



MINUTES OF THE DVIS BOARD MEETING

August 23, 2022 @ 11:30 a.m.

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

WELCOME & INTRODUCTIONS:

Rachel James, DVIS board of directors' president, welcomed all to the board meeting and those in attendance introduced themselves.

After determining that a quorum was established, Rachel, called the board meeting to order at 11:38 a.m. The agenda of the board meeting was posted on the front door 24 hours in advance of the day's meeting.

Board of Directors present included:

Barbara Abercrombie (0)
Rhiannon Baker (0)
Scott Bonnallie (0)
Kendall Carpenter (0)
Michael Chromy (0)
Cori Duke (0)

Heather Earnhart (0)
Don Henderson (0)
Rachel James (0)
Barbara Knowlton (0)
Kellie Mathis (0)
Matt McCord (0)

Chris Posey (0)
Roni Rierson Stacklin (0)
Damon Roberts (0)
Jeff Snodgrass (0)
Cynthia Simmons Taylor (0)
Rachel Watson (0)

DVIS board directors not present:

Sharon Bertram (1)
Ann-Marie Constable (1)
Jake Dollarhide (1)

Robert Field (1)
Brittani Montgomery (1)
Stacey Schmidt (1)

Justice Waidner Smith (1)
Sherri Watson (1)

No Emeritus Board members were present:

DVIS staff attending were:

Tracey Lyall
Debby Raskin

Rose Turner
Carey Wood

Cathy Wilkie
Samantha Dunkin

CONSENT AGENDA:

The following consent agenda items were distributed in advance of the meeting for consideration and for possible approval:

- June 28, 2022 Board Meeting Minutes
- Communication & Technology Policy, revised
- Paid Time Off (PTO) Policy, revised
- Termination/Separation Policy, revised
- Sabbatical Policy
- Succession Plan, revised
- Annual Program Evaluation Policy, revised
- Annual Signature Card update for new Officers

Barbara Knowlton suggested a minor grammatical correction to the meeting minutes. Rachel requested that the consent agenda be approved, including the June 28, 2022 meeting minutes as corrected.

MOTION:

A motion was made by Barbara Knowlton to approve the consent agenda items including the June 28, 2022 minutes as corrected. The motion was seconded by Jeff Snodgrass and carried unanimously.

EXECUTIVE/ GOVERNANCE COMMITTEE 2022-2023 ELECTIONS:

Rachel announced the nominees for the 2022-2023 DVIS Board of Directors Officers, as follows:

Officers:

- | | |
|-------------------|-----------------------|
| • President | Rachel James |
| • President-Elect | Justice Waidner Smith |
| • Vice-President | Scott Bonnallie |
| • Secretary | Roni Rierson Stacklin |
| • Treasurer | Sharon Bertram |
| • Past President | Jeff Snodgrass |

MOTION:

Damon Roberts made the motion to approve the election of 2022-2023 new board officers. Barbara Abercrombie seconded the motion. The motion carried unanimously.

Rachel announced that Rosemary Harris, emeritus board member, was nominated for approval to return to the DVIS Board of Directors.

MOTION:

Barbara Abercrombie made the motion to approve the election of the new nominee to the Board of Directors. Don Henderson seconded the motion. The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT:

Tracey Lyall, chief executive officer, reported that DVIS continues to have several vacant positions, but during the last two months she has focused on raising funds for staff retention pay. To date, DVIS has raised approximately \$500,000, which is about half of what is needed for the retention pay plan to be achieved. Tracey reminded the Board that The HR Shop was contracted to deliver a market analysis by September. Additionally, a firm was engaged to help DVIS with a tax credit application that will provide funds for retention pay. Once initiated, there is an eight-week process until receipt of funds. Tracey emphasized that once the arrangements to bill Medicaid for adult outpatient services are implemented, this additional revenue will support staff pay increases for the long-term.

Tracey reported that she met with state representatives Haste and Hilbert regarding the American Rescue Plan Assistance (ARPA) funds that assist with programs serving victims of domestic violence and sexual assault across the state. She also met with a field representative for Senator Lankford regarding Victims of Crime Assistance (VOCA) funding cuts and the impact that future cuts will have on programs statewide. Tracey announced that the next VOCA award to DVIS will be \$1.2M, which is slightly reduced from the last award cycle.

Unfortunately, she stated that it was announced that the next cycle will have further cuts due to a reduction in fund replenishment at the federal level.

Tracey reminded the Board that it is the time of year to apply for homelessness funding support from HUD. She announced there is an additional bonus amount set-aside this year for further rapid rehousing and transitional housing assistance for domestic violence survivors. She stated that the combined amount of our fund renewals and the bonus amount from HUD is approximately \$800,000

COMMITTEE REPORTS:

FINANCE COMMITTEE REPORT:

Carey Wood, DVIS financial controller, reviewed the finance report and noted the June operating income and expenses resulted in a loss. The budget for the twelve-month period resulted in a positive variance primarily due to savings in salary, benefits and professional fees. Cash position at the end of the period decreased due to payments made for capital expense items that are reimbursed by grants that were not received by the end of the month. Carey noted that the June financial report did not include the final audit adjustments. Carey continued with the July financial report and explained that July is the beginning of the fiscal year for DVIS. She stated that for July, based on budget, there was a negative variance primarily due to reimbursable grants funds that had not been spent. Cash at the end of this period increased due to receiving two VOCA grant payments.

Carey referred to the capital reserve list that was included in the meeting packet. She reviewed the items that need attention at DVIS facilities, such as appliances; HVAC system repairs and maintenance; and carpeting/flooring replacement. Carey noted that the finance committee had reviewed the list at their last meeting and recommended the board approve the release of \$21,955 from the Trust Company of Oklahoma capital reserve fund for the items listed. Rachel requested a motion from the board to approve the release of the funds.

MOTION – CAPITAL RESERVE FUNDS

A motion was made by Jeff Snodgrass to approve the release of \$21,955 from the Trust Company of Oklahoma capital reserve fund for the items listed. The motion was seconded by Rhiannon Baker and carried unanimously.

HUMAN RESOURCES COMMITTEE:

Barbara Abercrombie, human resources committee chair, noted that the last committee meeting was successful and during that time the committee worked on the policies that were approved on the day's consent agenda.

PROGRAM COMMITTEE:

Rose Turner, chief administrative officer, reported that the program committee met on August 16 and discussed several topics which included the policy that was approved on the consent agenda. Rose briefly explained the Modus Program that provides transportation for clients at several non-profits in Tulsa, including DVIS. She noted that DVIS is involved with the Medical Access Program (MAP) which is a partnership with St. John healthcare system that provides DVIS clients with low or no-cost medical care. Rose explained that DVIS recently began using contractors to fill vacant positions in the Batterer's Intervention Program (BIP) so the program will continue without service interruptions. She noted that several former DVIS employees have filled the contractor positions.

DEVELOPMENT & COMMUNICATIONS REPORT:

Cathy Wilkie, chief development officer, briefly reviewed the development department report that was included in the meeting packet. She discussed final numbers from the Monarch Ball expenses including the top expenses that were reported. She emphasized that this review will help the committee determine where to cut-back when planning for next year.

Cathy described several plans for an internal United Way fundraising campaign at DVIS that includes a chili cook-off and a silent auction. Board members are invited to participate in any of these activities. Tracey emphasized that each year DVIS strives to achieve "best of the best" level of giving for the Tulsa Area United Way campaign.

The board was requested to connect with social media and "like," "follow," and share DVIS' social media sites with their friends.

Jeff Snodgrass announced that the fundraising committee needs a co-chair. He also noted that pledges for Knock Out Violence remain open.

OTHER BUSINESS:

No new business was discussed.

NEW BUSINESS:

No new business was discussed.

ADJOURNMENT:

MOTION:

A motion to adjourn the meeting was made by Jeff Snodgrass. Kellie Mathis seconded the motion. The motion carried unanimously.

The board meeting was adjourned at approximately 12:31 p.m.

Minutes submitted by Samantha Dunkin, Executive Assistant.



Roni Riersen Stacklin, Board Secretary