



## MINUTES OF THE DVIS BOARD MEETING

**June 27, 2023 @ 3:02 p.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 3:02 p.m.

Board of Directors present included:

Barbara Abercrombie (2)	Heather Earnhart (0)	Brittani Montgomery (3)
Rhiannon Baker (3)	Rosemary Harris (2)	Damon Roberts (2)
Sharon Bertram (2)	Don Henderson (1)	Stacey Schmidt (3)
Scott Bonnallie (0)	Rachel James (0)	Cynthia Simmons Taylor (3)
Kendall Carpenter (0)	Barbara Knowlton (0)	Jeff Snodgrass (1)
Michael Chromy (1)	Matt McCord (0)	

DVIS board directors not present

Jake Dollarhide (7)	Quincy Jones (3)	Roni Rierson Stacklin (2)
Cori Duke (4)	Kellie Mathis (4)	Rachel Watson (6)
Robert Field (3)	Chris Posey (2)	

No Emeritus Board members were present.

DVIS staff and guest(s) attending were:

Jim Stephens	Rose Turner	Cathy Wilkie
Tracey Lyall	Lindy Whorton	Samantha Dunkin

### CONSENT AGENDA:

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

- May 23, 2023 Board Meeting Minutes
- Rescind, Covid19 Infection Control Policy
- Rescind, Covid19 Vaccination Testing & Face Covering Policy
- DVIS Rapid Rehousing (RRH) Policies & Procedures
- Annual Signature Card Update for New Officers

## MOTION:

A motion was made by Barbara Abercrombie to approve the consent agenda item. The motion was seconded by Cynthia Simmons Taylor and carried unanimously.

## CHIEF EXECUTIVE OFFICER'S REPORT:

Tracey Lyall announced that DVIS will present the fourth Community Talk on June 28 at Oklahomans for Equality. She also announced the fifth and final Community Talk scheduled for July 12 at Friendship Baptist Church. She stated that these talks have helped educate, raise awareness, and introduce DVIS to the community.

Tracey noted that the IRS employee tax credit application was approved and that the credit funds will be applied to staff retention pay. Five payments have been allotted, with three of those having already been received, although DVIS will pay a 25% fee to the company that prepared and organized the tax credit application.

Tracey announced that the DVIS office in Sapulpa has opened at its new location. Two partner agencies, LIFE Senior Services and Okmulgee Court Appointed Special Advocates (CASA), also moved with DVIS to the new office space located at 620 South Linden.

Tracey reported that after a four-month vacancy, a new cook was hired for the Shelter. During that duration, DVIS began purchasing meals from the Food Bank of Northeastern Oklahoma and will continue to do so three times per week. One position for a cook remains vacant at the shelter, and staff are actively seeking applicants.

## COMMITTEE REPORTS:

### HUMAN RESOURCES COMMITTEE:

No Human Resources Committee report was given during the meeting.

### AUDIT COMMITTEE REPORT:

Kendall Carpenter, audit committee chair, reported that the audit committee met with Eide Bailly representatives regarding engagement letters for the basic financial statements and the 401(k) plan statements. She noted there are no significant changes to the audits this year and only a slight fee increase. Kendall stated that the audit committee recommended that both audit letters be approved by the Board.

### MOTION – Engagement Letters for Basic Financial Statements

A motion was made by Kendall Carpenter to approve the engagement letter for the basic financial statements for June 30, 2023. The motion was seconded by Don Henderson. The motion carried unanimously.

### MOTION – Engagement Letters for 401k Plan Financial Statements

A motion was made by Kendall Carpenter to approve the engagement letter for the 401k plan financial statements for December 31, 2022. The motion was seconded by Don Henderson. The motion carried unanimously.

### FINANCE COMMITTEE REPORT:

Lindy Whorton, chief financial officer, reviewed variances between the 06/30/2023 original approved budget and the proposed 06/30/2024 budget. She emphasized that there was a significant positive revenue variance in the 2024 budget, mostly due to foundation grants received for retention pay. She briefly noted the variance in costs and expenses are due to budgeting salary and benefits at 100% fully staffed and without turnover. Finance Committee discussed the overall loss and determined the loss could be offset by the turnover in staff positions. After presenting the proposed budget for the fiscal year ending June 30, 2024, Lindy stated that the finance committee recommended its approval.

### MOTION – PROPOSED BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2024

A motion was made by Sharon Bertram to approve the proposed budget for the fiscal year ending June 30, 2024. The motion was seconded by Michael Chromy and carried unanimously.

Lindy briefly reviewed the financial statements for May 31, 2023, and noted that cash at the end of the period had increased primarily due to savings in salary, benefits, and professional growth. She noted that DVIS received an endowment distribution in May.

Lindy stated that the Bank of Oklahoma presented performance information, as of the end of March 2023, for the 401(k) plan during the finance committee meeting. She noted that investments were doing well and that DVIS has over 100 employees participating in the program.

Lindy noted that it is time for the board to give its annual approval to authorize the Chief Executive Officer to Execute Contracts and Grants and to Sign Checks and Drafts, and requested motions for the approval of these items.

### MOTION:

Barbara Knowlton made the motion to Approve Authorization for the CEO to Execute Contracts and Grants. Michael Chromy seconded the motion. The motion carried unanimously.

### MOTION:

Kendall Carpenter made the motion to Approve Authorization for the CEO to Sign Checks and Drafts. Jeff Snodgrass seconded the motion. The motion carried unanimously.

### PROGRAM COMMITTEE REPORT:

Rose Turner, chief administrative officer, presented the Department of Mental Health and Substance Abuse Services (DMHSAS) plan of correction that was received after their last audit, and she highlighted the minimal findings that were made.

Rose reviewed DVIS' Attorney-Client Agreement Policy and related form, which were recently reviewed and updated with assistance from board director Heather Earnhart. The revisions that were made to the documents align more with the American Bar Association and Oklahoma Bar Association agreement terms.

## DEVELOPMENT & COMMUNICATIONS REPORT:

Cathy Wilkie, chief development officer, briefly highlighted several fundraising event dates included in the board packet. She emphasized statistics from her report that illustrated a significant increase in volunteer engagement during the previous three months.

## EXECUTIVE/ GOVERNANCE COMMITTEE 2023-2024 ELECTIONS:

Rachel James reviewed the list of nominees for the DVIS Board of Directors, Officers, Term Renewals, and Emeritus Members for the FY2023-24 term as follows:

### Officers:

- |                       |                     |
|-----------------------|---------------------|
| • President           | Scott Bonnallie     |
| • President-Elect     | Barbara Abercrombie |
| • Vice-President      | Barbara Knowlton    |
| • Secretary           | Roni Riersen        |
| • Treasurer           | Sharon Bertram      |
| • Past Vice-President | Rachel James        |

### New Members:

- Amber Bryant, Bank of Oklahoma
- Brandy Gildon-McCracken, Reading Partners Tulsa
- Dina Shultz, QuikTrip
- Sherri Watson, Community Advocate

### Members Re-Elected to Another 2-Year Term:

- |  |                                      |
|--|--------------------------------------|
| • Barbara Abercrombie (2 <sup>nd</sup> ) | • Scott Bonnallie (3 <sup>rd</sup> ) |
| • Rhiannon Baker (2 <sup>nd</sup> )      | • Rachel James (3 <sup>rd</sup> )    |
| • Jake Dollarhide (2 <sup>nd</sup> )     | • Kellie Mathis (3 <sup>rd</sup> )   |
| • Rachel Watson (2 <sup>nd</sup> )       |                                      |

### Emeritus Board Members:

- |                       |                  |
|-----------------------|------------------|
| • Kendall Carpenter   | • Don Henderson  |
| • Ann-Marie Constable | • Jeff Snodgrass |

## MOTION:

Heather Earnhart made the motion to Approve the Election of 2023-2024 Board Officers. Rosemary Harris seconded the motion. The motion carried unanimously.

## MOTION:

Barbara Abercrombie made the motion to Approve the Election of 2023-2024 New Board Members. Jeff Snodgrass seconded the motion. The motion carried unanimously.

**MOTION:**

Damon Roberts made the motion to Approve the Election of 2023-2024 Board Members Renewing Another Two-Year Term in Office. Scott Bonnallie seconded the motion. The motion carried unanimously.

**MOTION:**

Heather Earnhart made the motion to Approve the Election of 2023-2024 Emeritus Board Members. Stacey Schmidt seconded the motion. The motion carried unanimously.

**EXECUTIVE SESSION:**

**MOTION:**

Kendall Carpenter made a motion to go into Executive Session for the sole purpose of discussing the Chief Executive Officer's 2023 annual performance and compensation appraisal. The motion was seconded by Barbara Abercrombie and carried unanimously.

--- Jim Stephens left at 3:36 p.m. ---

At 3:36 p.m., all non-board members were excused from the room. The board discussed the Chief Executive Officer's annual review and compensation, and no other business was discussed.

**MOTION:**

Kendall Carpenter made a motion to end Executive Session and return to the board meeting with no action having been taken and no other business discussed. The motion was seconded by Michael Chromy and carried unanimously.

All non-board members returned to the room at 4:00 p.m.

**MOTION:**

A motion was made by Kendall Carpenter to accept the Chief Executive Officer's 2023 annual performance and compensation appraisal, as discussed in the executive session. The motion was seconded by Michael Chromy and carried unanimously.

**RECOGNITION OF OUTGOING BOARD MEMBERS:**

Tracey presented each outgoing Board member who was in attendance with a six-year service plaque. Tracey acknowledged Rachel James as the outgoing Board President and presented her with a gift.

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**OTHER BUSINESS:**

The 2023-2024 meeting dates for the Board of Directors and all DVIS committees were provided in the meeting packet.

**NEW BUSINESS:**

No new business was discussed.

**ADJOURNMENT:**

**MOTION:**

A motion to adjourn the meeting was made by Damon Roberts. Scott Bonnallie seconded the motion. The motion carried unanimously.

The board meeting was adjourned at approximately 4:15 p.m.

Minutes submitted by Samantha Dunkin, Executive Assistant.



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Roni Rierson Stacklin, Board Secretary