



MINUTES OF THE DVIS BOARD MEETING

September 27, 2016 @ 11:30 am
4300 South Harvard, Board Room - Tulsa, Oklahoma

After determining that a quorum was established, Board President, Shiela Haynes, called the Board meeting to order at 11:45 a.m.

The agenda of the Board meeting was posted on the front door 24 hours in advance of today's meeting.

BOARD MEMBERS PRESENT:

Brad Berrett	Verizon Wireless	Ann Lowry	Accounting Principals
Sharon Bertram	Compass Consulting	Keith Madden	City of Tulsa
Virginia Cohlma	Community Volunteer	Laura Nelson	Aaron-Nelson, LLC
Ann-Marie Constable	Holmes Organisation	Adam Paluka	EMSA
Shiela Haynes	Community Volunteer	Mari Ramsey	Williams Companies
Jill Jones	ConocoPhillips	Stacey Schmidt	D&L Oil Tools
Barbara Knowlton	Cherokee Nation	Jim Stephens	JPS Real Estate

BOARD MEMBERS NOT PRESENT:

Diane Allen (1)	Community Volunteer	Katie Mabrey (2)	Mabrey Bank
Erica Dorwart (1)	Frederic Dorwart Law	Darcey Moran (1)	Community Volunteer
Becky Lincoln (2)	Community Volunteer	Kari Taylor (1)	Community Volunteer

EMERITUS BOARD MEMBERS PRESENT:

None in attendance

ALSO IN ATTENDANCE:

Donna Mathews	Associate Director	Debby Raskin	Director of HR
Lindy Whorton	Director of Finance	Myechia Love	New Voices Intern
Joan Anderson	Director of Development	Denise Cantrell	Executive Assistant
Carissa Bratschun	Director of Communications		

WELCOME & INTRODUCTIONS:

Board President, Shiela Haynes, welcomed all to the board meeting and introduced our new board intern:

- Myechia Love, Level 7 Salon

Shiela reminded the board that Tracey Lyall, Executive Director, is out on sabbatical during the month of October. She attended her training at the Leadership Council in Colorado last week and is at the shelter today for the staff retreat on vicarious trauma.

Shiela passed around a thank you card from the staff at the shelter for the beautiful flowers delivered by Virginia Cohlma and Diane Allen.

Shiela also passed around thank you notes to donors and volunteers for board members to write personal notes on.

CONSENT AGENDA:

The following items were distributed for review in advance of the meeting. Each item has been requested to pull for more discussion so the **following items have been pulled from the Consent Agenda and placed under their respective board committee to discuss:**

- August 23, 2016 Board Meeting Minutes
- Form 5500
- PTO Policy (Revised)
- Succession Plan (Revised)

BOARD MEETING MINUTES:

August 23, 2016 Board Meeting Minutes

Two corrections need to be made to the August board meeting minutes:

- Ann Lowry doesn't show a "Yes" vote under any of the motions; "Yes" will be added to her name.
- On the agenda, Mari Ramsey is listed as the Chair of the Risk Management Committee and it should be Stacey Schmidt.

Motion:

Sharon Bertram made the motion to **Approve the Corrected August 23, 2016 Board Meeting Minutes**, and Virginia Cohlma seconded the motion. The following Board members voted in favor of the Motion.

Brad Berrett-Yes	Sharon Bertram-Yes	Virginia Cohlma-Yes	Ann-M. Constable-Yes
Shiela Haynes-Yes	Jill Jones-Yes	Barbara Knowlton-Yes	Ann Lowry-Yes
Keith Madden-Yes	Laura Nelson-Yes	Adam Paluka-Yes	Mari Ramsey-Yes
Jim Stephens-Yes			

No board members opposed or abstained from voting on the Motion.

COMMITTEE REPORTS:

FINANCE COMMITTEE:

August 31, 2016 Financials

Lindy Whorton, Director of Finance, stated that the Finance Committee did not meet in September so the financials were sent to them via email.

YTD was favorable by \$10,000 which is more than was budgeted due to the Monarch Ball and VOCA reimbursable grants. Cash YTD was at \$94,000. We need to watch throughout United Way blackout.

We did have to borrow \$150,000 from our Line of Credit due to the timing of payroll, and when the money was actually received for grant contracts. We have in the budget to begin to paying it back in October.

The Capital Campaign receivables are at \$2.5 million with \$1.6 million in the bank. The counseling office is going well. If you get a chance to drive by and look at it, it's looking great.

Form 5500

Lindy stated that the Form 5500 is how the 401(k) retirement plan is administered by the law for period ending December 31, 2015. We had no late payments and no findings. Both the HR Committee & Executive Director have reviewed and need board's approval to submit to Bank of Oklahoma.

Motion:

Ann-Marie Constable made the motion to **Approve the Form 5500**, and Brad Berrett seconded the motion. The following Board members voted in favor of the Motion.

Brad Berrett-Yes	Sharon Bertram-Yes	Virginia Cohlmiya-Yes	Ann-M. Constable-Yes
Shiela Haynes-Yes	Jill Jones-Yes	Barbara Knowlton-Yes	Ann Lowry-Yes
Keith Madden-Yes	Laura Nelson-Yes	Adam Paluka-Yes	Mari Ramsey-Yes
Jim Stephens-Yes			

No board members opposed or abstained from voting on the Motion.

PSA Restatement Resolution

Lindy stated that the PSA Restatement Resolution is submitted every 4 years for the 401(k) retirement plan. The form needs consent and approval from the board and all of the officers will need to sign.

Motion:

Adam Paluka made the motion to **Approve the PSA Restatement Resolution**, and Ann-Marie Constable seconded the motion. The following Board members voted in favor of the Motion.

Brad Berrett-Yes	Sharon Bertram-Yes	Virginia Cohlmiya-Yes	Ann-M. Constable-Yes
Shiela Haynes-Yes	Jill Jones-Yes	Barbara Knowlton-Yes	Ann Lowry-Yes
Keith Madden-Yes	Laura Nelson-Yes	Adam Paluka-Yes	Mari Ramsey-Yes
Jim Stephens-Yes			

No board members opposed or abstained from voting on the Motion.

HUMAN RESOURCES COMMITTEE:

PTO Policy (Revised)

Ann Lowry, Chair, stated that after the HR Committee met, there were changes that needed to take place in the PTO Policy, which was emailed out to the Board for approval.

- Sharon Bertram asked if the word “discipline” could be changed to “correction action up to and including immediate termination”. Debby Raskin, Director of Human Resources, stated that the wording will remain the same as recommended by our employment law attorney. However, the formatting changes will be made.
- Keith Madden asked if the word “not” was left out in 2b, and Debby stated that the policy is correct as is and no change is required.

Motion:

Ann-Marie Constable made the motion to Approve the Revised PTO Policy, and Keith Madden seconded the motion. The following Board members voted in favor of the Motion.

Brad Berrett-Yes	Sharon Bertram-Yes	Virginia Cohlmiia-Yes	Ann-M. Constable-Yes
Shiela Haynes-Yes	Jill Jones-Yes	Barbara Knowlton-Yes	Ann Lowry-Yes
Keith Madden-Yes	Laura Nelson-Yes	Adam Paluka-Yes	Mari Ramsey-Yes
Jim Stephens-Yes			

No board members opposed or abstained from voting on the Motion.

Succession Plan

Ann Lowry, Chair, stated that the HR Committee met and reviewed the Succession Plan and was emailed out to the board for review and approval. Mari Ramsey asked if in the 4th paragraph, if the word “Interim” needed to be added before Executive Director since she might not be available during that particular time. All officers will need to sign after approved.

Motion:

Mari Ramsey made the motion to Approve the Succession Plan, and Virginia Cohlmiia seconded the motion. The following Board members voted in favor of the Motion.

Brad Berrett-Yes	Sharon Bertram-Yes	Virginia Cohlmiia-Yes	Ann-M. Constable-Yes
Shiela Haynes-Yes	Jill Jones-Yes	Barbara Knowlton-Yes	Ann Lowry-Yes
Keith Madden-Yes	Laura Nelson-Yes	Adam Paluka-Yes	Mari Ramsey-Yes
Jim Stephens-Yes			

No board members opposed or abstained from voting on the Motion.

EXECUTIVE DIRECTOR'S REPORT:

Tracey is at a shelter staff retreat today so Donna Mathews, Associate Director, gave her report on her behalf.

OAG Conference – We have 20 staff attending the event this week. Lundy Bancroft is one of the keynote speakers this year.

MARK SANDERS ARRIVED

Service Statistics

We've changed several of the total numbers to reflect an average number to show a more accurate total.

At the Family Safety Center, there were 500 more EPOs granted this year over this same time last year. We have two new advocates starting on Monday.

Stacey Schmidt noticed that the lethality assessment numbers continue to go down.

Sharon Bertram asked about the District Attorney's Council writing standards for Family Justice Centers and looks like it is being drafted as "Co-located collaborative" not "Service Provider".

ASSOCIATE BOARD REPORT:

Damon Roberts, President, was unable to attend today's meeting so Joan Anderson, Director of Development, gave some highlights:

- **A Day in the Life** - scheduled for Tuesday, October 25, 2016 at the shelter from 11-3pm. The Associate Board members have expressed an interest in attending the retreat.
- **Rooftop Rendezvous** – scheduled for Saturday, January 21, 2017 from 11:00 am to 3:00 pm. Unable to raise funds during UW blackout so they're taking this time to design a new logo and new sponsorship levels.
- **Knock Out Violence** – we've received a total of \$10,033.50 in payments to date
- **Holiday Party** – planned for a date in December for clients of both the shelter and Mabee Villas

DEVELOPMENT & FUNDRAISING COMMITTEE:

Joan Anderson, Director of Development, stated that we have several posters of the Mosaic that is hanging in the entrance here at Harvard available so if you'd like some, please help yourself.

- **40 for \$40 Mailer**– we've been receiving several coming in through the mail
- **Monarch Ball** – Save the Date cards were mailed out last week. Still looking for possible chairs for the event.
- **Day of Caring** – Joan thanked everyone for their help on Friday's Day of Caring.
- **Adopt a Family** – letters will be going out soon to clients to sign up to be in the program
- **Donation Development Assistant** – Pat Lackey is retiring after 11 years with DVIS so we are looking to fill her position so if you know of anyone that would be a good candidate, let us know.
- **Halloween Party** – volunteers are planning a Halloween party at the shelter for kids

COMMUNITY RELATIONS COMMITTEE:

Carissa Bratschun, Director of Communications & Marketing, stated that the committee met this month and discussed the following:

- **Mutt Strut** – flyers have been posted all around town including in coffee shops, pet shops, and veterinarian offices. If you know of a place to hang one, please take some flyers.
- **NNEDV Awareness Week** – Carissa will be sending out a list of events going on throughout the week. Wear Purple Day is Thursday, October 20th.
- **Art Projects**
 - ✓ Clothesline where we'll have survivors decorate t-shirts on how DV has affected them and will be displayed at TCC campuses
 - ✓ Education art – kids from Street School will submit art on how DV has affected them
 - ✓ Jail art – inmates will do painting and poetry projects

All of the art will be displayed at Woody Guthrie's lobby for First Friday's art crawl.

- **Holiday Card** – being drafted this week
- **Education** – been interviewing for the Educator/Advocate for Coaching Boys into Men position and hope to make an offer this week.
- **School Presentations** – Samantha Wade, Education Coordinator, made a presentation at the Tulsa Health Department on "Consent" and found out that they haven't ever had anything regarding consent in their organization and because of Sam's presentation, they have now added it to their curriculum.
- **Live Facebook Tour** – Tracey will be filming a live tour of the new Admin building tomorrow and will be available on social media

RISK MANAGEMENT COMMITTEE:

- **2016 2nd Quarter Critical Incidents & Grievances**

The 2nd quarter critical incident and grievance report was emailed out to the board for review. We had 50 critical incidents this quarter. At the bottom of the report, there is a list of suggestions from staff or committee:

- ✓ Recommended a more thorough medical screening
- ✓ Regular assessments by advocates
- ✓ More detail on which reports are reportable

OTHER: (Continued)

- **Open Meeting Act Training** – scheduled for Monday, November 14th for 1 ½ hours. Time still to be determined.
- **Board Retreat** – scheduled for Tuesday, October 25th from 11:00 am to 3:00 pm at the shelter on “A Day in the Life...” that gives a deeper understanding of DVIS and what our clients go through.
- **November Board Meeting** – due to the Thanksgiving holiday, the November board meeting has been moved to the 3rd Tuesday, November 15th at 11:30 am.

ADJOURNMENT

Motion:

Ann Lowry made the motion to **Adjourn the Board Meeting**, and Barbara Knowlton seconded the motion. The following Board members voted in favor of the Motion.

Brad Berrett-Yes	Sharon Bertram-Yes	Virginia Cohlmiya-Yes	Ann-M. Constable-Yes
Shiela Haynes-Yes	Jill Jones-Yes	Barbara Knowlton-Yes	Ann Lowry-Yes
Keith Madden-Yes	Laura Nelson-Yes	Adam Paluka-Yes	Mari Ramsey-Yes
Mark Sanders-Yes	Jim Stephens-Yes		

No board members opposed or abstained from voting on the Motion.

The board meeting was adjourned at approximately 12:23 pm.

Minutes Submitted by Denise Cantrell, Executive Assistant.

Mari Ramsey, Board Secretary