



## MINUTES OF THE DVIS BOARD MEETING

**September 26, 2023 @ 11:30 a.m.**

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

### WELCOME & INTRODUCTIONS:

Scott Bonnallie, 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, Scott called the board meeting to order at 11:45 a.m.

Board of Directors present included:

Sharon Bertram (0)	Rosemary Harris (0)	Dina Schultz (0)
Scott Bonnallie (0)	Rachel James (0)	Roni Rierson Stacklin (0)
Amber Bryant (0)	Barbara Knowlton (0)	Cynthia Simmons Taylor (1)
Heather Earnhart (0)	Matt McCord (1)	Sherri Watson (0)
Brandy Gildon-McCracken (0)	Damon Roberts (0)	

DVIS board directors not present

Barbara Abercrombie (1)	Robert Field (1)	Chris Posey (1)
Michael Chromy (1)	Quincy Jones (1)	Rhiannon Thoreson (1)
Jake Dollarhide (2)	Kellie Mathis (1)	Rachel Watson (2)
Cori Duke (2)	Brittani Montgomery (1)	

No Emeritus Board members were present.

DVIS staff and guest(s) attending were:

Tracey Lyall	Carey Wood
Rose Turner	Cathy Wilkie

### CONSENT AGENDA:

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

- August 22, 2023 Board Meeting Minutes

### MOTION:

A motion was made by Barbara Knowlton to approve the consent agenda items. The motion was seconded by Rosemary Harris and carried unanimously.

## EXECUTIVE/GOVERNANCE COMMITTEE REPORT:

Scott reminded the board members to complete and return the annual board member agreements, conflict of interest forms, and annual invoices. He also encouraged members to review committee descriptions and sign up to participate on at least one committee.

## CHIEF EXECUTIVE OFFICER'S REPORT:

Tracey Lyall, chief executive officer, announced that Mayor Bynum agreed to create a city commission to address the local and state-wide rise in domestic violence. She has met with Wendell Franklin, Tulsa's chief of police, to compile a list of key stakeholders to participate with the commission. This list consists of representatives from local police and county sheriff offices, municipal and county courts, tribal governments, the city and county commissions, child advocacy networks, and faith communities. She is planning interviews with specialists to facilitate the commission's initiation and progress. The goal for the commission is to have it collectively organized and meeting by January 2024.

Tracey reported that DVIS held another community conversation in September at the University of Tulsa (TU) for the sororities there. There is also hope to have a community conversation with TU Fraternities and Director Damon Roberts offered to assist with the coordination of a conversation with the TU fraternities. The last community talk is scheduled for October 11 with the Broken Arrow Police Department at the Northeastern State University Campus in Broken Arrow.

Tracey stated that DVIS continues to expand its relationships with area foundations by providing agency tours with recent visits from Founders of Doctors Hospital, the Anderson Foundation, Tulsa Area United Way, and soon the Hardesty Foundation.

Tracey discussed the results from the recent culture survey that was conducted this year with consultant Patricia Bory from Include Consulting. The response rate was high with 62% employee participation. The survey studied the perception of workplace culture at DVIS, and the results supplied helpful feedback for improvement in addition to learning what has been done right. Tracey scheduled two presentations so that employees would have an opportunity to review and discuss the survey data with her.

## COMMITTEE REPORTS:

### FINANCE COMMITTEE REPORT:

Sharon Bertram, finance committee chair, briefly reviewed the operating income, expense reports, and cash positions for the month ending August 31, 2023, and noted that the budget anticipated a loss for the month, but the actual result was a positive variance. She explained that the fiscal year variance was due to savings in salaries, benefits, and professional fees and that cash at the end of the period decreased due to the timing of reimbursements from grants.

Lindy Whorton, chief financial officer explained that funds were needed from the Trust Company capital reserves investment fund to assist with capital needs. She provided a detailed list of needed expenditures such as the replacement and repair of the sprinkler system at the Apache office and the shelter, gate repairs, parking lot lights, and speed bumps. Lindy stated that the finance committee recommended that the Board approve the use of the capital reserves funds as detailed in the list that was submitted.

#### **MOTION:**

A motion was made by Rachel James to use the Trust Company capital reserves funds as detailed in the list provided to the board and the motion was seconded by Barbara Knowlton. The motion carried unanimously.

#### **RISK MANAGEMENT COMMITTEE REPORT:**

Barbara Knowlton, risk management committee chair, noted a rise in critical incident reports, most likely due to the increase in residents at DVIS safe housing facilities, similar to pre-Covid census counts. She stated that the committee reviewed 73 incidents that occurred during the second quarter of 2023. The committee considered parameters involving room searches at the shelter and guidelines for employee injury reports in order to establish appropriate policies and procedures for each situation.

#### **DEVELOPMENT & COMMUNICATIONS REPORT:**

Cathy Wilkie, chief development officer, described the first "Discovering DVIS" event, recently held in September, similar to a lunch and learn meeting and tour introducing individuals to the organization's mission and programs. She announced that the next Discovering DVIS has been scheduled at the Moran Family Counseling Center on November 14. Board members were encouraged to attend the event and invite others in their networks.

Cathy gave an update regarding the internal campaign at DVIS to raise funds for the Tulsa Area United Way which included a chili cookoff and a silent auction. She also reminded the board that the United Way annual blackout period is over on November 15 and that the agency is restricted from fundraising until that time.

Cathy concluded by highlighting "Mutt Strut" the annual in-kind donation drive to help stock supplies for DVIS' safe housing pet kennel. She also noted several additional events on the calendar through the end of the year. Cathy concluded by highlighting the media and volunteer statistics included in the meeting packet.

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**OTHER BUSINESS:**

Tracey announced that she will be on sabbatical during the month of October 2023.

**NEW BUSINESS:**

No new business was discussed.

**ADJOURNMENT:**

**MOTION:**

A motion to adjourn the meeting was made by Rosemary Harris. Brandy Gildon-McCracken seconded the motion. The motion carried unanimously.

The board meeting was adjourned at approximately 12:06 p.m.

Minutes submitted by Samantha Dunkin, Executive Assistant.



Roni Rierson Stacklin, Board Secretary