



MINUTES OF THE DVIS BOARD MEETING

February 28, 2023 @ 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 11:35 a.m.

Board of Directors present included:

Barbara Abercrombie (1)
Sharon Bertram (2)
Scott Bonnallie (0)
Kendall Carpenter (0)
Michael Chromy (0)
Cori Duke (2)

Heather Earnhart (0)
Rosemary Harris (1)
Don Henderson (0)
Rachel James (0)
Quincy Jones (0)
Barbara Knowlton (0)

Matt McCord (0)
Chris Posey (0)
Damon Roberts (1)
Jeff Snodgrass (0)
Roni Rierson Stacklin (1)

DVIS board directors not present

Rhiannon Baker (3)
Ann-Marie Constable (4)
Jake Dollarhide (4)
Robert Field (2)

Kellie Mathis (2)
Brittani Montgomery (2)
Stacey Schmidt (3)
Justice Waidner Smith (4)

Cynthia Simmons Taylor (2)
Rachel Watson (3)
Sherri Watson (4)

No Emeritus Board members were present.

DVIS staff attending were:

Tracey Lyall
Rose Turner

Lindy Whorton
Cathy Wilkie

Samantha Dunkin

MONARCH BALL:

Emeritus board member and fundraising chair, Adam Paluka, was not in attendance during the meeting. Cathy Wilkie discussed the Monarch Ball during the development and communications report.

MISSION MOMENT:

Margaret Black, Vice President of Clinical Services, discussed services provided to clients through DVIS' outpatient department. She detailed the Dialectical Behavioral training process that five clinicians have been involved in during the last several months, which provides therapy for adults. Margaret described improvements that have been made to the Batterer's Intervention program and how DVIS has begun utilizing contractor services to facilitate these group sessions.

CONSENT AGENDA:

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

- November 29, 2022 Board Meeting Minutes
- Inclement Weather Policy, Revised
- Payroll Policy, Revised
- Mandatory Reporting, Suspected Abuse of Vulnerable Adults, Revised
- Shelter Screen Victims Intake Procedure, Revised
- Transitional Housing Client File Requirements, Revised
- Tulsa Area United Way Grant Application, FY2024

MOTION:

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

EXECUTIVE COMMITTEE REPORT:

Rachel reported that there were some possible board director resignations that are pending and will be announced at the April meeting.

Rachel emphasized the importance of expressing gratitude to donors through handwritten notes from the Board of Directors and she distributed note cards for this purpose.

CHIEF EXECUTIVE OFFICER'S REPORT:

Tracey Lyall, chief executive officer, thanked the board for their contributions to fund staff holiday gifts and noted it was an important gesture of appreciation.

Tracey emphasized that February is an active month for grant reporting. During February, the Tulsa Area United Way application and two federal grant renewals are due. Tracey explained that one of the federal grants is a partnership with TSHA and that TSHA is planning to merge with The Center For Individuals With Physical Challenges. Due to this transition, DVIS and TSHA are considering whether the federal disability grant partnership should be renewed.

Tracey noted that the second DVIS Community Talk was held on February 21 at Union High School. She announced that April is Sexual Assault Awareness month and DVIS will host a community talk on that subject in North Tulsa with the date and location to be announced.

Tracey detailed the multiple technology needs that Medicaid billing requires, and emphasized that DVIS has added systems and a staff position to support these needs. She noted that DVIS facilitated data system training for all staff because of the updated workflow improvements that were created to assist with the Medicaid requirements.

Tracey announced that DVIS is becoming an active partner in the Oklahoma Criminalized Survivors Coalition, which is an initiative of the Oklahoma Appleseed Center For Law and Justice. She suggested that an ad hoc advisory committee of the board be formed in the future as DVIS begins this work.

Tracey announced that Lindy Whorton, the chief financial officer will be taking a sabbatical from March 17 through April 17, 2023.

COMMITTEE REPORTS:

FINANCE COMMITTEE REPORT:

Lindy, briefly reviewed the operating income, expense reports, and cash position for the month of January 2023. She noted that due to the budget revision, these financials will be modified.

USE OF CAPITAL RESERVE FUNDS:

Lindy explained that the approval to disburse \$61,000 from the capital reserve fund was recommended for approval by the Finance Committee in January.

A motion was made by Don Henderson to approve the use of capital reserve funds in the amount of \$61,000. The motion was seconded by Heather Earnhart and carried unanimously.

2023 REVISED BUDGET, PROPOSAL:

Lindy reviewed the proposed budget revision and noted several details that caused the revenue and expense increases. She reported that the overall deficit primarily increased due to the loss of the Office on Violence Against Women Transitional Housing grant. Lindy stated that the proposed June 30, 2023, revised budget was recommended for approval by the Finance Committee.

A motion was made by Rosemary Harris to approve the June 30, 2023, proposed revised budget. The motion was seconded by Barbara Knowlton and carried unanimously.

PROPOSAL FOR ACQUISITION OF NEW ACCOUNTING SOFTWARE:

Sharon Bertram, finance committee chair, presented information regarding the six options for upgrades to the accounting software program. She emphasized that the system has not been updated since 2001. Sharon detailed the monthly fees and installation charges of the preferred system. She noted that the current system will no longer be supported after September 2023. Lindy specified that DVIS currently has \$20,000 of the \$61,821 cost for the purchase of the SAGE Intacct accounting system. Sharon stated that the Finance Committee recommended the implementation of the SAGE Intacct system in the amount of \$61,821.

A motion was made by Barbara Knowlton to approve the implementation of SAGE Intacct accounting system in the amount of \$61,821. The motion was seconded by Jeff Snodgrass and carried unanimously.

LINE OF CREDIT RENEWAL:

Lindy announced that the line of credit with the Bank of Oklahoma is up for renewal on February 28. The renewal is for \$400,000 at the same interest rate. She stated that the Finance Committee recommended approval of the line of credit renewal for one additional year.

A motion was made by Damon Roberts to approve the renewal of the Line of Credit with Bank of Oklahoma for one year. The motion was seconded by Jeff Snodgrass and carried unanimously.

HUMAN RESOURCES COMMITTEE:

No Human Resources Committee report was given during the meeting.

PROGRAM COMMITTEE:

Rose Turner noted that the Program Committee met and reviewed the policy revisions that were approved on the consent agenda. She emphasized that the Shelter Screen Victims Intake Procedure supports safely screening clients into services, it is not a process to screen anyone away from receiving services. Rose highlighted that all annual DVIS program reports were submitted to the Oklahoma Attorney General on time.

RISK MANAGEMENT COMMITTEE:

Rose noted that the Risk Management Committee met and reviewed the critical incidents and grievances filed for the fourth quarter of 2022. She mentioned that the committee identified a correlation between EMSA periods with rising rates of Covid. She announced that during the first quarter of 2023, the committee will conduct some walk-throughs of DVIS facilities.

DEVELOPMENT & COMMUNICATIONS REPORT:

Cathy Wilkie, chief development officer, reported the current Monarch Ball fundraising efforts and encouraged further ticket sales and social media posts in order to achieve the \$400,000 goal.

Cathy reported that approximately 60 individuals attended the DVIS Community Talk that was held on February 21. She noted that there are several additional community events scheduled and encouraged participation.

Cathy described recent volunteer projects that have occurred and announced that a new volunteer coordinator will be starting next month. Once the new coordinator starts, all volunteer jobs and processes will be reviewed to ensure that volunteers' engagement is mutually beneficial and rewarding.

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 Damon Roberts. Jeff Snodgrass seconded the motion. The motion carried unanimously.

The board meeting was adjourned at approximately 12:41 p.m.

Minutes submitted by Samantha Dunkin, Executive Assistant.



Roni Rierson Stacklin, Board Secretary