



## MINUTES OF THE SPECIAL DVIS BOARD MEETING

December 16, 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 11:34 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:

<b>Diane Allen</b>	Community Volunteer	<b>Keith Madden</b>	City of Tulsa
<b>Virginia Cohlma</b>	Community Volunteer	<b>Darcey Moran</b>	Community Volunteer
<b>Erica Dorwart</b>	Frederic Dorwart Law	<b>Adam Paluka</b>	EMSA
<b>Shiela Haynes</b>	Community Volunteer	<b>Mari Ramsey</b>	Williams Companies
<b>Jill Jones</b>	ConocoPhillips	<b>Stacey Schmidt</b>	D&L Oil Tools
<b>Katie Mabrey</b>	Mabrey Bank	<b>Kari Taylor</b>	Community Volunteer

### BOARD MEMBERS NOT PRESENT:

<b>Brad Berrett (2)</b>	Verizon Wireless	<b>Ann Lowry (1)</b>	Accounting Principals
<b>Sharon Bertram (1)</b>	Compass Consulting	<b>Laura Nelson (2)</b>	Nelson Aaron LLC
<b>Ann-M Constable (2)</b>	Holmes Organisation	<b>Mark Sanders (2)</b>	GableGotwal
<b>Barbara Knowlton (2)</b>	Cherokee Nation	<b>Jim Stephens (1)</b>	JPS Real Estate
<b>Becky Lincoln (2)</b>	Community Volunteer		

### EMERITUS BOARD MEMBERS PRESENT:

None			
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### ALSO IN ATTENDANCE:

<b>Tracey Lyall</b>	Executive Director		
<b>Lindy Whorton</b>	Director of Finance		
<b>Denise Cantrell</b>	Executive Assistant		

### WELCOME & INTRODUCTIONS:

Board President, Shiela Haynes, welcomed everyone for attending the special board meeting.

## COMMITTEE REPORTS:

### AUDIT COMMITTEE:

#### Audit Draft

Keith Madden, Audit Chair, thanked everyone for being here. The Audit Committee met again on Wednesday to discuss draft. Keith reminded everyone about the issue with the Audit Draft and how the auditors have now issued a finding on DVIS.

Keith stated that it is a timing issue on when the journal entries should have been made on the new building and when the invoice was received for work completed and they show that we were late in the process. Because this happened during the fiscal year end, the work was completed in the 2015-2016 Fiscal Year and the invoice wasn't paid until the 2016-2017 Fiscal Year.

The Audit Committee finalized the management's response during their meeting to read: "DVIS does not agree the above represents a reportable finding. It should be noted, the above resulted from the timing of recording a liability related to facility construction, which is outside the normal operations of DVIS. In our opinion, it does not represent any deficiency or weakness in the reporting of our normal operations." In addition, they changed the finding to be a "Significant Deficiency" instead of a "Material Weakness".

The Audit Committee has decided to go out for bid for a new auditor firm. Tracey stated that if any issues come up with concerns of donors or grants, she will put it in her monthly report to the board.

#### Motion:

Keith Madden made the motion to **Approve the Audit Draft**, and Katie Mabrey seconded the motion. The following Board members voted in favor of the Motion.

Diane Allen-Yes	Virginia Cohlmiya-Yes	Erica Dorwart-Yes	Shiela Haynes-Yes
Jill Jones-Yes	Katie Mabrey-Yes	Keith Madden-Yes	Darcey Moran-Yes
Adam Paluka-Yes	Mari Ramsey-Yes	Stacey Schmidt-Yes	Kari Taylor-Yes

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

### ADJOURNMENT

#### Motion:

Diane Allen made the motion to **Adjourn the Board Meeting**, and Jim Stephens seconded the motion. The following Board members voted in favor of the Motion.

Diane Allen-Yes	Virginia Cohlmiya-Yes	Erica Dorwart-Yes	Shiela Haynes-Yes
Jill Jones-Yes	Katie Mabrey-Yes	Keith Madden-Yes	Darcey Moran-Yes
Adam Paluka-Yes	Mari Ramsey-Yes	Stacey Schmidt-Yes	Kari Taylor-Yes

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

The board meeting was adjourned at approximately 12:08 pm.

Minutes Submitted by Denise Cantrell, Executive Assistant.

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Mari Ramsey, Board Secretary