an interpreter for the deaf (signing) is not the necessary accommodation.

Item Title:

Consider and take action to approve the minutes of the April 21, 2026, meeting.

Initiator: Tammy Branstetter, Senior Deputy City Clerk

Information Source: Tammy Branstetter, Senior Deputy City Clerk

Background:

Minutes from the April 21, 2026, Youth and Family Affairs Committee meeting have been drafted and are awaiting approval.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

Draft Minutes — 04.21.2026 YFAC Meeting

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Approve the minutes of the April 21, 2026, meeting as presented.

ATTACHMENTS:

1. YFAC Draft Minutes 04.21.2026



City of Lawton

Youth and Family Affairs Committee

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

Minutes

Tuesday, April 21, 2026

9:00 AM

3rd Floor Conference Room
Lawton City Hall

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, Karen Bailey, Carl Fuqua, Josh Hale, Taron Epps,
*Bernita Taylor

Members Absent: Mary Ann Hankins-Booker

*Arrived at 9:17 A.M.

Also Present: Tammy Branstetter, Deputy City Clerk

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 present.

New Business

1. Consider and take action to approve the minutes of the March 17, 2026, meeting.

A copy of the minutes from the March 17, 2026, meeting may be obtained from the City Clerk's Office upon request.

Motion by Hale, **Second** by Epps, to approve the minutes of the March 17, 2026, meeting as presented. **AYE:** Bailey, Hale, Fuqua, Weger, Epps. **NAY:** None. **Motion Passed.**

2. Consider and take action to approve the revised Youth and Family Affairs Committee (YFAC) Project Funding Application for the FY 2027–2028 funding cycle.

A copy of the revised Youth and Family Affairs Committee (YFAC) Project Funding Application for the FY 2027-2028 funding cycle may be obtained from the City Clerk's Office upon request.

Chairman Weger said Cynthia Williams, Internal Auditor, was going to be here today, and she had another engagement to be at at 9:00 A.M., so she couldn't be with us today. Ms. Tammy has some things to point out, I believe, that we'd like to call your attention to in the application.

Epps said is there any harm in postponing this until the next meeting in hopes of Ms. Hankins-Booker, Ms. Taylor, and everyone being here? Is it appropriate to make a motion to table until the next meeting?

Chairman Weger said to answer your question, yes it is possible. The only delay is that Ms. Cynthia was kind of hoping to get this so she could work on the rubric restructuring, because the Committee had shared concerns about how it currently is. She is trying to revise it, but she does not really understand how to do that until after she has the application the Committee has approved.

Epps said so it has a second-order consequence — it delays the rubric. If we delay both this and the rubric, are we in any jeopardy, or is there a third-order consequence that I'm not considering?

Chairman Weger said no — I don't think there is. I'm not aware of anything because we've done our approving for this upcoming calendar year, so technically we don't have any more approvals until after next year, because December is when the application process starts again.

Epps said having said that, I would prefer to take our time with this.

Motion by Epps, **Second** by Bailey, to postpone this item until the next YFAC meeting. **AYE:** Bailey, Hale, Fuqua, Weger, Epps. **NAY:** None. **Motion Passed.**

3. Consider and take action to approve the Youth & Family Affairs Committee Annual Written Report for submission to the Lawton City Council.

A copy of the Youth & Family Affairs Committee Annual Written Report may be obtained from the City Clerk's Office upon request.

Chairman Weger said this has to be presented to Council before May 1st. The notes, I believe, are submitted in the back of your packet. I believe last year Mr. Epps presented this to Council. From what I understand, we do not necessarily have to read it to Council or present it — we can just hand them a written copy. Ms. Tammy, is that your understanding as well?

Tammy Branstetter, Deputy City Clerk, said that is my understanding. I will triple-check that with Donalynn when I get back and let you know if it is otherwise, but I do not believe it has to be formally placed on the agenda and can instead just be passed out to Council at the dais. I will verify that.

Chairman Weger said we would have to get that on the 28th Council agenda to meet the May 1st deadline because April 28 will be our next Council meeting.

Epps said I would recommend and highly encourage, if a member was willing, aside from the two City Council members, to at least maybe not read it verbatim, but give some key highlights, because it is an opportunity to let the community know what we are doing and what we have accomplished for the year.

Motion by Bailey, **Second** by Epps, to accept the Annual Report and to have the Report presented to Council by one of the Committee members. **AYE:** Bailey, Hale, Fuqua, Weger, Epps. **NAY:** None. **Motion Passed.**

Epps asked the non-Council members if they would be willing to present the report.

Hale said I could, but I would just need to know what I need to say.

Chairman Weger said you would just need to review basically what the Committee did this past year, and you would highlight the United Way of Southwest Oklahoma Success by Six, because that is the only one that we awarded that actually took the funding.

Epps said I would just highlight that as a Committee, up until the next cycle, we're going to be reviewing our application and scoring rubric.

Hale said I can handle that. Would I need to say anything about what we have approved for this time, or is that not required?

Epps said you could — it doesn't hurt anything. We'll also be sitting on the dias to help assist with questions.

Hale said I will give it a shot.

Chairman Weger said so Mr. Hale is going to represent the Committee for their Annual Report.

Fuqua said can I tag team with him?

Chairman Weger said absolutely.

Epps said you guys could break it up — one could talk about what we've done, and the other could talk about what we're planning to do. That's what I would recommend. That's even better.

Fuqua said if other organizations do not use their funding at all and the funding is just sitting there, would it open up an opportunity for organizations that submitted applications in the past to have a chance?

Chairman Weger said not this year. That year is—can I use the term sealed? The Committee has acted, and that is over with. For the 2026–2027 applicants, the Committee has spoken. They would have to apply again for FY 2027-2028. As for those unused funds, we make a request to the City that they be rolled over so that we do not lose any of our funds. So, we will have that money next year. In the past, we had \$17,000 left in our account that we requested to roll over.

Reports/Comments from Chairman and Committee Members

Chairman Weger said I don't have anything new to report.

Chairman Weger said Ms. Taylor, it's good to see you. Committee, if it's all right, can we briefly review everything with her so we can get Ms. Taylor on the same page? Motion one passed on the minutes, of course. Item two was postponed for 30 days until our next meeting so that we can hopefully have everyone on the Committee present and receive input from all Committee members. Thirdly, we passed the report that, according to our bylaws, must be presented to Council before May 1. We are going to attempt to get that on the agenda for April 28 as a presentation. Mr. Hale and Mr. Fuqua are going to tag-team that presentation to the Council.

Hale said I missed the last meeting where the Committee actually approved the applications. What's the next step in that process?

Chairman Weger said they go to Council, they'll get approved from Council, then those approved applications will receive a letter from the City stating that they have been approved and that Council approved the funding the Committee presented. From that point on, they work through the auditor by bringing in their receipts after the money has been spent on their end. If it meets the guidelines set forth by YFAC, or rather the City, they are reimbursed.

Hale said so our part on that is pretty much done.

Chairman Weger said we're done.

Taylor said has it gone to Council?

Branstetter said it's in the ordinance that, after the passage of the next fiscal year's budget, so as soon as the City passes and adopts next year's budget, then we can put the funding agreements on the Council agenda, just so that the funding is passed and set in stone for next year. Then we will go ahead, and I'm monitoring that part of things. I'll put the funding agreements on the Council agenda as soon as the budget has passed.

Taylor said do the people we approved know anything?

Branstetter said yes, we sent them letters, and I believe we spoke with both of them because Cynthia wanted them to do a revised budget, so we've got a revised budget from them, and we've been in communication with them to let them know about the process, and we'll let them know as soon as we have that date for them for Council, in case they want to go.

Chairman Weger said that will be coming up, I believe, in June.

Branstetter said the last one has to be presented to Council by the last meeting date in June.

Reports/Comments from Staff

Branstetter said Cynthia does send her apologies that she cannot be here today. She will be here hopefully next week when we go over the application.

Audience Participation

None.

Adjournment

Motion by Epps, **Second** by Hale, to adjourn the April 21, 2026, meeting. **AYE:** Bailey, Fuqua, Taylor, Weger, Epps, Hale. **NAY:** None. Motion Passed.

The meeting adjourned at 9:23 AM.

Item Title:

Consider and take action to approve the revised Youth and Family Affairs Committee (YFAC) Project Funding Application for the FY 2027–2028 funding cycle.

Initiator: Tammy Branstetter, Senior Deputy City Clerk

Information Source: Cynthia Williams, Internal Auditor & Grants Coordinator

Background:

The Youth and Family Affairs Committee (YFAC) Project Funding Application has been revised for the FY 2027–2028 funding cycle to improve clarity, organization, and overall user-friendliness for applicants. The revisions are intended to streamline the application process, reduce confusion, and make it easier for applicants to provide complete and accurate information. No changes have been made to the established funding priorities or eligibility requirements. Approval of the revised application is needed to implement the updated format for the upcoming funding cycle.

Correlation to the True North Statement:

The revised YFAC application supports the True North Culture Statement of World Class Customer Service by improving clarity and usability, making the application process more accessible and easier for applicants, and enhancing the overall citizen experience in doing business with the City of Lawton.

Exhibit:

REVISED YFAC Application for FY27-28

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Approve the revised Youth and Family Affairs Committee (YFAC) Project Funding Application for the FY 2027–2028 funding cycle.

ATTACHMENTS:

- 1. Blank REVISED YFAC Application_FY27-28



Youth and Family Affairs Committee Project Funding Application

This grant application is for Youth Programs that will take place during the FY27-28 budget year (July 1, 2027 – June 30, 2028).

SECTION A: PROGRAM INFORMATION

Agency		Years existing:	
Project/Program		Program: New / Existing	
Director's Name		Phone	
Application Lead		Phone	
Website		Fax:	
Email		# Employees:	
Physical Address			
Mailing Address			
Mission Statement:			

SECTION B: FINANCIALS

CHECK ALL THAT BEST DESCRIBES YOUR PROGRAM/PROJECT

- | | |
|--|---|
| <input type="checkbox"/> Education for gang prevention/life skills | <input type="checkbox"/> Mentoring program |
| <input type="checkbox"/> Gang prevention | <input type="checkbox"/> Parent/guardian workshop |
| <input type="checkbox"/> Family basic needs | <input type="checkbox"/> Parent/youth activities |
| <input type="checkbox"/> After school/out of school skills program | <input type="checkbox"/> Basic Needs - providing, linking, and or referring (ie. Food shelter, resources) |

Other -

Provide detailed program budget. Use additional sheets if necessary.

Category	Source	Amount
	Select One	\$
	Select One	\$
	Select One	\$
	Select One	\$
	Select One	\$
	Select One	\$
	Select One	\$
	Select One	\$
	Select One	\$
	Select One	\$
Total (leave blank if using additional sheets)		\$

What is the total funding requested?

Describe how YFAC funding will be used?

Describe how required YFAC funding match will be applied.

SECTION C: GOALS

Detail your program/project "SMART" goals. (specific, measurable, attainable, relevant and time-bound). List by each goal.

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Provide a schedule of activities (daily/monthly/yearly).

How long is this program expected to last? What measures will determine visibility?

What are your goals for subsequent years (2-6 & 7-10)?

SECTION D: PROGRAM BASICS

Has the program received funding from other resources?

How many years has the program existed?

What is your proposed staff/volunteers:

Full Time Staff:

Part Time Staff:

Volunteers:

What is your projected number/percentage of low-income participants served?

Describe program background to include year started.

Activities offered?

Accomplishments?

What is the number of families served?

Number of unduplicated individuals served last year/last time program was active:

0-5 yrs. old:	6-12 yrs. old:	13-18 yrs. old:	19+ yrs. old:
---------------	----------------	-----------------	---------------

What was the total number of individuals served from the City of Lawton?

African American:	Asian:	Alaskan:
Caucasian:	Hispanic:	Indigenous:
Pacific Islander:	Multiple:	Other:
Male:	Female:	Other: Self Designated:

Explain how the organization defines at risk youth.

Explain the experience the staff/volunteers have to meet the needs of those to be served.

How will the program ensure Lawton’s at-risk youth is the priority focus?

SECTION E: PROGRAM EFFECTIVENESS

All programs must align with at least one building block for healthy development listed in the Search Institute of America’s 40 Developmental Assets

https://searchinstitute.org/developmental-assets?_gl=1*1xhlqy5*_gcl_au*MTEyNTk5ODA5LjE3NzM3Nzk2NDI). Select one from each of the 4 categories for both Internal and External for a total of 8 selections. Describe how they line up with the program/project.

INTERNAL ASSET

Select One	Select One
Select One	Select One

Select One	Select One
Select One	Select One

EXTERNAL ASSETS

Select One	Select One
Select One	Select One
Select One	Select One
Select One	Select One

Attach additional pages as needed.

The City of Lawton strongly encourages you to take courses on finding and applying for additional grant funding.

- 1. List any grant training you have pursued and provide documentation of attendance.**

- 2. Provide training certifications obtained.**

3. List additional grant funding opportunities you are pursuing or have been awarded:

Youth and Family Affairs Committee Application Checklist

<input type="checkbox"/>	Completed Application
<input type="checkbox"/>	Audited Financial Statement and Audit Report
<input type="checkbox"/>	Most recent Tax Return Form 990
<input type="checkbox"/>	Year to Date Financial Statement
<input type="checkbox"/>	Agency Budget/Organization Operating Budget
<input type="checkbox"/>	501(c)(3) Letter of Exempt Status (Yours or Your Sponsor Organization)
<input type="checkbox"/>	Executed Current Organizational By-Laws or Operating Agreement
<input type="checkbox"/>	Current List of Board of Directors
<input type="checkbox"/>	Reviewed the sample Support Agreement and agrees to adhere to all of the conditions of said agreement
<input type="checkbox"/>	Any additional comments or information you believe would assist YFAC in the review/evaluation process

*If you are not required to complete Form 990 or Audit Report, provide documentation to support this exemption. Instead of Form 990 and Audit Report, you must provide financial statement(s) provided by a third party.

NOTE: Complete application packets shall be submitted to the City Clerk’s Office no later than 5pm on the last day of the application period.

What to expect next:

1. Applications will be evaluated by YFAC
2. Site visit will be scheduled
3. YFAC will make a recommendation to the City Council regarding funding requests
4. City Council will approve/deny funding requests
5. City Clerk’s office will be the point of contact for submitted reimbursement claims once an executed agreement is in place

Item Title:

Consider and take action to approve the revised Youth and Family Affairs Committee (YFAC) Application Review Scoring Rubric for the FY 2027–2028 funding cycle.

Initiator: Tammy Branstetter, Senior Deputy City Clerk

Information Source: Cynthia Williams, Internal Auditor & Grants Coordinator

Background:

The Youth and Family Affairs Committee (YFAC) Application Review Scoring Rubric has been revised for the FY 2027–2028 funding cycle to provide a more structured, consistent, and transparent evaluation process for funding applications. The revised rubric was also updated to more clearly correspond with the revised YFAC funding application, ensuring greater alignment between application responses and evaluation criteria. These revisions improve the Committee’s ability to objectively evaluate program effectiveness, organizational capacity, sustainability, and community impact. Approval of the revised scoring rubric is needed for use during the FY 2027-2028 application review process.

Correlation to the True North Statement:

The revised YFAC Application Review Scoring Rubric supports the True North Culture Statement of Efficiency by establishing clearer evaluation criteria and improving alignment with the revised funding application, allowing the Committee to review applications more consistently, efficiently, and with a greater sense of urgency during the funding evaluation process.

Exhibit:

REVISED YFAC Application Review Scoring Rubric FY27-28

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Approve the revised Youth and Family Affairs Committee (YFAC) Application Review Scoring Rubric for the FY 2027–2028 funding cycle.

ATTACHMENTS:

1. Blank YFAC Application Scoring Rubric FY27-28



CITY OF LAWTON – YFAC APPLICATION REVIEW

Organization: _____

Reviewer: _____

Score: _____

Criterion	0 – Insufficient Evidence	2 – Needs Improvement	4 - Adequate	6 - Exemplary	Score	Comments/Notes
Mission Statement	Organization’s mission is unclear	Organization’s mission is clear but unclear on how it aligns with YFAC mission	Organization’s mission is clear and aligns with YFAC mission	Organization’s mission is clear and well developed and fully aligns with YFAC mission		
Program/Project Category	Program activities are designed to meet only 1 category	Program activities are designed to meet 2-3 categories	Program activities are designed to meet 4-5 categories	Program activities are designed to meet 6+ categories		
Budget Detail	Budget lacks clarity	Budget has clear categories but lacks details or justification	Budget effectively describes activities per category	Budgets is clear and well developed and effectively describes activities and expenses per category.		
Description of how YFAC funding will be used	Use of YFAC funds is unclear or poorly justified	YFAC funding is explained but lacks details	YFAC funding is clearly explained and detailed	YFAC funding is exceptionally detailed, realistic, and strategically developed to align with YFAC mission		



CITY OF LAWTON – YFAC APPLICATION REVIEW

Description of YFAC match	Match requirement is missing, unclear or unsupported	Match requirement is identified but lacks specifics	Match requirement is clearly explained and detailed	Match requirement is exceptionally detailed, realistic, and strategically developed to align with YFAC mission		
Smart Goal	Goal(s) are vague, incomplete or not measurable	Goal(s) are generally SMART but outcomes, success, or data collection methods lack detail	Goal(s) are SMART and understandable. Includes program measurable outcomes, timelines, and data collection methods	Goal(s) are fully SMART and strongly align with YFAC priorities and demonstrate meaningful community impact		
Schedule of activities	Schedule is vague or incomplete	Schedule is clear but lacks details	Schedule is clear and detailed	Schedule is fully developed clearly explaining daily, monthly, and yearly timelines		
Program length and visibility	Program length or visibility measures are not identified	Program length is identified but visibility measures lack detail	Program length and visibility measures are adequately described	Program demonstrates long-term sustainability with detailed visibility and evaluation measures		



CITY OF LAWTON – YFAC APPLICATION REVIEW

Goals for subsequent years	Future goals are not identified	Future goals are identified but lack measurable objectives	Future goals are realistic and generally measurable	Future goals demonstrate strong long-term planning, sustainability, and measurable growth objectives		
Funding from other resources	No outside funding sources identified	Limited outside funding sources identified	Outside funding sources are identified and support sustainability	Organization demonstrates strong financial diversification and active pursuit of additional funding opportunities		
Length of program existence	Program history is not provided	Program history is limited or unclear	Program history is adequately described	Program demonstrates extensive experience and long-term success serving the community		
Program Staffing	Staffing structure is unclear or insufficient	Staffing is identified but qualifications or responsibilities lack detail	Staffing structure and qualifications are adequately described	Staffing structure is highly qualified, experienced, and clearly supports successful program implementation		



CITY OF LAWTON – YFAC APPLICATION REVIEW

Low-income participation	Low-income participation is not addressed	Low-income participation is identified but lacks supporting detail	Program adequately demonstrates service to low-income participants	Program demonstrates a strong commitment and measurable impact serving low-income youth and families		
Program background	Program background is unclear or incomplete	Program background is explained but lacks detail	Program background is adequately described	Program background is exceptionally detailed and demonstrates clear community need and organizational capacity		
Program Activities	Activities are vague or unrelated to objectives	Activities are identified but lack detail or measurable outcomes	Activities are clearly described and support program objectives	Activities are exceptionally well developed, engaging, and strategically aligned with YFAC priorities		
Program past accomplishments	No measurable accomplishments identified	Limited accomplishments identified	Program demonstrates measurable accomplishments	Program demonstrates multiple measurable accomplishments and strong		



CITY OF LAWTON – YFAC APPLICATION REVIEW

				community impact		
Number of families previously served	Number served is not identified	Number served is identified but lacks context or detail	Number served is clearly identified	Program demonstrates strong community reach and measurable service to families		
Number of individuals served	Number served is not identified	Number served is identified but lacks detail	Number served is clearly identified and reasonable	Program demonstrates significant measurable impact and service reach within the community		
Description of at-risk youth	Definition of at-risk youth is unclear or missing	Definition is provided but lacks specificity	Definition clearly identifies target population	Definition demonstrates strong understanding of community risk factors and targeted youth populations and aligns with YFAC mission		
Staff experience	Staff experience is unclear or insufficient	Staff experience is identified but lacks relevance or detail	Staff experience is appropriate for program delivery	Staff demonstrates extensive qualifications and		



CITY OF LAWTON – YFAC APPLICATION REVIEW

				experience serving at-risk youth populations		
At-risk priority	Program does not clearly prioritize at-risk youth	Program identifies at-risk youth but prioritization is unclear	Program demonstrates a clear focus on at-risk youth	Program demonstrates exceptional commitment and targeted strategies focused on Lawton’s at-risk youth and aligns with YFAC mission		
Internal Asset	0-1 Identified. Internal asset alignment is missing or unclear	2-3 Identified. Internal asset alignment is identified but lacks detail	4-5 Identified. Internal asset alignment is clearly explained	5+ Identified. Internal asset alignment is exceptionally detailed and integrated throughout the program		
External Asset	0-1 Identified. External asset alignment is missing or unclear	2-3 Identified. External asset alignment is identified but lacks detail	4-5 Identified. External asset alignment is clearly explained	5+ Identified. External asset alignment is exceptionally detailed and integrated throughout the program		



CITY OF LAWTON – YFAC APPLICATION REVIEW

Grant Training	No grant training identified	Limited grant training identified	Relevant grant training has been completed. Has training documentation	Organization demonstrates strong ongoing commitment to grant training and capacity building. Has training certification		
Other funding being pursued	No additional funding opportunities identified	Limited additional funding opportunities identified	Additional funding opportunities are identified and described	Organization actively pursues multiple funding opportunities demonstrating long-term sustainability planning		