



MINUTES OF THE DVIS BOARD MEETING

August 25, 2020 @ 11:30 A.M.

Moran Family Counseling Center – 3124 E. Apache Street - Tulsa, Oklahoma

The meeting of the DVIS Board of Directors was held by teleconference per the guidelines enacted by Bill No. 661 that amended the Oklahoma Open Meeting Act. The agenda of the board meeting was posted on the front door 24 hours in advance of the day's meeting.

WELCOME & INTRODUCTIONS:

Barbara Knowlton, DVIS board president, presided and called the meeting to order at 11:32 a.m. and explained that the guidelines for teleconference require that a roll call be taken to document attendance and votes.

Samantha Dunkin, DVIS executive assistant, took roll call and declared that there was a quorum.

Those present included:

Sharon Bertram – (0)	Rachel James – (0)	Mari Ramsey – (0)
Scott Bonnallie – (0)	(arrived at 12:05 p.m.)	Roni Rierson – (0)
Kendall Carpenter – (0)	Barbara Knowlton – (0)	Hayley Rose – (0)
Ann-Marie Constable – (0)	Robin Lacy – (0)	(arrived at 11:40 a.m.)
Robert Field – (0)	Matt McCord – (0)	Justice Waidner Smith – (0)
Don Henderson – (0)	Adam Paluka – (0)	Jeff Snodgrass – (0)
	Chris Posey – (0)	Sherri Watson – (0)

DVIS board directors not present:

Jill Jones – (1)	Kellie Mathis – (1)	Damon Roberts – (1)
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No Emeritus board members were present.

DVIS staff and others attending were:

Jenée Day	Tracey Lyall	Lindy Whorton
Carissa Hon	Taryn Norman	Samantha Dunkin
Donna Mathews		

MOTION:

Barbara referred to minutes from the June 25, 2020 DVIS Board of Directors meeting and noted that on page five in the executive committee section, the word "of" was repeated, and therefore, one "of" should be removed. She offered the opportunity for other questions or revisions from the board of directors and after receiving none, she requested a motion from the Board for approval of the minutes as corrected.

Jeff Snodgrass made the motion and Adam Paluka seconded the motion to approve, as corrected, the minutes from the June 25, 2020 Board of Directors meeting.

Sharon Bertram – Yes
Scott Bonnallie – Yes
Kendall Carpenter – Yes
Ann-Marie Constable – Yes
Robert Field – Yes
Don Henderson – Yes

Barbara Knowlton – Yes
Robin Lacy – Yes
Matt McCord – Yes
Adam Paluka – Yes
Chris Posey – Yes

Mari Ramsey – Yes
Roni Rierson – Yes
Justice Waidner Smith – Yes
Jeff Snodgrass – Yes
Sherri Watson – Yes

The motion carried unanimously as no board members opposed or abstained from voting on the motion.

CHIEF EXECUTIVE OFFICER'S REPORT:

Tracey acknowledged new board members and announced that the beginning of a new board year is the time for members to review committee participation for the coming year. She explained that the work of DVIS relies heavily on each board member's commitment to active participation. She mentioned that the new Equity and Inclusion Committee was added this year and announced that it will be chaired by Justice Waidner Smith. Tracey asked members to use an online sign-up page to choose, and make adjustments to, their committee assignments.

Tracey reported that DVIS received notice that this year's funding from Victims of Crime Assistance (VOCA) was reduced by 20%. She went on to detail that while DVIS anticipated reductions, this amount was drastically more than anticipated. During the finance committee meeting, the members requested recommendations to address the deficiency of funds so that the Board can be updated with a plan at the September meeting.

Tracey specified that DVIS recently received new funding awards related to COVID-19 assistance. She explained that a second round of funding from the Tulsa Area United Way through Tulsa Community Foundation was delivered and noted these funds will assist with continuing hotel stays for new residents to be quarantined prior to shelter entry and to provide PPE supplies. She affirmed that on-site staff presence has been gradually increased, as client requests for assistance has been growing. Tracey advised that scheduling staff has become complicated as DVIS tries to accommodate employees with children whose schools are starting back according to the varied plans being offered by the local districts. She noted that Debby Raskin, chief human resources officer, has opened-up time slots for employees to meet with her and begin coordinating their family needs with office schedules.

Tracey advised that the position of Vice President of Safe Housing at DVIS became vacant in late July. Tracey has started interviewing candidates and she noted that Chelsea Foreman, assistant director of safe housing, will be leading that team during the interim.

Tracey reviewed the year to date client service statistics compared to the 2019 numbers. She explained that the numbers appear to be increasing back to normal counts and noted that the Tulsa Police Department (TPD) has reported a significant increase in the number of strangulations over the past several months. She acknowledged the work that Lieutenant Clay Asbill has done to make the investigation and tracking of strangulations a TPD priority.

EXECUTIVE COMMITTEE REPORT:

Barbara, stated that the items covered during the executive committee meeting were conveyed during the report from the CEO.

GOVERNANCE COMMITTEE REPORT:

Barbara, governance committee chair, referred to the professional bio for Tahira Taqi that was included in the Board packet and explained that Ms. Taqi will potentially be recommended for nomination to the Board of Directors at the next DVIS Board meeting on September 22.

HUMAN RESOURCES COMMITTEE REPORT:

Don Henderson, human resources committee chair, explained that the Committee had reviewed several policies, and at this time was ready to recommend the Driving Safety Policy for approval by the Board of Directors. He noted most of the policy revisions were based on insurance requirements. A member expressed that there are no legal requirements for police reports to be made, as requested in the policy, when a non-injury accident occurs. Through further discussion and reference to the insurance carrier guidelines that led to the policy revisions, the Board agreed that the policy should be approved. One missing word was identified during review of the policy, specifically, the first bullet in item seven was missing the word "not" and should read as follows: "Use of the cell phone does not cause distraction....."

MOTION:

Concluding the discussion regarding the revision of the Driving Safety Policy, Barbara requested a motion from the Board for approval as corrected.

Mari Ramsey made the motion and Sherri Watson seconded the motion to approve revision of the Driving Safety Policy.

The following board members voted in favor of the motion.

Sharon Bertram – Yes
Scott Bonnallie – Yes
Kendall Carpenter – Yes
Ann-Marie Constable – Yes
Robert Field – Yes
Don Henderson – Yes

Barbara Knowlton – Yes
Robin Lacy – Yes
Matt McCord – Yes
Adam Paluka – Yes
Chris Posey – Yes

Mari Ramsey – Yes
Hayley Rose – Yes
Justice Waidner Smith – Yes
Jeff Snodgrass – Yes
Sherri Watson – Yes

Roni Rierson – Abstained

No board members opposed the motion. The motion passed with 16 votes in favor, and 1 abstention.

AUDIT COMMITTEE REPORT:

Kendall Carpenter, audit committee chair, explained that the Committee had received the engagement letter, dated August 12, 2020, from EideBailly, the firm chosen to complete the annual audit at DVIS. Kendall highlighted modifications to the audit process that had been pointed out during the audit committee's meeting with the EideBailly representative. She explained there may be delays caused by new regulations that could possibly separate the completion dates of the two required audits. She went on to describe the engagement letter, as a standard letter and noted the fees for the audit were exceptionally reasonable. She stated the audit committee agreed to recommend that the DVIS Board of Directors approve the engagement letter.

MOTION:

Barbara referred to the engagement letter with EideBailly and offered the opportunity for comment from the board of directors and after receiving none, she requested a motion from the Board for approval.

Sharon Bertram made the motion and Jeff Snodgrass seconded the motion to approve the engagement letter from EideBailly to conduct the annual Audit.

The following board members voted in favor of the motion.

Sharon Bertram – Yes

Scott Bonnallie – Yes

Kendall Carpenter – Yes

Ann-Marie Constable – Yes

Robert Field – Yes

Don Henderson – Yes

Rachel James – Yes

Barbara Knowlton – Yes

Robin Lacy – Yes

Matt McCord – Yes

Adam Paluka – Yes

Chris Posey – Yes

Mari Ramsey – Yes

Roni Rierson – Yes

Hayley Rose – Yes

Justice Waidner Smith – Yes

Jeff Snodgrass – Yes

Sherri Watson – Yes

The motion carried unanimously as no board members opposed or abstained from voting on the motion.

FINANCE COMMITTEE REPORT:

Lindy Whorton, chief financial officer, reviewed the operating income, expense reports and cash position for the months of June and July 2020. She emphasized that for this time of year, at the end of the summer, the financial position looked very good.

Scott Bonnallie, finance committee chair discussed three items, which the Finance Committee recommended for approval by the Board of Directors. He explained that the committee reviewed information provided by Bank of Oklahoma for addressing the cost associated with terminated employees who retain their accounts on the DVIS 401(k) plan. Currently, the fees DVIS pays for these accounts total \$485 per quarter. The proposed change suggested that fees for terminated employees be passed to their accounts for a cost savings to DVIS and that the account holders will be given a 60-day period to transfer their accounts, once notified of the change.

Scott referred to the annual Form 5500 for the 401(k) plan that ended December 31, 2019 and noted that it was a standard report and the committee recommended its approval.

Scott explained that the committee discussed the annual requirement for new bank signature cards for DVIS officers which will update any changes that were made to the positions of President, Vice-President, Treasurer, Chief Executive Officer and Chief Operating Officer since the new board term commenced. He noted the committee recommended approval of the new signature cards.

MOTION:

Barbara referred to the 401(k) Plan revision. She offered the opportunity for comment from the board of directors and after receiving none, she requested a motion from the Board for approval.

Robin Lacy made the motion and Kendall Carpenter seconded the motion to approve the revision to the 401(k) Plan.

The following board members voted in favor of the motion.

Sharon Bertram – Yes	Barbara Knowlton – Yes	Roni Rierson – Yes
Scott Bonnallie – Yes	Robin Lacy – Yes	Hayley Rose – Yes
Kendall Carpenter – Yes	Matt McCord – Yes	Justice Waidner Smith – Yes
Ann-Marie Constable – Yes	Adam Paluka – Yes	Jeff Snodgrass – Yes
Robert Field – Yes	Chris Posey – Yes	Sherri Watson – Yes
Don Henderson – Yes	Mari Ramsey – Yes	

The motion carried unanimously as no board members opposed or abstained from voting on the motion.

MOTION:

Barbara referred to the annual Form 5500 for the 401(k) plan. She offered the opportunity for comment from the board of directors and after receiving none, she requested a motion from the Board for approval.

Robin Lacy made the motion and Kendall Carpenter seconded the motion to approve Form 5500.

The following board members voted in favor of the motion.

Sharon Bertram – Yes	Barbara Knowlton – Yes	Roni Rierson – Yes
Scott Bonnallie – Yes	Robin Lacy – Yes	Hayley Rose – Yes
Kendall Carpenter – Yes	Matt McCord – Yes	Justice Waidner Smith – Yes
Ann-Marie Constable – Yes	Adam Paluka – Yes	Jeff Snodgrass – Yes
Robert Field – Yes	Chris Posey – Yes	Sherri Watson – Yes
Don Henderson – Yes	Mari Ramsey – Yes	

The motion carried unanimously as no board members opposed or abstained from voting on the motion.

MOTION:

Barbara referred to the required Signature Card updates. She offered the opportunity for comment from the board of directors and after receiving none, she requested a motion from the Board for approval.

Sherri Watson made the motion and Jeff Snodgrass seconded the motion to approve updates to the Signature Cards.

The following board members voted in favor of the motion.

Sharon Bertram – Yes	Barbara Knowlton – Yes	Roni Rierson – Yes
Scott Bonnallie – Yes	Robin Lacy – Yes	Hayley Rose – Yes
Kendall Carpenter – Yes	Matt McCord – Yes	Justice Waidner Smith – Yes
Ann-Marie Constable – Yes	Adam Paluka – Yes	Jeff Snodgrass – Yes
Robert Field – Yes	Chris Posey – Yes	Sherri Watson – Yes
Don Henderson – Yes	Mari Ramsey – Yes	

The motion carried unanimously as no board members opposed or abstained from voting on the motion.

PROGRAM COMMITTEE REPORT:

Donna Mathews, chief operating officer, gave a report on behalf of the Program Committee. Donna explained that the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) Clinical Record Request of the Children’s Outpatient Program along with the Final Plan of Correction and the

ODMHSAS Two-Year Certification of the Childcare Program was provided to the Board prior to the meeting for review. Donna requested comments or questions from the Board regarding the documents and no feedback was given.

Donna referred to the Department of Human Services Child Care Monitoring and Star Certification Review Summaries and noted there were no plans of correction needed as the program was in compliance. Donna requested comments or questions from the Board regarding the documents and no feedback was given.

RISK MANAGEMENT COMMITTEE REPORT:

Donna Mathews also reviewed the Second Quarter Critical Incident Report on behalf of the Risk Management Committee. Donna emphasized that incidents have been significantly lower now due to maintaining a reduced census count at the shelter in response to the pandemic. She highlighted use of the Medical Access Program (MAP) in Tulsa by DVIS shelter clients. She explained that MAP offers primary care health services and assists in reducing the use of EMSA and emergency rooms by DVIS clients, as DVIS provides the transportation to appointments if needed.

FUNDRAISING COMMITTEE/DEVELOPMENT REPORT:

Jenée Day, chief development officer, reported that a new grant writer was hired. She noted that grants for COVID-19 support have slowed-down, but that most grants received near the beginning of the pandemic have progress reports approaching soon.

Jenée reviewed several recommendations from the recent survey that was sent to DVIS boards, funders and past attendees of the Monarch Ball. The survey's intent was to gather feedback on the future of the event as it relates to COVID-19 and the increased requirement for safety protocols. She reported that after review of the survey, it was determined that it will be best to cancel the Monarch Ball for 2021 due to the unpredictability of what may occur in January or February. She also noted that the venue has implemented significant capacity and safety restrictions. Jenée requested that the Board provide her with further feedback on ways to create new ideas for virtual fundraising and additional support methods throughout this uncertain time. She emphasized that this is a challenging situation that will require energy and guidance from everyone involved.

Jenée reported that DVIS anticipates planning a Best of Brunch event possibly outdoors in the spring or early summer. She explained that the Associate Board of Directors will organize a sub-committee to continue discussing alternatives for this fundraiser.

COMMUNICATIONS & MARKETING REPORT:

Carissa Hon, chief communications officer, announced that Jeff Snodgrass has volunteered to design the DVIS holiday card this year, as he has done for many years. He will also be working on the Annual Report.

Carissa reported that the DVIS Education Coordinator was assigned to teach students at Rogers High School, and noted that DVIS has been the only community partner allowed to conduct a class this year. The Coaching Boys into Men (CBIM) Coordinator has been working to recruit sports teams, since the teams will be practicing as normal this year. He has confirmed that the CBIM program will be implemented with McLain, Monroe and Booker T. Washington football teams. He has discussed implementation at Union Junior High, Owasso Junior High and Central High. She noted that significant planning has been made regarding COVID-19 safety measures that the CBIM coordinator will utilize while working with teams.

Carissa noted that confirmed plans for the upcoming fundraising events, Knock Out Violence and Mutt Strut, are still to be announced based on the uncertainty of the pandemic's effect in the community. Further announcements will be made on Facebook and weekly updates are posted.

CHIEF EQUITY & INCLUSION OFFICER'S REPORT:

Taryn Norman, chief equity and inclusion officer, explained that DVIS has conducted four racial equity forums with employees and there are two more scheduled. She highlighted that DVIS has prepared external programs for Equity and Inclusion training and that she will be sharing the training opportunities with interested board members. Taryn reported that some members of the Emeritus and Advisory Boards recently took part in an informative Equity and Inclusion session via Zoom that she and other DVIS team members presented. She announced that executive staff will be involved in an implementation session for the new strategic plan and that all DVIS staff will be introduced to the plan's goals and next steps.

Justice Waidner Smith discussed the newly formed Equity and Inclusion Committee and emphasized its goal of supporting the organization's strategic plan. Justice encouraged participation on the committee and requested members to join.

OTHER BUSINESS:

No other business was discussed.

NEW BUSINESS:

No new business was discussed.

ADJOURNMENT:

MOTION:

A motion to adjourn the meeting was made by Jeff Snodgrass. Adam Paluka seconded the motion.

Sharon Bertram - Yes
Scott Bonnallie - Yes
Kendall Carpenter - Yes
Ann-Marie Constable - Yes
Robert Field - Yes
Don Henderson - Yes

Rachel James - Yes
Barbara Knowlton - Yes
Robin Lacy - Yes
Matt McCord - Yes
Adam Paluka - Yes
Chris Posey - Yes

Mari Ramsey - Yes
Roni Rierson - Yes
Hayley Rose - Yes
Justice Waidner Smith - Yes
Jeff Snodgrass - Yes
Sherri Watson - Yes

The motion carried unanimously as no board members opposed or abstained from voting on the motion.

The board meeting was adjourned at approximately 12:50 p.m.

Minutes submitted by Samantha Dunkin, Executive Assistant.



Rachel James, Board Secretary