



## MINUTES OF THE DVIS BOARD MEETING

June 27, 2017 @ 4:00 pm

Home of Shiela & Ted Haynes, 2418 Terwilliger - Tulsa, Oklahoma

After determining that a quorum was established, Board President, Shiela Haynes, called the Board meeting to order at 4:10 p.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>Virginia Cohlma (0)</b>	Community Advocate	<b>Darcey Moran (3)</b>	Community Advocate
<b>Ann-M. Constable (2)</b>	Holmes Organisation	<b>Mari Ramsey (0)</b>	Williams Companies
<b>Erica Dorwart (5)</b>	Frederic Dorwart Law	<b>Mark Sanders (3)</b>	GableGotwals
<b>Shiela Haynes (0)</b>	Community Advocate	<b>Stacey Schmidt (2)</b>	D&L Oil Tools
<b>Barbara Knowlton (5)</b>	Cherokee Nation	<b>Jim Stephens (3)</b>	JPS Real Estate
<b>Ann Lowry (2)</b>	Accounting Principals	<b>Kari Taylor (2)</b>	Community Advocate
<b>Katie Mabrey (3)</b>	Mabrey Bank		

### BOARD MEMBERS NOT PRESENT:

<b>Diane Allen (4)</b>	Community Advocate	<b>Becky Lincoln (3)</b>	Community Advocate
<b>Brad Berrett (3)</b>	Sprint	<b>Laura Nelson (3)</b>	Aaron-Nelson, LLC
<b>Sharon Bertram (3)</b>	Compass Consulting	<b>Adam Paluka (1)</b>	EMSA
<b>Jill Jones (1)</b>	ConocoPhillips		

### EMERITUS BOARD MEMBERS PRESENT:

<b>Don Henderson</b>	Wolters Kluwer	<b>Susan Thomas</b>	Community Advocate
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### ALSO IN ATTENDANCE:

<b>Tracey Lyall</b>	Chief Executive Officer	<b>Damon Roberts</b>	Associate Board President
<b>Joan Anderson</b>	Chief Development Officer	<b>Carey Wood</b>	Accountant
<b>Carissa Bratschun</b>	Chief Communications Off	<b>Denise Cantrell</b>	Executive Assistant
<b>Debby Raskin</b>	Chief HR Officer		

## WELCOME & INTRODUCTIONS:

Board President, Shiela Haynes, welcomed all to the board meeting.

## CONSENT AGENDA:

The following items were distributed for review in advance of the meeting. Only one item has been identified for more discussion so **it has been pulled from the Consent Agenda:**

- May 23, 2017 Board Meeting Minutes

The following items are being approved as a group vote:

### Human Resources Policies

- Background Check Policy (**Revised**)
- Business Continuity Plan (**Revised**)
- Culturally Competency and Diversity Plan (**New**)
- Employee Benefits Policy (**Revised**)
- Information Technology Policy (**Revised**)
- Paid Time Off Policy (**Revised**)
- Personal Belongings Policy (**New**)
- Termination/Separation Policy (**Revised**)
- Tobacco-Free Workplace Policy (**Revised**)

### Program Policies

- Emergency Contact for Clients Policy, including Permission to Pick Up Children (**New**)
- Shelter Laundry Policy (**New**)

### Governance

- Authorization for Chief Executive Officer to Execute Contracts / Sign Checks & Drafts

## Motion:

Virginia Cohlma made the motion to **Approve the Consent Agenda Items**, and Jim Stephens seconded the motion. All Board members in attendance voted in favor of the Motion.

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

## BOARD MEETING MINUTES:

### May 23, 2017 Board Meeting Minutes

One correction needs to be made to the May board meeting minutes:

- Name "Adwan" is misspelled – should be "Adwon".

## Motion:

Barbara Knowlton made the motion to **Approve the Amended May 23, 2017 Board Meeting Minutes**, and Virginia Cohlma seconded the motion. All Board members in attendance voted in favor of the Motion.

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

## CHIEF EXECUTIVE OFFICER'S REPORT:

### Partnership with Tulsa Housing Authority:

- We have started a partnership with THA, which is a public housing agency that serves low-income families in 15 properties. They are asking DVIS to educate new residents on our services and client rights with domestic violence and sexual assault while in federally supported housing.
- We have a team of staff that are rotating making 1-hour presentations every Monday for a year. First class had about 50 in it and the second had about 60. THA is printing the handouts for us and promoting the class on social media.
- We have also talked about training the property managers on recognizing signs and how to talk to residents about the topic.

### National Sexual Assault Conference:

- Several DVIS staff, including Tracey, attended the national sexual assault conference in Dallas. The conference was very edgy and a diverse crowd. The breakout sessions were phenomenal.
- We are planning to have a meeting with all of those in attendance to begin talking about how to implement much of what we heard and learned. We want to start giving sexual assault more of a voice so will let the staff lead internally and externally on what we want to see more of and even bring in an expert to lead the effort.

### Adverse Childhood Experiences (A.C.E.) Scoresheet:

- This questionnaire is something that is given to all clients in all programs that describes any trauma they might have experienced before the age of 18.
- We have put together a spreadsheet that gives the average ACE score by program. 3.6 was the overall score and it shows that the shelter at 4.8 and jail at 5.2 were much higher scores, which demonstrates a chronic health disaster.

### Staff Self-Care

- We are having staff read "Trauma Stewardship" to help with self-care, discussing the book at staff meetings and we are holding a retreat for all staff this Friday on vicarious trauma.

### Service Statistics

- Numbers have increased for the number of women housed, but decreased with number of children and men.
- We have more human trafficking clients staying overnight. It has also come to our attention that the human trafficking clients were being labeled as prostitutes by other clients so, at their request, we have now included them with the other single clients so they can get to know each other and not be judged.
- Katie Mabrey asked if we had seen the documentary "I Am Jane Doe" showing on Netflix which is about a human trafficking survivor.

## COMMITTEE REPORTS:

### ASSOCIATE BOARD:

- **Mutt Strut**  
We have moved the event this year to Centennial Park and will be held on Saturday, October 21<sup>st</sup>.
- **Knock Out Violence**  
To date, we have sold 132 tickets totaling \$57 per pledge with 82 homeruns hit so far. We also have received \$12,500 in sponsorships and \$4,600 in one-time pledges.  
Jack and Katie have agreed to be chairs again for next year.
- **Best of Brunch**  
We have secured Kendra Scott for a jewelry pull and confirmed that Bread & Butter will be one of the restaurants involved this year.

### DEVELOPMENT & FUNDRAISING COMMITTEE:

Joan Anderson, Chief Development Officer discussed the following:

- **Volunteers**  
Looking for a new Volunteer Coordinator as well as new volunteers as they are the heart of DVIS. All volunteers receive a DVIS volunteer t-shirt.
- **YMCA Partnership**  
We have developed a partnership with the YMCA where all DVIS survivors (current clients) will receive free membership at any of their locations and DVIS staff will be able to join at the United Way rate for just \$30 for summer and/or \$60 for fall or spring
- **Underserved Population Outreach Advocate**  
We have hired a new advocate, Molly Bryant, who will be starting on July 5<sup>th</sup>. Molly will work with LGBT+ individuals, deaf and hard of hearing, rural and those with limited English proficiency.
- **Monarch Ball**  
We held a meeting with this year's co-chairs that went very well. We are planning a "Get to Know DVIS" event at the Apache office sometime this fall.  
  
We are going to try going this year without hiring a creative group to keep the costs down, but we will be working with the event coordinators from Southern Hills Country Club for some ideas. Williams will be doing all of our printing for us this year.
- **Girl Scouts Take Action Project**  
We have a group of 12-13 year old Girl Scouts who will be coming to DVIS tomorrow and will be with Sam Wade, Education Coordinator, doing some educational related games with them.

## DEVELOPMENT & FUNDRAISING (Continued):

- **Paul Mitchell Days of Beauty**

We have formed a new partnership with Paul Mitchell School who will be sending stylists to the shelter for haircuts, styling, braiding, nails, makeup, etc. each quarter. Services will be for clients at the shelter and transitional housing.

- **Fundraising Event Sponsor Levels**

So that donors have more options when donating to DVIS, we are working on developing full year sponsorship donor levels where if they donate at a certain level, they will receive tickets and recognition at each event held that year.

- **ReBuilding Lives Naming Spaces**

We are working to confirm sponsor naming rights for rooms and areas in our shelter, transitional housing and counseling center. For instance, our Executive Board Room will now be called the "Susan & William Thomas Executive Board Room".

- **United Way**

This year's theme is "Superheroes" and our kick-off was incredible. The staff loved seeing Shiela Haynes and Adam Paluka dressed up as Wonder Woman and Batman. We have several dates lined up for "Dine & Drink with DVIS" (see Joan's report for details).

The silent auction is scheduled for September 20-27<sup>th</sup> and if you are donating a basket and/or item, those items are due to Denise Cantrell, Executive Assistant, by September 15<sup>th</sup>.

- **United Way Day of Caring**

We have some great projects coming up for this year's Day of Caring including:

- ✓ Cooking for clients
- ✓ Landscaping with love
- ✓ Shelter beautification
- ✓ Filing and organization
- ✓ Care package creation

We will begin pairing groups that are interested in helping with these types of projects.

**\*\*\*KATIE MABREY LEFT\*\*\***

## COMMUNITY RELATIONS COMMITTEE:

Carissa Bratschun, Chief Communications Officer, discussed the following:

- **DVIS in the News**

DVIS was featured in three stories and articles, including an article on Channel 2 and two morning show appearances promoting Knock Out Violence. Corbin Pearce, Associate Board, works for KMOD and has been doing a great job running ongoing PSAs to help us promote the campaign.

The Community Relations Committee has expressed an interest in an annual media partnership for DVIS that will give a full year's review of statistics. For this fiscal year we ran a total of 59 stories.

- **Marketing**

The Knock Out Violence pledge card was made bigger this year adding fields for credit card information.

We have sent out two mail appeals throughout this fiscal year and created collateral materials for the move to Apache and updated all promotional items, brochures, letterhead, envelopes, welcome booklets, etc. with DVIS' new address.

- **Education**

Shawn Jackson, Coaching Boys into Men Education Coordinator, has been working to network with coaches in Tulsa. He has already confirmed with McLain, East Central, Central and Owasso's high school football programs as well as with AAU Bulldogs and Rogers basketball teams.

Sam Wade, Education Coordinator, presented a strategic plan for implementing a multi-level healthy relationship curriculum to the Principal at Rogers High School and they have given her permission to implement the plan in full.

Sam has been able to reach more than 4,125 children and adults in her presentations about healthy relationships and Shawn has opened doors and has been able to reach out to more athletes than ever before thanks to his connections.

- **Social Media Corner**

For June, we are holding a "Like" campaign and as of today, we have 600+ likes, which is more than we have ever had before.

Carissa listed the top posts each month and year throughout this fiscal year.

Carissa listed ways to promote Knock Out Violence through Facebook, Twitter and Instagram so please use the information she provided in her report.

## HUMAN RESOURCES COMMITTEE:

Ann Lowry, Chair, reported that we have some information that we have new reports that are generated from Paylocity.

- **Human Resources Data Insights**

In your packets, you will find reports that show for all active employees:

- ✓ Current Number of Employees
- ✓ Ethnicity
- ✓ Age
- ✓ Gender
- ✓ Number of Employees by Supervisor
- ✓ Growth Rate
- ✓ Turnover by Department
- ✓ Turnover for Past 12 Months

## PROGRAM COMMITTEE:

Mari Ramsey, Chair, stated that the following items were emailed to the board members by Denise Cantrell, Executive Assistant, for review.

- **2017 Children's Program Performance Analysis & Action Plan**

This plan gives a breakdown of performance by program and an action plan to implement. It takes information obtained through focus groups and develops ways to improve accessibility, availability and services. Follow-up calls are then made to maintain contact.

- **Children's Behavioral Health Rehabilitation Services / Individual Group Services**

Policy describing behavioral health rehabilitation services for individual and group services which is being organized as a separate program with extended hours offered two or more times per week and/or with specifically arranged sessions on behalf of clients in need of this service.

- **Review of External Reports and Site Visits Review**

The following items were reviewed by both the Program Committee and board:

- ✓ CDBG Legal Advocacy Audit Report
- ✓ AG Letter Approving Apache Relocation
- ✓ ODMHSAS Letter Approving Apache Relocation
- ✓ DHS Shelter Child Care On-Site January 30, 2017
- ✓ DHS Shelter Child Care On-Site February 8, 2017

**GOVERNANCE COMMITTEE:**

**2017 Elections**

**Officers:**

- President                                 Shiela Haynes
- President-Elect                         Mari Ramsey
- Vice-President                         Laura Nelson
- Secretary                                 Barbara Knowlton
- Treasurer                                 Joel Harper
- Past Vice-President                     Virginia Cohlmia

**Motion:**

Stacey Schmidt made the motion to **Approve the Election of 2017-2018 Board Officers**, and Ann Lowry seconded the motion.

All Board members in attendance voted in favor of the Motion.

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

**New Members:**

- Don Henderson, former DVIS Board Member
- Susan Thomas, former DVIS Board Member
- Joel Harper with The University of Tulsa
- Jeff Snodgrass with BOK Financial
- Kendall Carpenter with Drone Aviation Holding Corp. (DRNE)
- Stacy Tiger with BOK Financial

**Motion:**

Ann-Marie Constable made the motion to **Approve the Election of 2017-2018 New Board Members**, and Mari Ramsey seconded the motion.

All Board members in attendance voted in favor of the Motion.

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



**GOVERNANCE COMMITTEE (Continued):**

**Members Re-Elected to Another 2-Year Term:**

- Barbara Knowlton (2<sup>nd</sup>)
- Darcey Moran (2<sup>nd</sup>)
- Mari Ramsey (2<sup>nd</sup>)
- Jim Stephens (2<sup>nd</sup>)
- Virginia Cohlma (3<sup>rd</sup>)
- Kari Taylor (3<sup>rd</sup>)

**Motion:**

Stacey Schmidt made the motion to **Approve the Election of 2017-2018 Board Members Renewing Another 2-Year Term in Office**, and Ann Lowry seconded the motion.

All Board members in attendance voted in favor of the Motion.

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

**Emeritus Board Members:**

- Ann-Marie Constable
- Katie Mabrey
- Sharon Bertram

**Motion:**

Virginia Cohlma made the motion to **Approve the Election of 2017-2018 Emeritus Board Members**, and Mari Ramsey seconded the motion.

All Board members in attendance voted in favor of the Motion.

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

## FINANCE COMMITTEE:

### May 31, 2017 Financials

- The positive variance for YTD 2017 is primarily due to DVIS distribution from the endowment which will be paid out this month on the Line of Credit as well as favorable salary and employee tax/benefits expense due to vacant positions during the year.
- Cash at the end of the period was \$390,242.
- DVIS currently has a balance of \$189,003 borrowed against its Line of Credit. The Line of Credit will have a balance of \$80,000 by the end of June and projected to be paid off by September 2017.

### 2017-2018 Proposed Budget

- Budget revenue is \$5,957,608, which is \$662,963 higher than FY 2017 revised budget.
- Budgeted expense is \$5,851,159, which is \$732,587 higher than FYE 2017 revised budget.
- Net earnings of \$106,089 are budgeted for FY 2018, which compares favorably to the FY 2017 revised budget earning of \$18,096.
- The FY 2018 budget also includes an expectation for debt repayment toward the Line of Credit balance to be paid off by September 2017.

#### Motion:

Ann Lowry made the motion to [Approve the 2017-2018 Proposed Budget](#), and Virginia Cohlmia seconded the motion.

All Board members in attendance voted in favor of the Motion.

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

### Line of Credit

- Our Line of Credit expired on 5/29/17 and an interest increase. BOK recommended changing the terms of the agreement and extending the term to 8/29/17. This will allow DVIS to provide a fiscal year financial statement to BOK for renewal.

#### Motion:

Mark Sanders made the motion to [Approve the Line of Credit Extension](#), and Jim Stephens seconded the motion.

All Board members in attendance voted in favor of the Motion.

Erica Dorwart abstained from voting on the Motion.

## FINANCE COMMITTEE (Continued):

### Friends of DVIS Write-Off's

- There are two individual pledges which have not paid in more than 3 years and totals \$720. DVIS will continue to try and collect.

### Motion:

Barbara Knowlton made the motion to Approve the Friends of DVIS write-off's as of 6/30/17, and Stacey Schmidt seconded the motion.

All Board members in attendance voted in favor of the Motion.

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

## RECOGNITION OF OUTGOING BOARD MEMBERS:

- Ann-Marie Constable (6 years) – Agreed to become an Emeritus Board Member. Ann-Marie was a board intern through the Leadership Tulsa 43<sup>rd</sup> class and served as the Chair of the Finance Committee twice. She plans to remain on the Finance Committee.
- Katie Mabrey (6 years) – Agreed to become an Emeritus Board Member. Katie was a board intern through the Leadership Tulsa Class #43 and started our Associate Board and served as their President.
- Sharon Bertram (6 years) – Agreed to become an Emeritus Board Member. Sharon served as the Board President and the Chair of the Finance Committee. She plans to remain on the Finance and Governance Committees.
- Mark Sanders (6 years) – Mark came to us through a former board member, Glenda Cantrell, served on the Risk Management Committee and has been a great asset to our board.

All outgoing board members were given a plaque showing their dedication for six years of service to the DVIS board.

## RECOGNITION OF OUTGOING BOARD PRESIDENT:

Because our President-Elect has moved to Oklahoma City, the position of President-Elect is vacant and although Shiela Haynes has already served her one-year term, she has agreed to serve a second term as Board President with the board's approval.

Shiela did a great job last fiscal year and are looking forward to her leadership again in this fiscal year.

## EXECUTIVE SESSION:

Ann-Marie Constable made the motion to go into Executive Session for the Sole Purpose of Discussing the Chief Executive Officer's Annual Review, and Jim Stephens seconded the motion.

All Board members present voted in favor of the Motion.

All non-board members were excused from the room with the exception of Don Henderson.

**The board discussed the Chief Executive Officer's Annual Review and Compensation, and no other business was discussed.**

Erica Dorwart made the motion to End Executive Session and Return to Board Meeting, and Ann-Marie Constable seconded the motion. All Board members present voted in favor of the Motion.

## Motion:

Ann-Marie Constable made the motion to Authorize the \$3,722.55 to be Used for Training, Education and Coaching as Well as Other Items Discussed During Executive Session, and Jim Stephens seconded the motion. All Board members present voted in favor of the Motion.

## OTHER:

- Upcoming Committees

Reminder to please get the list of meeting dates for 2017-2018 to Denise before the August board meeting.

## NEW BUSINESS:

- None

## ADJOURNMENT

### Motion:

Mari Ramsey made the motion to Adjourn the Board Meeting, and Virginia Cohlma seconded the motion. All Board members in attendance voted in favor of the Motion.

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

The board meeting was adjourned at approximately 5:54 pm.

Minutes submitted by Denise Cantrell, Executive Assistant.



**Barbara Knowlton, Board Secretary**