



MINUTES OF THE DVIS BOARD MEETING

November 29, 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. The agenda of the board meeting was posted on the front door 24 hours in advance of the day's meeting. After determining that a quorum was established, Rachel, called the board meeting to order at 11:33 a.m. Rachel welcomed newly appointed board member Quincy Jones to the meeting and Mr. Jones introduced himself to the group.

Board of Directors present included:

Barbara Abercrombie (1)
Scott Bonnallie (0)
Kendall Carpenter (0)
Michael Chromy (0)
Heather Earnhart (0)
Robert Field (1)

Don Henderson (0)
Rachel James (0)
Quincy Jones (0)
Barbara Knowlton (0)
Kellie Mathis (1)
Matt McCord (0)

Brittani Montgomery (1)
Chris Posey (0)
Jeff Snodgrass (0)
Cynthia Simmons Taylor (1)

DVIS board directors not present

Rhiannon Baker (2)
Sharon Bertram (2)
Ann-Marie Constable (3)
Jake Dollarhide (3)

Cori Duke (2)
Rosemary Harris (1)
Damon Roberts (1)
Stacey Schmidt (2)

Justice Waidner Smith (3)
Roni Rierson Stacklin (1)
Rachel Watson (2)
Sherri Watson (3)

No Emeritus Board members were present.

DVIS staff attending were:

Tracey Lyall
Rose Turner

Lindy Whorton
Cathy Wilkie

Samantha Dunkin

CONSENT AGENDA:

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

- September 27, 2022 Board Meeting Minutes
- Form 5500
- Personal Time Off (PTO) Policy, Revised
- Termination/Separation Policy, Revised
- BIP Client File Requirements, Revised

- Children's Client File Requirements, Revised
- Crisis Intervention Client File Requirements, Revised
- Shelter Client File Requirements, Revised
- Community Development Block Grant Application (Court Advocacy)
- Emergency Solutions Grant Application (Emergency Shelter)

MOTION:

A motion was made by Barbara Abercrombie to approve the consent agenda items. The motion was seconded by Heather Earnhart and carried unanimously.

EXECUTIVE COMMITTEE REPORT:

Rachel appealed to the members to remember the DVIS employee holiday gift and noted that donations for this purpose will count towards the board's 100% giving commitment. She also noted that the day was the annual Giving Tuesday.

CHIEF EXECUTIVE OFFICER'S REPORT:

Tracey Lyall, chief executive officer, described the work of the Urban Institute that has been completed and explained that a draft report has been reviewed by herself and Rose Turner, chief administrative officer. This work will help provide robust information for outreach that is being supported by One 80, a local public relations firm. Details from the Institute's research will be used in community outreach and education efforts. The assistance of both of these organizations was funded by The George Kaiser Family Foundation.

Tracey reported that she met with a field representative for Senator Lankford a second time regarding Victims of Crime Assistance (VOCA) funds and provided him with current statistics regarding domestic violence, emphasizing that it is at a 20-year high. Tracey announced that DVIS has formed a legislative committee that will meet bi-weekly with the corresponding committee at the Oklahoma City YWCA.

Tracey explained that DVIS was not awarded a renewal from the Office on Violence Against Women (OVW) which funds the Transitional Housing Grant. She described the history of this grant cycle, noting that has not been uncommon for the OVW to occasionally drop renewals and that DVIS will re-apply during the next cycle.

Tracey detailed the status of fundraising for employee retention pay. She noted that DVIS remains on track for Medicaid billing to begin soon and that the Alliant group has been contracted for making tax credit application with the IRS. Lindy Whorton, chief financial officer described the steps that are required for the Alliant group to submit DVIS' tax credit application.

Tracey announced that DVIS will partner with Tulsa Day Center for the Rapid Re-Housing program. She emphasized that Tulsa Day Center specializes in identifying landlords and that DVIS specializes in working with survivors of violence, which will be a great collaboration.

COMMITTEE REPORTS:

AUDIT COMMITTEE REPORT:

Kendall Carpenter, audit committee chair, briefly reviewed the EideBailly financial audit and 401K audit results presented to the Audit Committee during its last meeting. She emphasized that both audits went extremely well and that no adjustments were made on either the financial audit draft dated 6/30/2022 or the 401(k) audit draft dated 12/31/2021. Kendall stated that the Audit and Finance committees recommend the Board of Directors approve the audits as submitted and requested that the board vote to approve both audit drafts.

MOTION – Annual Financial Audit Draft

A motion was made by Barbara Knowlton to approve the annual Financial Audit Draft dated 6/30/2022 and the 401(k) Audit Draft dated 12/31/2021. The motion was seconded by Kellie Mathis. The motion carried unanimously.

FINANCE COMMITTEE REPORT:

Lindy Whorton, reviewed the operating income, expense reports, and cash position for the month of October 2022. She noted that cash has increased due to the receipt of grant payments from the City of Tulsa.

HUMAN RESOURCES COMMITTEE:

No Human Resources Committee report was given during the meeting.

PROGRAM COMMITTEE:

Rose Turner noted that the Program Committee met and discussed the bi-annual personnel and policy audit that was conducted by the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS). She stated that the ODMHSAS findings included improvement suggestions, but no corrections were required.

RISK MANAGEMENT COMMITTEE:

Rose noted that the Risk Management Committee met and reviewed the critical incidents and grievances filed for the third quarter of 2022 and described the committee's three recommendations from their review of the report.

DEVELOPMENT & COMMUNICATIONS REPORT:

Cathy Wilkie, chief development officer, briefly reviewed the development department report that was included in the meeting packet. She highlighted details from Mutt Strut, the internal DVIS campaign for the United Way, and several upcoming events. Cathy reminded the Board that the Joy Givers program supporting holiday client assistance was in full swing to help at least 135 individuals through the support of 37 sponsors; in addition to several separate donation drives occurring. Cathy announced that Laurel Williamson has accepted the position of Communications Manager and will start in December. She noted that DVIS has been highlighted in the news several times since the last Board meeting.

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 Barbara Knowlton. Don Henderson seconded the motion. The motion carried unanimously.

The board meeting was adjourned at approximately 12:22 p.m.
Minutes submitted by Samantha Dunkin, Executive Assistant.



Roni Riersen Stacklin, Board Secretary