



BOARD OF DIRECTOR'S MEETING

Place: DVIS, 3124 East Apache St, Executive Board Room
Tulsa, Oklahoma

Date: Tuesday, February 27, 2018
Time: 11:30 A.M.

Minutes

Lunch: Welcome & Introductions.....Shiela Haynes, President

Call to Order & Quorum Determination: Shiela Haynes, President

- The meeting was called to order at 11:34 am by Shiela Haynes.

Board Member Resignation – Diane Allen

Notes to DVIS Staff

- Shiela passed around a list of DVIS employees. She stated as a Board, we would like to make sure employees feel supported. Please select 5 employees to send a personal note to thanking them for what they do.

Committee Sign up

- The Board Committee lists were passed around. Please make sure you are signed up for committees you would like to serve on. If your name is on a committee list that you no longer wish to serve on, please mark through your name.

Consent Agenda: (Vote Required)..... Shiela Haynes, President

*The following item(s) are either informational or non-controversial in nature and are recommended for approval. Discussion of any individual item may be accomplished by any board member requesting that the item be removed from the Consent Agenda. **Requests to remove items from the Consent Agenda must be made prior to the motion to pass the Consent Agenda.** Removed items may be taken up either immediately after the Consent Agenda or placed on the agenda at the discretion of the Board.*

MINUTES

- January 23, 2018 Board Meeting Minutes

GRANTS

- Tulsa Area United Way Application

POLICIES

- Critical Incident
- Staff Qualifications –Clinical Supervision
- Code of conduct



- Holidays
 - Volunteer Supervision
 - Mileage Reimbursement
 - Private Practice and Secondary Employment
- A motion was made by Laura Nelson to approve the consent agenda. The motion was seconded by Virginia Cohlmiia. The motion was approved.

Committee Reports:

- **Chief Executive Officer’s Report**..... Tracey Lyall
 - The grant team has been working hard. Four federal grants were submitted for transitional housing, legal, services to youth and services to disabled. The funds for youth and the disabled would be new funds if awarded. We should hear in the fall.
 - We have applied for 2.7 million in VOCA grants. Some of the VOCA funds are new requests. We should hear back in the fall on these grants too. This makes budgeting a bit of a challenge, not knowing what grants we will be awarded.
 - The Iowa Coalition Against Sexual Assault and the National Sexual Violence Resource Center Technical Assistance who we had hoped to work with, recently notified us that they were over committed and could not come to Tulsa. We are reaching out to the state coalition to see if they could bring in a consultant to help.
 - Our leadership team spent two half days with Cheri Lindle training on vulnerability and inclusiveness. During the training we completed the DISC and Meyers Briggs assessments. Before her visit Cheri surveyed our employees receiving over 60 responses out of approximately 105 employees. The survey responses showed we needed to care for our employees as much as we care for our clients. We are working to create a culture of trust.
 - The TAUW site visit has been scheduled for Thursday, March 8, 2018. We have requested \$960,000 which is an increase of \$40,000.
 - We have been asked by Judge Doris Fransein to consider housing children and teens who are victims of child sex trafficking. Housing would be for 48 to 72 hours so they could appear in court. They would then be transferred to the shelter in Idabel, which is certified to provide services for children and teens. We told her we would look into it. In order to accommodate the request, we would need to make some modifications to the building because they could not be housed with adults. We would also need an additional certification. Due to the challenges of this population we would only be able to take two at a time. Usually the child/teen have other criminal charges that they are dealing with. We have been involving shelter staff in our conversations. Hopefully this would only be short term until more shelters for children and teens are certified.

Committee Reports:

- **Associate Board Report**.....Damon Roberts
 - Best of Bruch was bigger and better than ever. Our goal was \$25,000 and we raised \$37,710 with 316 guests. We have already reserved the date of January 26, 2019 at the Mayo with Melissa Perry and Katie Hackett as the chairs.



February 27, 2018 Board Agenda (continued)

- The Associate Board spent a morning at FSC so they could see where the money raised was going and the work that is done there. We are setting more dates for others to visit.
- Spring Fling will be either May 6th or 20th from 2 pm to 5 pm. We are working to get ponies. Please come and join the fun.
- Knock Out Violence day at the Drillers is scheduled for June 3, 2018. This is KOV 15th year.

• **Fundraising Committee/Development Report**.....Virginia Cohlma/Joan Anderson

GRANT STATUS REPORT – The TAUW application is in your packets for your review.

DEVELOPMENT SNAPSHOT

- Fundraising Events, Monarch Ball, Best of Brunch – Both events were a huge success. We surpassed goal on both events and reached over 600 people. Thanks to the support of the Board and the community. Due to the success, we will be having the events back to back again next year. Thanks to Shiela and Ted Haynes for a gift of \$25,000 for next year's event and a matching \$25,000 from Blue Cross Blue Shield.
- Knock Out Violence
- Associate Board Service Learning
- Grants, Volunteers, Tabling events – We have many new active volunteers thanks to the ongoing efforts of Amy Luznicky. We are actively looking for more fundraising committee members if you know someone you would like to refer.
- Community and Police Leadership Collaborative – Andrea Hutchinson is participating in the eight month collaboration.
- Facility Tours – We have tours scheduled for March 9th and March 13th if any board members are able to attend.

DEVELOPMENT OUTLOOK

- Fundraising Committee
- Associate Board Spring Fling
- Capital Campaign Donor Signage
- Annual Giving Levels
- Save the Dates

• **Communications & Marketing Report**.....Jeff Snodgrass/Carissa Bratschun

- DVIS in the News – We had eight stories in the news
- Marketing
- Education – Michelle and Shawn have been very busy with February being Teen Dating Violence Awareness month. They have spent a lot of time at Rogers High school. Michelle has done such a great job, they have asked us to present to sophomores, juniors and seniors too. Shawn will be in Bixby working with the Junior and Senior High Schools.
- Social Media



- Jersey Mike’s Month of Giving –Day of Giving is on March 28th. The proceeds from all the sales will come to DVIS. Everyone who is on social media was asked pull out their phone and share and/or comment on the DVIS post.

- **Finance Committee Report**.....Joel Harper/Lindy Whorton
 - January 31, 2018 Financials – Operating Income & Expenses
 - Cash Position, Income Statement – cash at the end of the period was approximately \$102,000. AR was lower than anticipated due to receiving deferred revenue from the Kaiser Foundation and two VOCA Grants.
 - Capital Campaign Expense Budget and Cash Position – Pledge receivables are approximately \$800,000. The balance on the PRI is approximately \$368,000, which will be paid off by 2020.
 - 2018 Revised Budget (**Vote Required**) – Revenue decreased by approximately \$38,000 due to the loss of the Legal Assistance to Victims grant. . The overall proposed revised budget short fall decreased from \$106,000 to \$33,790, which leaves us in a much better position. We are looking to pay off our Line of Credit by the end of April. At the end of May we look to have approximately \$200,000 in cash as we go into the TAUW blackout.

- A motion was made by Adam Paluka to accept the revised budget. The motion was seconded by Kendall Carpenter. The motion was approved.

- **Program Committee Report**.....Mari Ramsey/Donna Mathews
 - o OKDMHSAS deficiencies and plan of corrections resulted in the updating of the Critical Incident Reporting and the Clinical Supervision policies. Both were included in the consent agenda.

- **Risk Management Report**.....Stacey Schmidt/Donna Mathews
 - o Samantha is moving all of the critical incident reporting documentation to a new Access database. Reports will be in the packets at the next Board Meeting.
 - Risk Management Annual Report Updates – each committee is working to update their sections.

Other

New Business (*Business not known or possible to have known within 24 hours of posting the agenda*)

Adjournment (**Vote Required**) A motion to adjourn the meeting was made by Stacey Schmidt. The motion was seconded by Ann Lowry. The motion was approved. The meeting was adjourned at 12:20 pm.

Next Board Meeting is Tuesday, April 24, 2018

Minutes submitted by Debby Raskin, Chief Human Resources Officer.

Barbara Knowlton, Board Secretary