



City of Lawton

Youth and Family Affairs Committee

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

Agenda

Tuesday, September 16, 2025

9:00 AM

Lawton City Hall
3rd Floor Conference Room

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

Business Items

1. Consider approving the minutes of the June 17, 2025, meeting.
2. Receive the FY 2024-2025 Annual Report from the Internal Auditor and take action as deemed necessary.
3. Discuss options for additional grant writing training for YFAC grant recipients, consider whether it should be a mandatory requirement, and take action as deemed necessary.

Reports/Comments from Chairman and Committee Members

Reports/Comments from Staff

1. Receive an update on the status of current fiscal year grants.

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.



City of Lawton

Youth and Family Affairs Committee

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212 SW 9th Street
Lawton, Oklahoma
73501-3944

Minutes

Tuesday, June 17, 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

The meeting was called to order at 9:00 AM by Vice Chairperson Taron Epps.

Roll Call:

Members Present: Mary Ann Hankins, Mark Cox, Taron Epps, Bernita Taylor, Karen Bailey (Alternate Member 3)

Members Absent: Bob Weger (excused), Reshard Horne (excused), Carl Fuqua (excused), RL Smith

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

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

Vice Chairperson Epps confirmed with Branstetter that the notice and agenda for this meeting were posted by the City Clerk's Office as required by law.

Introduction of Guests

No guests were in attendance.

New Business

1. Consider approving the minutes of the April 15, 2025, meeting.

A copy of the minutes from the April 15, 2025, meeting may be obtained from the City Clerk's Office upon request.

Bailey, Taylor and Hankins noted that they were not present at the April 15th meeting and would need to abstain from voting.

Branstetter said she will put these minutes on the next agenda for consideration.

No action was taken on this item.

2. Discuss the mandatory outcome-based reporting training required of all YFAC grantees within 90 days of funding agreement execution, and determine who will administer the training.

Branstetter noted that this is a requirement listed in the funding agreement with grant recipients.

Cox said I thought Cynthia Williams did this training.

Williams said if you direct me to, I will, but this is not in my wheelhouse. This is something that, as a committee, you had previously discussed assigning to someone more versed in the social services side. A little bit of background on this: in the applications, each applicant had to indicate how they would address the 40 developmental assets. This training is focused on that—it's based on what you said you were going to do to address the assets, and now it's training on how to report the work you're doing towards them. That is what this training is directed towards.

Taylor asked is there a reason we said it needed to be a social person? Because it really doesn't need to be a social person. It really needs to be someone who understands developmental assets and outcomes and how to report it. That's what it really needs to be. With social, we deal more with the human side. But this is more of the business side of a non-profit. It's more about the program's performance measures, which fall under the business side of a non-profit. So to me, it doesn't have to be a person with the social expertise to do this, but that's just my opinion.

Hankins said I would have loved to have had, originally, the Search Institute come in and do a brief on the 40 development assets.

Williams said they were required, during the application, to visit it, and they were also given the attachment that is included here in your packet. They were supposed to note which ones they were working towards. And again, these are the assets they were dealing with—things like family support, positive family communication, adult relationships, caring neighborhood, staying in school, homework, bonding to your school. That was the focus. When I very first came onto the committee, I believe that it was the Mayor who had kind of addressed that this was the direction they wanted the training to go.

Cox said it does say that YFAC will provide training along with guidelines.

Taylor said that is what it says. Let's look at what this is if somebody uses the developmental assets as their training guide. So, the first thing it does is it introduces the Institute asset framework, and then it talks to you about the framework. And then it

talks to you about external assets and internal assets—because it's 20 of each, 20 external and 20 internal, and that's where you get the 40. Then, it's just saying how you integrate those frameworks. Then, in the "Getting Started" section, it starts telling you about measuring. And the last part of it tells you where you can go to some workshops—because we're not experts—so they can go to some workshops to get extra training. And then, there's your outcome-based reporting. This person would train them on, "This is the tool that you should probably use when you're reporting on those things that you said you would assess—the ones you picked out of the 40." This would meet what this is saying—giving them the basics—but none of us can give them the whole thing. But in the training, we give them the places they can go if they need further understanding of it and development of it. We just give a basic training. It takes a long time to go through the training and help them understand — that's why they have the workshops. And if we require them to go to the workshop, that probably costs money. But we can tell them about the workshops, and if they don't understand, or if they want further clarification on it, they have those options.

Vice Chairperson Epps asked are we saying, then, that we require them to do something that's going to cost them money?

Taylor said if we make them go to the workshops, yes. If we do a basic training—just a basic training—using this that we have, and say to them, "Here are two workshops available to you if you'd like further training to further understand," then that's up to them, and they pay for it. But if we say we require them to go to the workshop to understand it, then we would probably have to incur that cost—because we didn't put it in the original grant that they would have to pay for a workshop.

Hankins said I wonder if we could just do a brief thing when you go over the paperwork with them, Cynthia. If we knew when your interview with them was, then we could just talk to them and find out if they understand this.

Vice Chairperson Epps asked (Williams) do you see a conflict with that if we ask you to do that?

Williams said I'm here for you guys. I'm not going to be well-versed in this, but that's fine—I can still direct them. I just pulled this information off the website, so I can present what I found on the website. And then I can direct them by saying, "If you want better than what I'm giving you, you may consider going to these workshops."

Vice Chairperson Epps asked will that cover what we're required to do?

Taylor said to me, it will. They're required within 90 days of funding to give us a report. So we can give them basic tools and information so that they can do this report. There's no way we can train them on all of this. We can give them basics. And when they do their outcomes, we want them to try to learn how to capture data from what they're doing. It makes their program more meaningful when they start having to look at what they're doing and how to show it's effective.

Williams noted that it's not a 90-day report — it is within 90 days that they have to receive this training.

Bailey asked has anyone within the City of Lawton been through training on this?

Hankins said I've used it a lot in my work, but I haven't been through any specific training.

Taylor asked when do they have to do the report?

Vice Chairperson Epps said it sounds like it comes with the submission for reimbursement.

Williams said that's correct — whenever they want money, they have to give us a report. Then at the end of the year, they also have to turn in a report.

Vice Chairperson Epps said it sounds like we're just trying to give them some guidance on how to do outcome-based reporting, and then we're giving them a template to do that. Then, on the back end, the follow-up really is that when you turn in for your reimbursement, you're turning in this report.

Motion by Taylor, **Second** by Hankins, to use the materials provided as presented for YFAC training requirements and direct Cynthia Williams to administer the training. **AYE:** Epps, Hankins, Bailey, Taylor, Cox. **NAY:** None. **Motion Passed.**

3. Consider approving the Youth Program Outcome-Based Reporting template to be provided to YFAC grantees for submission with their reimbursement requests.

Williams provided background information on this item. A copy of the Youth Program Outcome-Based Reporting template may be obtained from the City Clerk's Office upon request.

Williams said just so that everyone is clear, this is my AI-generated template — it was quickly generated when Councilman Weger and I were working together after the last meeting. Look at it very closely, because, like I said, this was a very quick attempt at: "Is this what you are wanting to use, as a committee, to see what they're really doing?" I took what the ordinance said, and I put that in—because the ordinance is very clear: it is to increase school attendance and graduation rates, keep them in school, help them stay away from gang activity, prevent them from entering the criminal justice system, and increase life skills. I'm hoping that their goals meet what is in the ordinance.

Vice Chairperson Epps asked is it possible to make this into a fillable document?

Williams said if this is the template that you're wanting, yes it would be.

Epps said I'm wondering if you could amend this to maybe put in parentheses, "state goals from application," or some kind of directive so they don't think that they have to create something new.

Taylor said I like this template a lot. I think it's simple enough that someone within their organization should be able to do this, and it's something that they should be monitoring anyway. The only thing I see that needs to be amended is to state "use your goals that you already have."

Epps said we'll also need to make it a fillable document.

Motion by Bailey, **Second** by Hankins, to approve the template provided, with the amendments of adding language that grantees are to use the goals provided in their application and making the template a fillable document. **AYE:** Epps, Hankins, Bailey, Taylor, Cox. **NAY:** None. Motion Passed.

Reports/Comments from Chairman and Committee Members

Vice Chairperson Epps said it's my understanding that the funding has been passed — we're at \$105,000. We have two organizations that will need to be funded, and those are the United Way and Teen Court, per our previous votes.

Reports/Comments from Staff

Williams said as soon as this fiscal year closes, I will be able to deliver a report to the committee and then also to Council on Marie Detty — that's the only one that we currently have funding with.

Vice Chairperson Epps asked how do you feel about our processes that we've implemented?

Williams said I think they're so much cleaner. I'm really happy with it. The finance department is getting stuff turned around very quickly. I think the last claim that we got was processed within a day. Processing claims and reimbursing them has really not been a problem.

Adjournment

Motion by Hankins, **Second** by Taylor, to adjourn the June 17, 2025, meeting. **AYE:** Fuqua, Cox, Smith, Weger, Epps. **NAY:** None. **Motion Passed.**

There being no further business, the meeting adjourned at 9:41 AM.



Office of the Internal Auditor

212 S^W 9th Street
Lawton, Oklahoma 73501
(580) 581-3301

To: Mayor and City Council
Youth and Family Affairs Committee
John Ratliff, City Manager
From: Cynthia Williams, Internal Auditor and Grant Coordinator
Subj: City of Lawton Youth and Family Affairs Committee Fiscal Year 2025 Annual Report
Date: September 12, 2025

This annual report is submitted in accordance with Lawton City Code 2-3-9-367, which requires the Internal Auditor to provide a comprehensive year-end summary to the City Council, City Manager, and Youth and Family Affairs Committee. The purpose of this report is to document the status of Youth and Family Affairs Committee (YFAC) grant activity for Fiscal Year 2025, including compliance reviews, audit findings, and recommendations for process improvements.

1. Grant Compliance Summary: For Fiscal Year 2025, no Youth and Family Affairs Committee (YFAC) programs were awarded grant funding. Accordingly, there are no grant recipients to report on, and no compliance issues, misuse of funds, or violations of grant requirements to document.
2. Audit Findings: Because no funds were distributed during FY25, no financial audits of YFAC program recipients were required or conducted. Therefore, there are no audit findings, corrective actions, or violations to report for this fiscal year.
3. Recommendations for Process Improvements: While no program activity occurred in FY25, the following recommendations are provided to strengthen future implementation of the YFAC grant process:
 - Maintain Readiness for Future Funding Cycles: FY26 grant application materials, compliance guidelines, and audit procedures are up to date and readily accessible.
 - Enhance Outreach and Communication: Communication strategies to inform potential applicants about funding availability, eligibility requirements, and compliance responsibilities were used for FY26 applicants.
 - Continuous Review of Internal Controls: Periodic review of grant management procedures to ensure integrity, efficiency, and accountability when funding resumes will be used for FY26 grant recipients.

In summary, because no YFAC programs were funded in Fiscal Year 2025, this report contains no compliance findings or audit results. The recommendations provided above are intended to promote readiness and strengthen the integrity of the grant process for subsequent years.