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## MINUTES OF THE DVIS BOARD MEETING

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September 22, 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)	Jill Jones (1)	Matt McCord (0) <b>arrived 11:39 a.m.</b>
Scott Bonnallie (0)	Barbara Knowlton (0)	Adam Paluka (0)
Kendall Carpenter (0)	Robin Lacy (0)	Chris Posey (0)
Don Henderson (0)	Kellie Mathis (1) <b>arrived 12:04 p.m.</b>	Mari Ramsey (0) <b>arrived 11:56 a.m.</b>
Roni Rierson (0)	Hayley Rose (0)	Jeff Snodgrass (0)
Damon Roberts (1)	Justice Waidner Smith (0)	Sherri Watson (0)

DVIS board directors not present:

Ann-Marie Constable – (1)	Robert Field – (1)	Rachel James – (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 August 25, 2020 DVIS Board of Directors meeting. She offered the opportunity for questions or revisions from the board of directors and after receiving none, she requested a motion from the Board for approval of the minutes.

**Adam Paluka made the motion and Robin Lacy seconded the motion to approve the minutes from the August 25, 2020 Board of Directors meeting.**

Sharon Bertram - Yes  
Scott Bonnallie - Yes  
Kendall Carpenter - Yes  
Don Henderson - Yes  
Jill Jones - Yes

Barbara Knowlton - Yes  
Robin Lacy - Yes  
Adam Paluka - Yes  
Chris Posey - Yes  
Roni Rierson - Yes

Damon Roberts - 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.

#### CHIEF EXECUTIVE OFFICER'S REPORT:

Tracey Lyall, chief executive officer, reported that all DVIS employees will be working fully on-site at each of the facilities by October 5 and explained further that staff gradually decreased work from home hours each week so that this could occur in phases. She described the personal protective equipment and disinfecting supplies that are in place for safety protocols. Tracey also emphasized that client preferences for virtual or in-person appointments will guide DVIS in how counselors schedule appointments.

Tracey noted that details for addressing Victims of Crime Assistance (VOCA) funding reductions have been created and will be considered for approval during the Finance Committee report. She explained that the VOCA cuts are permanent and they are not related to COVID-19, but are due to changes at the federal level and it is possible there will be further grant reductions in the coming years. She emphasized that conversations with key supporters are ongoing and that requests for emergency funds, due to the reduction in the VOCA grant, remain in the plans. She has also discussed pandemic-related effects with the Tulsa Area United Way (TAUW) so that DVIS can be prepared for what the forecast may be during their 2021 campaign. Tracey announced that DVIS has met with staff in Senator Inhofe's and Senator Lankford's offices and have scheduled additional similar meetings with other lawmakers regarding the impact VOCA cuts will have on service provision.

Tracey reviewed the year to date client service statistics compared to the 2019 numbers. She explained that she also tracks telephone calls two ways at DVIS and has seen that calls increased significantly the previous week. Tracey pointed-out that statistics reflect a reduction in hospital exams and explained that it was due to pandemic safety measures which do not allow our staff to visit on-site. She stated that clients do not want to use Zoom in the aftermath of the situation they experienced and she believes that COVID has caused a reduction in the number of sexual assaults being reported.

#### EXECUTIVE COMMITTEE REPORT:

Barbara described the annual invoices for board membership noting that the cost for lunches had been removed and reminded the Directors that they would be receiving an invoice by email soon. Tracey emphasized that many grantees look for 100% giving from an organization's Board of Directors when they are determining their allocations.

#### GOVERNANCE COMMITTEE REPORT:

Barbara, governance committee chair, referred to the bio for Tahira Taqi that was included in the Board packet and requested a motion from the Board for approval of her nomination to the Board of Directors.

**Don Henderson made the motion and Sherri Watson seconded the motion to approve Tahira Taqi as a new Director on the DVIS Board.**

The following board members voted in favor of the motion.

Sharon Bertram - Yes  
Scott Bonnallie - Yes  
Kendall Carpenter - Yes  
Don Henderson - Yes  
Jill Jones - Yes  
Barbara Knowlton - Yes

Robin Lacy - Yes  
Matt McCord - Yes  
Adam Paluka - Yes  
Chris Posey - Yes  
Mari Ramsey - Yes  
Roni Rierson - Yes

Damon Roberts - 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.

#### 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 updated Succession Plan and the Business Continuity Plan revisions for approval by the Board of Directors. He explained that both policies are to outline processes that are to be in place when the Chief Executive Officer is inaccessible. Barbara noted that there were several grammatical errors in both revisions, however, both policies were sufficient for consideration for approval during the meeting with intent to make the needed grammatical changes once approved.

#### MOTION:

Concluding the discussion regarding the revision of the revised policies, Barbara requested a motion from the Board for approval of the revised Succession Plan with grammatical corrections to be made as needed.

**Don Henderson made the motion and Jeff Snodgrass seconded the motion to approve revision of the Succession Plan.**

The following board members voted in favor of the motion.

Sharon Bertram - Yes  
Scott Bonnallie - Yes  
Kendall Carpenter - Yes  
Don Henderson - Yes  
Jill Jones - Yes  
Barbara Knowlton - Yes

Robin Lacy - Yes  
Matt McCord - Yes  
Adam Paluka - Yes  
Chris Posey - Yes  
Mari Ramsey - Yes  
Roni Rierson - Yes

Damon Roberts - 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.

#### MOTION:

Barbara requested a motion from the Board for approval of the revised Business Continuity Plan with grammatical corrections to be made as needed.

**Kendall Carpenter made the motion and Adam Paluka seconded the motion to approve revision of the Business Continuity Plan.**

The following board members voted in favor of the motion.

Sharon Bertram - Yes  
Scott Bonnallie - Yes  
Kendall Carpenter - Yes  
Don Henderson - Yes  
Jill Jones - Yes  
Barbara Knowlton - Yes

Robin Lacy - Yes  
Matt McCord - Yes  
Adam Paluka - Yes  
Chris Posey - Yes  
Mari Ramsey - Yes  
Roni Rierson - Yes

Damon Roberts - 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.

#### PROGRAM COMMITTEE REPORT:

Donna Mathews, chief operating officer, gave a report on behalf of the Program Committee. She detailed how each DVIS department has made accommodations and taken precautions to continue fully serving their particular clients during the pandemic.

Donna explained that the [No Finding Letter \(FY21\) from the Oklahoma Department of Mental Health and Substance Abuse Services \(ODMHSAS\) contract review](#) was provided to the Board prior to the meeting for review. Donna requested comments or questions from the Board regarding the document and no feedback was given.

Donna explained that the Staff Qualifications and Clinical Supervision Policy had been revised per ODMHSAS requirements and she offered the opportunity for comments or questions from the Board regarding the policy or its revision. No feedback was made.

#### MOTION:

Barbara referred to the Staff Qualifications and Clinical Supervision Policy and requested a motion from the Board for approval.

[Sherri Watson made the motion and Scott Bonnallie seconded the motion to approve the revised Staff Qualifications and Clinical Supervision Policy.](#)

The following board members voted in favor of the motion.

Sharon Bertram - Yes  
Scott Bonnallie - Yes  
Kendall Carpenter - Yes  
Don Henderson - Yes  
Jill Jones - Yes  
Barbara Knowlton - Yes

Robin Lacy - Yes  
Kellie Mathis - Yes  
Matt McCord - Yes  
Adam Paluka - Yes  
Chris Posey - Yes  
Mari Ramsey - Yes

Roni Rierson - Yes  
Damon Roberts - 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 month of August 2020. She noted that the two-month period had anticipated earnings, but resulted in a negative variance that was primarily due to receiving less revenue in grants.

Scott Bonnallie, finance committee chair discussed the committee’s review of the proposed budget plan that was made due to cuts in VOCA funding effective October 1, 2020 through September 30, 2021. Lindy noted that as usual, a complete budget revision will be submitted to the Board for approval in February. Scott emphasized that Tracey had explained the proposed cuts to the committee in detail. He stated that DVIS employees completed a survey to provide recommendations to address the reductions and some of those suggestions were recognized in the proposal. Scott explained that a portion of the changes will affect the budget through June 30 and other changes will assist with the funding loss throughout the future. Tracey requested that budget cuts be considered in total rather than by line item so that as DVIS progresses throughout the year, modifications are possible, to ensure that the best possible service provision is always being offered. Scott stated that the committee was very appreciative and impressed with the effort that was made to create the revisions and that the committee recommended the plan to absorb the VOCA funding cuts for approval.

**MOTION:**

Barbara referred to the plan to absorb VOCA funding cuts. She offered the opportunity for comment from the board of directors and after receiving none, she requested a motion from the Board for approval.

**Don Henderson made the motion and Kendall Carpenter seconded the motion to approve the plan to absorb the VOCA funding cuts.**

The following board members voted in favor of the motion.

Sharon Bertram - Yes	Robin Lacy - Yes	Roni Rierson - Yes
Scott Bonnallie - Yes	Kellie Mathis - Yes	Damon Roberts - Yes
Kendall Carpenter - Yes	Matt McCord - Yes	Hayley Rose - Yes
Don Henderson - Yes	Adam Paluka - Yes	Justice Waidner Smith - Yes
Jill Jones - Yes	Chris Posey - Yes	Jeff Snodgrass - Yes
Barbara Knowlton - Yes	Mari Ramsey - Yes	Sherri Watson - Yes

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

**FUNDRAISING COMMITTEE/DEVELOPMENT REPORT:**

Jenée Day, chief development officer, thanked the co-chairs of the 2020 Knock Out Violence (KOV) fundraising event, Rebecca Povlock and Damon Roberts. The KOV final party will be held virtually on October 8 and will be honoring Ruth Sowards, who passed away March 18, for her support of DVIS. Jenée noted that the Sowards family truly appreciated including this recognition of Mrs. Sowards.

Jenée announced that the “live” Monarch Ball event will not occur in 2021 and the community will be notified of this cancellation. She explained that alternative concepts for this annual fundraiser are being developed by the fundraising committee. Board members discussed the importance of providing a marketing value to the sponsors of these events since it is possibly an important consideration for smaller businesses. They also discussed the importance of Board participation in providing support and taking-on responsibilities for coordinating the Ball in whatever new form it may take. The Associate Board of Directors has formed a sub-committee to discuss alternatives for the annual Best of Brunch.

Jenée referred to the grant report included in the packet and noted that COVID support details were added. She announced that the Family Violence Prevention and Services Act (FVPSA) grant for underserved populations was recently approved.

#### COMMUNICATIONS & MARKETING REPORT:

Carissa Hon, chief communications officer, explained that per the approved communications plan, a monthly email newsletter has been established. She stated that the most recent "open-rate" for the email increased by 2.5% and that she will continue to try new methods to increase that rate. Carissa also shared a recent positive message from a survivor that was sent to DVIS through social media.

Carissa reported that Mutt Strut will occur in October and details are being solidified for the location and the date of the event. The plans are to make it both a virtual and drive-through venue that includes an extended online pet costume photo contest, pet supply drop-offs at the specific venue and the availability of a virtual pet supply wish list on Amazon.

Carissa referred to the Education department work at Will Rogers High School and noted that the education coordinator began teaching freshman and sophomore classes through their college summit. The education coordinator continues to work on a logic model for her work with Rape Prevention Education (RPE) evaluators. She noted that the RPE grant has excess funds and they are working on a budget to provide more supplies to support our work in the student community.

#### CHIEF EQUITY & INCLUSION OFFICER'S REPORT:

Taryn Norman, chief equity and inclusion officer, explained that DVIS completed a series of racial equity forums with employees. She highlighted that DVIS will provide mini curriculum from the Aorta Collective focused on topics such as perfectionism, urgency and other white supremacy culture topics. Aorta will also provide a bank of coaching hours to support the DVIS change team and E&I work. Taryn noted that a Strategic Plan implementation session is set for October and it will also offer coaching support to follow the session.

Taryn reported that the Deaf RISE program will conduct one on one interviews with clients for the Disability Grant needs assessment and the next step is to create a strategic plan for the program. The FVPSA underserved population grant was renewed and DVIS will be able to continue the work in making the organization more culturally responsive to underserved communities. The Abuse in Later Life team continues to work on barriers that impact elders, specifically during COVID-19, and to identify available resources. A new elder abuse brochure will be available through a partnership with the Oklahoma District Attorney's Council and will be available for a resource to police officers during elder calls and to community partners for distribution.

Justice Waidner Smith discussed the Equity and Inclusion Committee and noted the first meeting of the committee was held last week. Justice noted that committee members will be reaching out to all Board members regarding equity and inclusion work to generate further input and deepen the work they are doing.

#### 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 Adam Paluka. Don Henderson seconded the motion.

Sharon Bertram - Abstain  
Scott Bonnallie - Yes  
Kendall Carpenter - Yes  
Don Henderson - Yes  
Jill Jones - Yes  
Barbara Knowlton - Yes

Robin Lacy - Yes  
Kellie Mathis - Abstain  
Matt McCord - Yes  
Adam Paluka - Yes  
Chris Posey - Yes  
Mari Ramsey - Yes

Roni Rierson - Yes  
Damon Roberts - Yes  
Hayley Rose - Yes  
Justice Waidner Smith - Yes  
Jeff Snodgrass - Yes  
Sherri Watson - Yes

No board members opposed the motion. The motion passed with 16 votes in favor, and 2 abstentions.

The board meeting was adjourned at approximately 12:58 p.m.

Minutes submitted by Samantha Dunkin, Executive Assistant.



**Barbara Knowlton, Board President**