



**Youth and Family Affairs Committee
Special Meeting
January 15 2025 - 9:00 A.M.
Lawton City Hall – 3rd Floor Conference Room
212 SW 9th Street, Lawton, Oklahoma**



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

AGENDA

I. Call to Order/Roll Call

STATEMENT OF COMPLIANCE WITH OKLAHOMA OPEN MEETING ACT, 25 O.S. 301-314

II. Introduction of Guests

III. New Business

- A.** Consider approving the minutes of the June 18, 2024, meeting.
- B.** Review and discuss YFAC Ordinance 24-078 passed at the November 12, 2024 City Council meeting and take action as deemed necessary.
- C.** Review and discuss the existing YFAC By-Laws and take action as deemed necessary.
- D.** Review and discuss the YFAC Preliminary Budget for FY 2026 and take action as deemed necessary.

IV. Reports/Comments from Chairman and Committee Members

V. Reports/Comments from Staff

VI. Audience Participation

VII. 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.



Minutes
Youth and Family Affairs Committee
Regular Meeting
June 18 2024, at 5:30 p.m.
Lawton City Hall - Banquet Room
212 SW 9th Street, Lawton, Oklahoma

- I. The meeting was called to order at 5:40 PM by Chairman Rick Lowe. Upon roll call vote, a quorum was determined to be present.

Members Present: Rick Lowe, Mary Ann Hankins, Dianne Owens, Bob Weger, Lisa Shaw, Brenda Myers, Reshard Horne

Members Absent: Jeff Elbert (excused), Taron Epps (excused)

Also Present: Stan Booker, City of Lawton Mayor; Christine James, City of Lawton Internal Auditor; Tammy Branstetter, Sr Deputy City Clerk; Kerrie Matthews, Marie Detty; Kimberly Jones, Tulsa Greenwood STEM; Brenda Spencer-Ragland, Embrace Hope Collaboratorium; Kim Johnson, MIGHT; Jeanette Hutchinson, Harvest Plenty House of Prayer; Paula Bowen, Harvest Plenty House of Prayer; Benny Llanos, J.E.S.U.S. Inc

STATEMENT OF COMPLIANCE WITH OKLAHOMA OPEN MEETING ACT, 25 O.S. 301-314

The notice and agenda for this meeting were posted by the City Clerk's Office as required by law.

II. Introduction of Guests

Grant applicants, Committee members and staff introduced themselves.

III. New Business

- A.** Consider approving the minutes of the April 16, 2024 meeting.

Motion by Weger, Second by Myers, to approve the minutes of the April 16, 2024 meeting. **AYE:** Myers, Owens, Lowe, Weger, Hankins. **ABSTAIN:** Shaw, Horne. **NAY:** None. ***Motion Passed.***

- B.** Discuss the assessment and grading criteria for incoming YFAC grant applications, to include allocation amounts to each organization and take action as deemed necessary.

Chairman Lowe said the Committee uses the template created by the United Way to help members navigate through scoring and prioritizing applications.

Chairman Lowe said some of the Committee members have been doing this, but some may not have been. He asked Committee members if they are okay with using this template moving forward or if they would like to create something different.

Myers said she thinks we can use the same template.

Chairman Lowe said no action is needed on this item.

IV. Old Business

Chairman Lowe thanked the applicants for attending the meeting tonight.

Chairman Lowe said he was advised this evening that the amount of money we have to allocate this year is substantially less than what we thought we were going to have – so much so that he cannot in good faith go through each application because he does not believe the money is there to fund them.

Chairman Lowe asked City of Lawton staff to advise the Committee exactly how much money they have to work with.

James said originally, we were taking the balance of the CIP and dividing it by the years we had left. When this all started, we were looking at about \$525,000 to allocate for this next fiscal year. James said through the budgeting process, and with issues surrounding the audit, the funds that were allocated for this next year are only \$262,850 between the 2016 and 2019 CIP. The 2016 CIP is non YFAC money, but it's lumped into the same pot of money under youth programs. If you take out the Summer Arts Institute and the Summer Internship Program that is funded by the 2016 CIP, that leaves an amount of \$212,850 available for YFAC to fund. James said there has also been funding set aside out of this amount for other things, which leaves YFAC with a budget of \$37,850 to allocate.

Shaw asked why the funding went away if it was already earmarked for YFAC.

Mayor Booker said we are in a very unfortunate situation. While there is funding earmarked for YFAC, it's not earmarked for that this year, or any particular year – it's over the life of the program, and it's as funds are available – that's our problem.

Mayor Booker said it's been made known that we're late on the audit, and we're working through that challenge. While this is very unfortunate, it makes money tight. He said we can't stop a road program that we've already got going that's millions of dollars. This is one place that it's unfortunate that the funding just can't be there this year, and it all has to do with a late audit.

Shaw asked why the audit is so late, and she asked if we have a big problem.

Mayor Booker said the audit is not always this late. He said we do have a problem, but changes have been made to address the issue. Mayor Booker said staff still must get caught up – they are working diligently getting reports to Council every meeting about where we stand with the audit. However, borrowing problems will occur until these issues have been resolved.

James noted that the late audit is causing issues in other areas as well – it's not just an issue with YFAC funding.

Shaw asked if the funding status would change when the audit is completed.

Mayor Booker said there is potential that the funding can change, but it would be at least next spring before it could possibly change.

Shaw asked how much YFAC funding was awarded last year.

James said over \$500,000, and the budget last year was only \$300,000.

Shaw said basically the applicants are out of luck.

Mayor Booker emphasized that the City Council does not like this situation.

Weger said Council members have expressed to staff the urgency of getting the audit completed on time.

Myers asked Mayor Booker to discuss the changes that have been made to address the issue.

Mayor Booker said these changes involve personnel, and he cannot discuss personnel issues.

Myers said she doesn't know that any of these programs can run off \$37,000.

Chairman Lowe and Owens noted that this information is new to Committee members.

Shaw asked if there is anything we can do to make the situation better.

Mayor Booker said the City Council has directed the City Manager to get things caught up as fast as possible and to implement processes where this doesn't happen again in the future. Unfortunately, this doesn't do anything to get us past where we are - we are victims of how money flows. When you don't have your audit, it affects your ability to borrow and how much you can borrow. He said it's an ugly situation that nobody wants to be in, to include the Council. Mayor Booker said we want these programs to be able to go on.

Mayor Booker noted that this money is not lost – it can be spent later. The allocation of \$6 million for this Committee is still the allocation – it's just that the money is not flowing this year.

Owens said she wishes the Committee would've known this sooner so they could've notified the applicants sooner.

Shaw said she appreciates Mayor Booker attending the meeting to notify the Committee of this situation.

Chairman Lowe said his recommended action would be to table or deny the FY 2025 applications and solicit new applications when funding becomes available.

Motion by Weger, Second by Myers, to deny all FY 2025 applications (items B-J), and to solicit new applications when the funding becomes available. **AYE:** Horne, Owens, Lowe, Weger, Hankins, Myers, Shaw. **NAY:** None. ***Motion Passed.***

- A. Review and discuss a request for funding from Harvest Plenty House of Prayer in the amount of \$43,970.00 for summer 2024 youth programs within the City of Lawton and make a recommendation to the City Council.
- B. Review and discuss a request for funding from Marie Detty Youth and Family Services Center in the amount of \$100,000.00 for FYE 2025 youth programs within the City of Lawton and make a recommendation to the City Council. – **Denied due to lack of funding**
- C. Review and discuss a request for funding from Embrace Hope Collaboratorium, Inc in the amount of \$97,500.00 for FYE 2025 youth programs within the City of Lawton and make a recommendation to the City Council. – **Denied due to lack of funding**
- D. Review and discuss a request for funding from The Next Step TLP, Inc in the amount of \$82,200.00 for FYE 2025 youth programs within the City of Lawton and propose a time and make a recommendation to the City Council. – **Denied due to lack of funding**

- E. Review and discuss a request for funding from Lawton Teamwork Makes the Dream Work/Greenwood S.T.E.M. in the amount of \$64,300.00 for FYE 2025 youth programs within the City of Lawton and make a recommendation to the City Council. – **Denied due to lack of funding**
- F. Review and discuss a request for funding from New Hope C.O.G.I.C. in the amount of \$51,500.00 for FYE 2025 youth programs within the City of Lawton and make a recommendation to the City Council. – **Denied due to lack of funding**
- G. Review and discuss a request for funding from Joshua Empowering Survivors Unique Servants, Inc (J.E.S.U.S.) in the amount of \$48,500.00 for FYE 2025 youth programs within the City of Lawton and make a recommendation to the City Council. – **Denied due to lack of funding**
- H. Review and discuss a request for funding from MIGHT Community Development & Resource Center in the amount of \$75,000.00 for FYE 2025 youth programs within the City of Lawton and make a recommendation to the City Council. – **Denied due to lack of funding**
- I. Review and discuss a request for funding from Teen Court, Inc in the amount of \$65,000.00 for FYE 2025 youth programs within the City of Lawton and make a recommendation to the City Council. – **Denied due to lack of funding**
- J. Review and discuss a request for funding from Harvest Plenty House of Prayer in the amount of \$62,240.00 for FYE 2025 youth programs within the City of Lawton and propose a time and make a recommendation to the City Council. – **Denied due to lack of funding**

V. Reports/Comments from Chairman and Committee Members

Owens asked the applicants to take a few moments to share how this is going to affect their program moving forward.

Benny Llanos, J.E.S.U.S. Inc, said he was worried something like this would happen, but they will continue running their program.

Paula Bowen, Harvest Plenty House of Prayer, said this situation is really bad. She said there are kids in her program going into the 4th grade who are reading at a pre-k level. Ms. Bowen said they're trying to help these kids, but this financial situation has tied their hands.

Kimberly Jones, Tulsa Greenwood STEM, said this is going to affect their program tremendously. She said she is still in shock, but she will figure out something to do – she does not want to disappoint the kids. She's worried that the kids will see this as a rejection.

Jeanette Hutchison, Harvest Plenty House of Prayer, noted that her first application was for FY 2024. She asked if there is any available funding that can be allocated for this grant. She noted that their program runs from June 17th to July.

Chairman Lowe said this is item A on the agenda.

- A. Review and discuss a request for funding from Harvest Plenty House of Prayer in the amount of \$43,970.00 for summer 2024 youth programs within the City of Lawton and make a recommendation to the City Council.

Chairman Lowe asked staff if there is any remaining funding from FY 2024 that could be used for this grant.

James said there is \$19,860 left in funding for FY 2024.

Brenda Spencer-Ragland, Embrace Hope Collaboratorium, said she's been providing space in her buildings to Onreka, Annie and Kim for a year so that they could offer their program. She said this will continue.

Ms. Jones said she is hoping that the Mayor and staff will look for alternative funding sources other than the CIP if needed so that these programs can continue.

Chairman Lowe said he sees resiliency in all the applicants, and he encourages them to keep the same heart and passion going forward.

VI. Reports/Comments from Staff

Branstetter noted that the Committee has not addressed item A of old business.

Chairman Lowe revisited item A.

- A. Review and discuss a request for funding from Harvest Plenty House of Prayer in the amount of \$43,970.00 for summer 2024 youth programs within the City of Lawton and make a recommendation to the City Council.

Chairman Lowe reminded Committee members that only \$19,860 in funding remains for FY 2024.

Shaw noted that Harvest Plenty House of Prayer is the only applicant on the agenda for FY 2024.

Motion by Myers. Second by Owens, to approve the funding request submitted by Harvest Plenty House of Prayer for FY 2024 in the amount of \$19,860.00. **AYE:** Horne, Owens, Lowe, Weger, Hankins, Myers, Shaw. **NAY:** None. ***Motion Passed.***

VII. Audience Participation

VIII. Adjournment

There being no further business, the meeting was adjourned at 6:25 P.M.

ORDINANCE NO. 24-078

AN ORDINANCE PERTAINING TO ADMINISTRATION, AMENDING SECTION 2-3-9-362, AND CREATING SECTION 2-3-9-366 AND SECTION 2-3-9-367, DIVISION 2-3-9, OF ARTICLE 2-3, CHAPTER 2, LAWTON CITY CODE, 2015, RELATING TO BOARDS, COMMISSIONS, AND COMMITTEES BY CHANGING MEMBERSHIP REQUIREMENTS FOR THE YOUTH AND FAMILY AFFAIRS COMMITTEE, ESTABLISHING THE PROCESS FOR THE APPOINTMENT OF A CHAIRPERSON, PROVIDING REQUIREMENTS FOR YOUTH AND FAMILY AFFAIRS GRANT APPLICANTS, AND CLARIFYING THE ROLL OF THE CITY OF LAWTON'S INTERNAL AUDITOR IN THE YOUTH AND FAMILY AFFAIRS GRANT PROCESS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND ESTABLISHING AN EFFECTIVE DATE.

ORDINANCE

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LAWTON, OKLAHOMA THAT;

Section 1. Section 2-3-9-362 is hereby amended to read as follows:

2-3-9-362 Members—Term of office.

- A. Prior to December 17, 2021, the membership of the committee shall consist of nine (9) members, one of whom shall be a member of the city council and the other eight (8) shall be non-councilmembers. The non-councilperson members of the committee shall be residents of the City of Lawton who have been determined to have specific qualifications to study and evaluate opportunities for youth of all ages in the city to develop life and career enhancing skills and avoid involvement in the criminal justice system. The councilperson on the committee, as a member of the city council, shall also be a resident of the City of Lawton. Members shall be nominated to serve on the committee by the mayor and confirmed by the city council.
- B. Effective December 17, 2021, the membership of the committee shall consist of nine (9) members, ~~two (2) of whom shall be members of the city council and the other seven (7) shall be non-councilmembers~~ composed of a combination of Councilmembers and citizens. The number of Councilmembers shall be less than a quorum, with the remaining members being citizens of Lawton. The non-councilperson members of the committee shall be residents of the City of Lawton who have been determined to have specific qualifications to study and evaluate opportunities for youth of all ages in the city to develop life and career enhancing skills and avoid involvement in the criminal justice system. The councilpersons on the committee, as members of the city council, shall also be residents of the City of Lawton. The committee will include individuals with balanced expertise in business, financial

management, and social services. Members shall be nominated to serve on the committee by the mayor and confirmed by the city council.

- C. Initially, individuals nominated and confirmed as members 1, 2 and 3 on the committee shall serve a one-year term; individuals nominated and confirmed as members 4, 5 and 6 on the committee shall serve a two-year term; individuals nominated and confirmed as members 7, 8 and 9 on the committee shall serve a three-year term. The December 17, 2021 requirement for a second council member to serve on the committee will be for the third committee member position. The individual serving in the third member position on December 16, 2021, if anyone, will cease to do so on December 17, 2021. The third member position will thereafter be filled by a council member. Said second council member shall initially join committee members 1 and 2 by serving the remaining time left on the initial one-year term with those members. Thereafter, each individual nominated and confirmed to serve on the committee shall serve a term of three (3) years or until a successor is named, whichever occurs first. Appointments to fill any vacancy on the committee shall, following a nomination by the mayor, be confirmed by majority vote of the city council, with the individual so appointed to serve the remainder of the unexpired term of office. Filling an unexpired term shall not constitute a full term toward the below-referenced two-term limitation. The ninth and third committee member positions listed above shall be the positions reserved for the city councilpersons appointed to the committee.
- D. No member shall serve more than two (2) successive three-year terms. However, a member, after serving two (2) full three-year terms, may serve again after remaining inactive for a calendar year.
- E. Members who miss three (3) consecutive meetings without being excused shall automatically cease to serve on the committee.
- F. Members who fail to maintain their residency in the City of Lawton shall automatically cease to serve on the committee.
- G. Should the council member serving on the committee cease to serve on the city council, that member shall also automatically cease to serve on the committee at the time they cease being a member of city council.
- H. Any member of the committee may be removed at any time by a majority vote of the city council, with cause.
- I. The Chairperson of the Youth and Family Affairs Committee shall be appointed annually by the Mayor of the City of Lawton. The appointment of the Chairperson will occur at the beginning of each calendar year, with the term lasting for one (1) year or until a successor is elected. In the event that the appointed Chairperson steps down prior to the completion of their term, the Mayor shall appoint a replacement to serve for the remainder of the unexpired term.

Section 2. Section 2-3-9-366 is hereby created to read as follows:

SECTION 2-3-9-366: Youth And Family Affairs Committee Grant Application Requirements

The following provisions govern the application, administration, and disbursement of grants under the Youth and Family Affairs Committee (YFAC) program. These requirements are designed to ensure the proper and lawful use of funds, accountability of recipients, and the successful implementation of eligible programs aimed at developing life and career enhancing skills for the youth of Lawton while helping them avoid involvement in the criminal justice system.

A. Application Process Deadlines: To facilitate effective budgeting, the Youth and Family Affairs Committee (YFAC) shall establish a specified grant application period to secure funding for each fiscal year.

1. The grant application period shall commence on the first business day of December and remain open until the last business day of January.
2. YFAC shall review, approve, deny, or modify funding applications and submit a proposed budget for the upcoming fiscal year no later than April 1st each year.
3. Upon approval of the proposed budget, YFAC may begin presenting funding agreements to the City Council, with all agreements to be submitted no later than the final City Council meeting in June of each year.
4. Successful applicants will receive an official award date after the funding agreement is fully approved, executed by all parties, and a Notice to Proceed is issued by the City of Lawton. Only expenses incurred between the official award date and the termination date specified in the agreement will be eligible for reimbursement.

B. Program Budget Submission: All grant applicants must submit a comprehensive program budget as part of the application process. The budget must outline all anticipated program expenses, including but not limited to operational costs, personnel, materials, and overhead. The City reserves the right to request additional documentation or clarification regarding any budgeted items. Any discrepancies between the submitted budget and actual expenditures may result in a reduction or denial of reimbursement.

C. Grant Matching Requirements: The grant follows a graduated matching funds structure over a three-year period. In the first year, applicants are required to provide 20% of the program's total cost, with the grant covering up to 80% of eligible expenses. In the second year, applicants must provide 40% of the program's total cost, with the grant covering up to 60%. In the third year, applicants must provide 60% of the total program cost, and the grant will cover up to 40%. This graduated structure encourages sustainability and reduced reliance on city funds over time.

D. Reimbursement-Based Disbursement: All grants are disbursed on a reimbursement basis only. Recipients must submit detailed claim forms, accompanied by verifiable proof of purchases (such as receipts or invoices), to receive reimbursement for incurred expenses. Advance payments will not be provided under this program. Failure to provide adequate documentation may result in denial or delay of reimbursement.

- E. Annual Funding Cap:** The maximum grant awarded to any applicant is limited to \$35,000.00 per fiscal year, regardless of the total program cost or the applicant's ability to raise matching funds.
- F. Salary and Wage Limitations:** The portion of grant funds used to pay salaries or wages for program staff shall not exceed a pre-determined 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.
- G. Eligible Matching Contributions:** Matching contributions may include rent, salaries, program materials, and utilities directly related to the program. In-kind contributions may also be considered, provided they are properly documented and substantiated to reflect their fair market value.
- H. Compliance with Prior Year Obligations:** Applicants who received grant funding in prior years must be in full compliance with all reporting requirements, conditions, and audits. Noncompliance with prior obligations, including unresolved audits or unsubmitted reports, will result in disqualification from current-year funding.
- I. Expenditure Restrictions:** Grant funds must be used solely for expenses approved in the grant application. Any deviation from the approved budget must receive prior written authorization from the City. Unauthorized use of funds for unapproved expenses is prohibited and may result in penalties, including reimbursement of funds and disqualification from future funding opportunities.
- J. Mandatory Training:** All grant applicants and administrators are required to complete mandatory training sessions on the grant application and administration process. These sessions will cover topics such as eligibility requirements, financial reporting, outcome-based reporting, and compliance. Failure to attend the training will result in disqualification from the grant process.
- K. General Accounting Standards:** All applicants for grant funding shall adhere to generally accepted accounting principles (GAAP) as defined by the Governmental Accounting Standards Board (GASB) or other relevant governing bodies. Grant recipients shall maintain accurate and complete records of all transactions related to the use of grant funds for a minimum of five (5) years following the end of the grant period and shall make all records available for inspection upon request by the City of Lawton.
- L. Limitation on Cash Use:** Grant funds shall not be used for cash-based transactions, except in cases where non-cash payment methods are demonstrably impractical or unavailable. Any cash transaction must be fully documented with receipts and a clear statement of purpose, demonstrating the necessity of cash use.
- M. Sanctions for Misuse of Funds and Noncompliance:** Misuse of funds, submission of fraudulent claims, or failure to comply with audits will result in severe penalties. Penalties

may include disqualification from future funding, demands for reimbursement of improperly used funds, and referral for criminal prosecution as allowed by law. Any irregularities found in audits or failure to provide requested documentation may result in immediate termination of funding and potential legal action.

- N. **Limitations on Multiple Sources of City Funding:** No applicant shall be eligible to receive funding from more than one city program, fund, or grant source within the same fiscal year. Applicants are required to disclose any additional sources of city funding received or applied for during the current fiscal year.
- O. **Outstanding Financial Obligations:** Applicants with outstanding debts or financial obligations to the City of Lawton, including unpaid taxes, fines, or fees, are ineligible to apply for or receive grant funding until such obligations are fully resolved.

Section 3. Section 2-3-9-367 is hereby created to read as follows:

Section 2-3-9-367: Duties Of The City Of Lawton Internal Auditor In The Youth And Family Affairs Committee Grant Process

- A. **General Responsibilities:** The City of Lawton's Internal Auditor, hereinafter referred to as "Internal Auditor," shall be responsible for ensuring the proper oversight, compliance, and fiscal integrity of the Youth and Family Affairs Committee (YFAC) grant process. The Internal Auditor shall act as an independent party to verify that all grant-related activities are conducted in accordance with applicable City ordinances, policies, and state and federal laws governing municipal grants.
- B. **Mandatory Pre-Application Training Coordination:** The Internal Auditor shall be responsible for coordinating the mandatory pre-application training for all prospective grant applicants. This training shall cover the requirements and guidelines for the YFAC grant process, including but not limited to the application procedures, financial documentation standards, compliance expectations, and allowable expenditures. The Internal Auditor shall ensure that the training is conducted annually and shall provide resources and materials necessary to facilitate the training effectively. Attendance at this training shall be a prerequisite for any organization or individual seeking to apply for YFAC grant funding.
- C. **Pre-Award Financial Review:** Prior to the disbursement of any YFAC grant funds, the Internal Auditor shall conduct a comprehensive financial review of the grant applicants, which shall include, but is not limited to:
1. **Verification of Financial Documentation:** Ensuring that all financial documentation submitted with the grant application, including budgets and matching fund declarations, are accurate, complete, and comply with the financial guidelines established by the City.
 2. **Assessment of Prior Year Compliance:** Reviewing the applicant's performance

in previous grant cycles (if applicable) to confirm compliance with reporting obligations, reimbursement protocols, and any audit requirements.

3. **Debt and Liability Verification:** Confirming that the applicant does not have any outstanding debts, financial obligations, or unresolved financial discrepancies with the City of Lawton.

D. Post-Award Audit and Compliance Monitoring: The Internal Auditor shall monitor and audit all YFAC grant recipients throughout the duration of the grant to ensure proper use of funds and adherence to the approved budget and grant conditions. The duties of the Internal Auditor shall include, but are not limited to:

1. **Ongoing Financial Audits:** Conducting periodic audits of grantee financial records, including invoices, receipts, and other documentation, to ensure that funds are being expended in compliance with the approved grant application and the provisions of City Code.
2. **Verification of Reimbursement Claims:** Reviewing and verifying all claims for reimbursement submitted by the grant recipients to ensure that such claims are properly documented and in accordance with the reimbursement-only policy of the YFAC grant program.
3. **Expenditure Compliance:** Ensuring that funds are being used exclusively for the purposes outlined in the approved application and flagging any unauthorized expenditures for further investigation.
4. **Audit Discrepancies:** Reporting any discrepancies, irregularities, or misuse of funds to the City Council, City Manager, and the Youth and Family Affairs Committee for corrective action, including the possible initiation of civil or criminal proceedings.

E. Annual Report and Recommendations: At the close of each fiscal year, the Internal Auditor shall submit a comprehensive report to the City Council, City Manager, and the Youth and Family Affairs Committee, detailing the following:

1. **Grant Compliance Summary:** A summary of the compliance status of each grant recipient, noting any issues related to misuse of funds, noncompliance with audit requests, or other violations of grant requirements.
2. **Audit Findings:** Detailed findings from financial audits conducted during the fiscal year, including any corrective actions taken or recommended against grant recipients found to be in violation of City ordinances or grant terms.
3. **Recommendations for Process Improvements:** Recommendations for policy or procedural changes that will improve the integrity, efficiency, and accountability of the YFAC grant process in future fiscal years.

F. Corrective Actions and Enforcement: Upon identifying any noncompliance or irregularity in the grant process, the Internal Auditor shall:

- 1. Notice of Violation:** Provide written notice to the grant recipient, detailing the violation and corrective actions required to remedy the issue within a specified timeframe.
- 2. Suspension of Grant Funds:** If the recipient fails to correct the identified issue within the specified timeframe, the Internal Auditor, in coordination with the City Manager and City Attorney, shall have the authority to recommend the suspension of grant funds pending further investigation.
- 3. Referral for Legal Action:** In cases of egregious misuse of funds, fraud, or failure to comply with corrective actions, the Internal Auditor shall refer the matter to the City Attorney for appropriate legal action, including the pursuit of civil or criminal penalties as provided by law.

G. Collaboration with the Youth and Family Affairs Committee: The Internal Auditor shall maintain open lines of communication with the Youth and Family Affairs Committee throughout the grant process. This includes providing the Committee with updates on audit findings, compliance issues, and any other matters related to the financial integrity of the grant program. The Internal Auditor shall also provide support and guidance to the Committee in evaluating the financial aspects of grant applications.

H. Confidentiality and Impartiality: In conducting all duties related to the YFAC grant process, the Internal Auditor shall ensure that all financial reviews, audits, and investigations are conducted impartially and confidentially. All findings and reports shall be based solely on objective financial data and evidence, without influence from political or personal considerations.

Section 4. Codification. Section 2-3-9-366 and Section 2-3-9-367 shall be codified in Division 2-3-9 of Article 2-3, Chapter 2, Lawton City Code, 2015.

Section 5. Severability Clause. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion of this ordinance.

Section 6. Effective Date. The Provisions of this ordinance shall become effective thirty (30) days after the passage of the ordinance.

ADOPTED AND APPROVED by the Council of the City of Lawton, Oklahoma, this 12th day of ~~October~~ November, 2024.

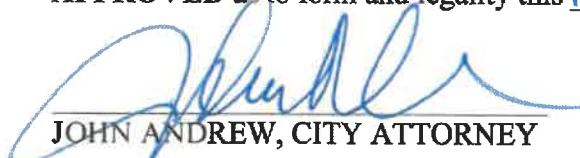

STANLEY BOOKER, MAYOR

ATTEST:


DONALYNN BLAZEK-SCHERLER, CITY CLERK



APPROVED as to form and legality this 11th day of ^{NOVEMBER}~~October~~, 2024.


JOHN ANDREW, CITY ATTORNEY

ORDINANCE NO. 24-

AN ORDINANCE PERTAINING TO ADMINISTRATION, AMENDING SECTION 2-3-9-362, AND CREATING SECTION 2-3-9-366 AND SECTION 2-3-9-367, DIVISION 2-3-9, OF ARTICLE 2-3, CHAPTER 2, LAWTON CITY CODE, 2015, RELATING TO BOARDS, COMMISSIONS, AND COMMITTEES BY CHANGING MEMBERSHIP REQUIREMENTS FOR THE YOUTH AND FAMILY AFFAIRS COMMITTEE, ESTABLISHING THE PROCESS FOR THE APPOINTMENT OF A CHAIRPERSON, PROVIDING REQUIREMENTS FOR YOUTH AND FAMILY AFFAIR GRANT APPLICANTS, AND CLARIFYING THE ROLL OF THE CITY OF LAWTON'S INTERNAL AUDITOR IN THE YOUTH AND FAMILY AFFAIRS GRANT PROCESS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND ESTABLISHING AN EFFECTIVE DATE.

Brief Gist

This ordinance pertains to the Youth and Family Affairs Committee, adjusting its membership criteria to include both Councilmembers and citizens with expertise in business, financial management, and social services. It establishes a procedure for appointing a chairperson and sets specific criteria for grant applicants requesting funding through the Youth and Family Affairs Committee. Additionally, it clarifies the role of the City of Lawton's Internal Auditor in the grant process.

BYLAWS
City of Lawton
Youth and Family Affairs Committee

ARTICLE I
NAME

1.01 The name of this committee is the Youth and Family Affairs Committee (hereinafter referred to as YFAC). This Committee is a duly authorized body organized by Ordinance 21-03 of the Lawton City Council, and reporting to the Lawton City Council.

ARTICLE II
PRINCIPAL OFFICE

2.01 The area to be served by YFAC is the City of Lawton, Oklahoma. The address of its principal office is Lawton City Hall, Office of the Mayor, 212 SW 9th Street, Lawton, Oklahoma, 73501

ARTICLE III
DURATION

3.01 The period during which YFAC is to continue as long as authorized by City Ordinance and the Lawton City Council.

ARTICLE IV
PURPOSES

4.01 Mission Statement.—The mission of YFAC is to address issues relating to the youth in the community, with the goal of helping the City's "at-risk" youth, to include identifying opportunities for the community's at-risk youth to develop life and career enhancing skills and thereby help them to avoid involvement in the criminal justice system.

4.02 Purposes and Goals. The YFAC will identify and make recommendations to the Lawton City Council on issues of concern relating to the youth of our community, with focus on identifying ways to help the City's at-risk youth succeed, to include but not limited to: (1) staying in school, and (2) staying active in programs that foster youth development. all with the goal of preventing youth involvement in crime and helping the City's youth develop into productive adults (language quoted from City Ordinance 21-03).

4.03 Lawful Activities. Nothing herein shall authorize YFAC, directly or indirectly, to engage in or include among its purposes any activity which violates Federal or Oklahoma laws, rules or regulations.

4.04 Operational Principles.

4.04.A. The YFAC shall not engage in lobbying in excess of the limits established for city government or not for profit organizations. Its activities will be designed to assist in effectuating its mission and accomplishing its exempt purposes.

4.04.B. The YFAC shall not support political parties or organizations and shall not conduct political activities.

4.04.C. The YFAC shall be independent from political parties, shall not ask for or accept support from them and does not now and shall not in the future promote or support the candidacy of any political person or party at any level of government.

4.04.D. The YFAC shall not be bound either financially or organizationally to the government or to local governments but shall make efforts to always cooperate with the current government in furtherance of the purposes and objectives of YFAC.

4.04.E. The YFAC operations will be open and transparent; its activities and operations will be premised upon community participation; and its evaluation is to be made by the volunteers involved in its operations. The YFAC shall operate as a city volunteer community support organization as provided by law. The YFAC shall pursue business activities only to achieve its authorized community goals and without jeopardizing such goals. Any profits gained through business activities will be distributed or invested solely in accordance with the rules and ordinances of the City of Lawton.

4.04.F. The YFAC shall not support ecclesiastical organizations and shall not conduct religious activities; however, this provision will not preclude the YFAC from joining with or supporting faith-based organizations to support activities that meet the qualifying criteria of YFAC.

4.04.G. Participation in the YFAC as a volunteer or contributor is open to any person who accepts its goals and operational principles.

4.04.H. The YFAC volunteer members Committee shall continuously control the business operations of the YFAC consistent with City of Lawton rules and ordinances.

4.04.I. The YFAC shall ensure compliance with the quality standards and methods of doing business described in the City of Lawton Municipal Code and applicable ordinances, including comprehensive requirements for financial reporting, governance, ethics, diversity and operations.

4.04.J. The YFAC shall establish and model optimal relationships between the donors to and beneficiaries of its efforts in recommending the distribution of funds established or raised for its purposes, in accordance with the Bylaws of YFAC.

ARTICLE V **MEMBERS**

5.01 Voting Members. The voting members of YFAC shall be defined as all duly approved members of YFAC as approved by the Lawton City Council.

5.02 Terms of Membership. Membership shall be for a period beginning with the first Annual Meeting at which they are elected or appointed, and shall continue for such time as their term of office continues as provided by the governing Ordinance. Except to the extent otherwise amended or authorized, and with the exception of the initial Committee membership, terms shall be staggered terms of three years each, with three new members appointed by City Council each year.

ARTICLE VI **COMMITTEE**

6.01 Composition of Committee. Effective on the date these amended and restated Bylaws are duly approved and executed, the YFAC Committee shall be comprised of not less than nine (9) voting members. The actual number of members may be changed only by the Lawton City Council. In the event of a vacancy in office, the Committee shall continue to act so long as a quorum is present, until a new member is appointed by the City Council upon nomination of the Mayor of the City of Lawton, as provided in Ordinance 21-03.

6.02 Duties and Authority.

6.02.A. The government and policy making responsibilities of YFAC shall be vested in the Committee members, who shall control any of its property (subject to approval and oversight by the City Council), be responsible for its financial reporting, direct its affairs and adopt written or verbal operational policies. The Committee shall also be responsible for the overall governance and strategic planning of the YFAC and shall regularly review the governing documents.

6.02.B. The Committee shall have power to remove any officer or agent, including the Chair, Vice Chair, and Committee Administrator at any time.

6.02.C. The Committee shall have the authority to enact and amend Standing Rules and Procedures to govern routine operations of the Committee and YFAC officer, and special rules, temporary rules or other rules authorized to be promulgated pursuant to Oklahoma law or these Bylaws.

6.02.F. The Committee will adhere to the policies of the City of Lawton, including rules pertaining to the composition, terms of office, role, and function of the divisions, committees, or work areas governed by the policies.

ARTICLE VII **OFFICERS**

7.01 Election and Designations of Officers. The officers of YFAC, who shall be elected by the Committee, shall be the Committee Chair and Vice Chair. In the event the Chair, the Vice Chair and the immediate past chair are unable to attend or to serve at any particular meeting, the Committee Administrator may serve as temporary chair to oversee the agenda and record votes or other actions of the Committee. If such absence continues for more than a single meeting, the Committee shall elect a new Chair or temporary Chair from their number. The Committee may elect such other officers, including temporary officers, as the Committee shall deem appropriate from time to time, as provided by Standing Rule or Committee resolution.

7.02 Selection Pool. Officers of YFAC must be members of the Committee assigned to a specific class appointed by the Lawton City Council. as defined in Section 6.01.A above; however, the Committee Administrator may serve as temporary Chair for any single meeting pending return of the Chair or Vice-Chair, in the event of emergency or absence.

7.03 Terms of Office. Officers will be annually elected by the Committee for one year terms, or thereafter until their successors are elected and qualify. An officer may be reelected to serve additional consecutive or non-consecutive terms in the same or other officer positions.

7.04 Committee Chair. The Committee Chair, or in his/her absence the Vice Chair, the Immediate Past Chair, or Committee Administrator, in that order of availability, shall preside at all meetings of the members, Committee and Executive Committee; he or she shall sign all deeds and contracts executed by the YFAC requiring a seal; he or she shall have such other general powers and duties of supervision and management usually vested in the office of president of a corporation of this nature, except to the extent these bylaws otherwise provide.

7.05 Vice Chair. The Vice Chair shall generally inform himself or herself regarding the operation of the YFAC and the duties to be performed by him or her as Committee Chair in the absence of the Chair, and he or she shall perform any duties as may be required by these bylaws or City Code. At the request of the Committee Chair, the Vice Chair may represent YFAC at ceremonial occasions. He or she shall preside at all meetings of the Committee in the absence of the Committee Chair. If a vacancy occurs in the office of the Committee Chair, the Vice Chair shall act as the Committee Chair until a new Committee Chair is elected by the Committee. In the absence or disability of the Committee Chair, the Vice Chair may sign contracts where appropriate and allowed by City Code or ordinance, and otherwise perform the duties of the Committee Chair.

ARTICLE VIII

MEETINGS, NOTICES, QUORUM

8.01 Meetings. Meetings of the YFAC Committee shall be held at least quarterly, or more often as determined appropriate by the Committee. Additional meetings may be held at the call of the Chair, or if the Chair is absent or unable or refuses to act, by the Vice Chair, the immediate past Chair, the Committee Administrator, or by any five directors.

8.02 Annual Meeting. The annual meeting of the membership of YFAC shall be set by the Committee to be held not later than June 30 of each year, at such place and on such day and hours as the Committee may determine, with notice provided as required by the Oklahoma Open Meetings Act and by the City Council.

8.03 Special Meetings. Special meetings of the membership for any purpose or purposes may be called by the Committee Chair, the Vice Chair, the Administrator, at the request in writing of one-third of the Committee members, or pursuant to a resolution of the Committee, YFAC. Such request shall in any case state the purpose or purposes of the proposed meeting. Business transacted at all special meetings shall be confined to the subjects stated in the call and matters germane thereto.

8.04 Notice. Notice of any meeting of the membership, annual, or special, stating the time when and the place where it is to be held shall be well publicized to enable all members to attend, and shall comply with the Oklahoma Open Meetings Act, as the same may be amended from time to time. Notice may be given by electronic mail, and posted as required by the Oklahoma Open Meetings Act.

8.05 Quorum. The presence in person of not less than five members entitled to vote is requisite and shall constitute a quorum at all meetings of membership for the election or for the transaction of other business, except as otherwise provided by law or by these Bylaws. If such number of members is not present in person or electronically, (when allowed by law), those present shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present, at which time any business may be transacted which might have been transacted at the meeting as originally notified.

8.06 Action. Any action permitted by these Bylaws and adopted by a majority of members at a properly called meeting where a quorum is present shall be the action of the membership of YFAC.

8.07 Absences – Automatic Removal. As provided by Ordinance 21-03, Committee members who miss three consecutive Committee meetings shall automatically cease to be members of the Committee, and the vacancy thus created shall be filled by the City Council upon nomination by the Mayor.

ARTICLE X **SUB-COMMITTEES**

9.01 Establishment of Sub-Committees. The Committee is hereby empowered to create various standing sub-committees, ad hoc sub-committees, task forces and focus groups in order to ensure the efficient operation of YFAC. Standing Sub-Committees will be set forth in the Standing Rules of YFAC as amended from time to time. The Committee may modify the number of and duties of all sub-committees, task forces and focus groups as is appropriate to the progressing activities and purposes of YFAC. Nothing contained herein shall prohibit the Committee Chair from appointing special, temporary, or other sub-committees for limited specific purposes. No decision of any special, temporary or other committee is actionable without approval by the Committee, and where appropriate, the Lawton City Council.

9.03 Sub-Committee Leadership. Chairs of the various sub-committees, will be selected from among the MEMBERS OF THE COMMITTEE, appointed by the Committee Chair. As a general policy, the Committee Chair may appoint as a Committee Chair only those members of the Committee who have at least one full year remaining in their terms of office. Exceptions to this policy may be made only by action of a majority vote of the Committee. All chairs will be volunteers and neither paid personnel of YFAC nor of any organization directly receiving financial support from or through YFAC.

9.04 Quorum. A quorum for any meeting of any sub-committee and/or task force shall be a majority of its membership, and action by the majority attending the meeting shall constitute action by the committee.

ARTICLE X **VACANCIES**

10.01 A vacancy on the Committee, as an elected officer of YFAC, or in the position of sub-committee/task force/focus group chair, whether caused by failure to elect, death, resignation or otherwise, shall be filled by vote of the Committee at any regular or special meeting upon notice having been duly given as provided by law, or by appointment of the Committee Chair, if the original appointment was by that method. Persons so elected to fill vacancies shall serve until the next annual meeting of the membership or thereafter until their successors are elected and have qualified.

ARTICLE XI **FINANCE**

11.01 Fiscal Year. The fiscal year shall be from July 1 to June 30 of each year.

11.02 Deposit of Funds. All money from grants, donations or other sources of funds shall be paid into the funds of the City of Lawton as determined appropriate by the City Council. All funds shall be in the general charge of the City Treasurer, or as required by law.

11.03 Disbursement. Disbursement of funds shall be determined by the Lawton City Council, and governed by City laws and codes. The income or principal of YFAC shall in no way inure to the benefit of or provide pecuniary benefit to, any member, director or officer of YFAC, except that payment of reasonable compensation for services rendered or payments made in the lawful course of business of YFAC shall not be deemed to be such a distribution of income or principal.

11.04 Private Inurement. No part of the net earnings of YFAC shall inure to the benefit of any private shareholder or any individual. The property of YFAC is irrevocably dedicated to charitable purposes and upon liquidation, dissolution or abandonment of the owner, after providing for the debts and obligations thereof, the remaining assets will not inure to the benefit of any private person but will be distributed to the City of Lawton, or as otherwise determined by the City Council consistent with City laws and codes.

11.05 Budget. Annually the Committee Chair will compile a budget of estimated expenses, income, and recommended disbursements for the coming year and submit it to the Committee for approval. In the initial year of the Committee, the Budget will be compiled prior to any expenditure recommendations to the City Council.

ARTICLE XII **DUTIES OF THE ADMINISTRATOR**

12.01 The Administrator shall, with the advice and counsel of the Committee, be responsible for and authorized to carry out the day-to-day operations of YFAC in such manner as promotes the purposes of YFAC as set forth in these Bylaws and by the Committee and the City Council. He or she shall prepare the Agendas, minutes, and other documents to be considered or reviewed by the Committee, and shall notify Committee members of meetings and issues pertinent for consideration. He or she shall sign all appropriate documents as directed by the Committee; he or she shall have such other general powers and duties of supervision and management usually vested in the office of the paid manager of an organization, except to the extent these bylaws otherwise provide. All such actions shall be undertaken with the review and approval or ratification of the Committee. The Administrator shall keep or cause to be kept proper records of YFAC and shall render reports to the Committee monthly or at such times as requested by the Committee or the Chair. The Administrator shall have such other duties and exercise such other power as may be directed or delegated by the Committee from time to time.

ARTICLE XIII **NONDISCRIMINATION**

13.01 The members, officers, directors, committee members, employees and persons served by YFAC shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion and national origin.

ARTICLE XIV
RULES OF ORDER

14.01 Parliamentary procedure, as contained in the most current edition of *Robert's Rules of Order*, shall govern the conduct of all proceedings of the Membership, Committee and all sub-committees/task forces/focus groups of YFAC, except to the extent otherwise required by the Oklahoma Open Meetings Act, as the same may be amended from time to time.

ARTICLE XV
AMENDMENTS

15.01 By Committee. The Committee shall have the power to make, alter, amend or repeal the Bylaws of YFAC by a two-thirds vote of the entire Committee at any regular or special meeting thereof where notice of such proposed action has been announced in the notice of such meeting.

15.02 Compliance with Laws. Any amendments, alterations, changes, additions or deletions from the Bylaws, whether made by the membership or the Committee, shall be consistent with the laws of this state which define, limit, or regulate the powers of YFAC or the directors of YFAC.

ARTICLE XVI
STATUTORY COMPLIANCE

16.01 Notwithstanding anything to the contrary contained herein, if the provisions of the Oklahoma Open Meeting Act are deemed to be applicable to YFAC, then neither the Committee nor any affected committees thereof will conduct business or hold meetings except in strict compliance with the provisions of that act.

CERTIFICATION

The foregoing Bylaws, consisting of sixteen (16) articles, were duly adopted as the Bylaws of the Youth and Family Affairs Committee on this _____ day of _____, 20__.