MINUTES OF THE DVIS BOARD MEETING

June 23, 2026 @ 3:30 p.m.

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

WELCOME & CALL TO ORDER:

Vice President of the Board of Directors, Rosemary Harris, welcomed everyone to the meeting. The Board was notified that President Knowlton would arrive late, and, as a result, Rosemary officially called the meeting to order at 3:37 p.m., after determining that a quorum had been established. The agenda was posted on the front door 24 hours before the meeting.

Board of Directors present included:

Barbara Abercrombie (3)
Belinda Butler (3)
Michael Chromy (0)
Rosemary Harris (2)
Don Henderson (1)
Chelsea Herring (0)
Brittani Jones (2)
Barbara Knowlton (0)
Jeff Paden (1)
Robert Ream (4)
Dina Schultz (1)
Josh Showman (1)
Jeff Snodgrass (1)
Cynthia Simmons Taylor (1)
Rhiannon Thoreson (3)
Mike Thornberry (3)

DVIS board directors not present:

Heather Earhart (3)
Kimee Wind-Hummingbird (4)

No Emeritus Board members were present.

DVIS staff and Interns attending were:

Bayli Scruggs
Margaret Black
Amy Hossain
Tracey Lyall
Lindy Whorton
Cathy Wilkie
Samantha Dunkin

CONSENT AGENDA:

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

- **Minutes** - May 19, 2026, Board Meeting
- **Finance** – Annual Signature Card Update for New Officers
- **Finance** – Authorization for CEO to Execute Contracts and Grants
- **Finance** – Authorization for CEO to sign Checks and Drafts
- **Human Resources** – Electronic Devices Policy, revised

MOTION – Consent Agenda:

Jeff Snodgrass moved to approve the consent agenda items. Don Henderson seconded the motion, which was carried unanimously.

GOVERNANCE COMMITTEE REPORT 2025-2026 ELECTIONS:

Rosemary reviewed the list of new nominees for the DVIS Board of Directors, Officers, Term Renewals, and Emeritus Members as follows:

Officers:

President	Heather Earnhart
President-Elect	Michael Chromy
Vice-President	Rosemary Harris
Secretary	Dina Schultz
Treasurer	Jeff Herbers
Past President	Barbara Knowlton

New Members:

Amanda Hanus
Jeff Herbers
Trey Barrow
Scott Bonnallie
Sharon Bertram

Members Re-Elected to Another 2-Year Term:

Belinda Butler (2nd)
Don Henderson (2nd)
Robert Ream (2nd)

Michael Chromy (3rd)
Heather Earnhart (3rd)
Rosemary Harris (3rd)
Barbara Knowlton (3rd)
Cynthia Simmons Taylor (3rd)

Emeritus Board Members:

Brittani Jones

MOTION – Officer Elections:

Rhiannon Thoreson made the motion to approve the Election of 2026-2027 Board Officers. Jeff Snodgrass seconded the motion. The motion carried unanimously.

MOTION – New Member Nominees:

Jeff Paden made the motion to approve the Election of 2026-2027 New Board Members. Belinda Butler seconded the motion. The motion carried unanimously.

MOTION – Term Renewals:

Jeff Snodgrass made the motion to approve the Election of 2026-2027 Board Members Renewing Another Two-Year Term in Office. Jeff Paden seconded the motion. The motion carried unanimously.

MOTION – Emeritus Nominees:

Rhiannon Thoreson made the motion to approve the Election of new Emeritus Board Members. Cynthia Simmons Taylor seconded the motion. The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT:

Tracey Lyall described several federal grant solicitations that were just released, as well as grant renewals coming due during July and August of this year. The Office on Victims of Crime grant is new and offers services for three years at $500,000; the Office on Violence Against Women has renewals for Transitional Housing and the rural outreach program over four and three years, respectively, totaling over $1.3M.

Tracey reminded the Board that two federal award notifications submitted last year remain outstanding: the three-year Abuse in Later Life grant and the three-year Restorative Justice grant, totaling $1.750M.

Tracey highlighted that the HUD Continuum of Care (CoC) also has renewals due in July for the Rapid Rehousing (RRH) and combined RRH/Transitional Housing programs. These collectively are over $1.1M. DVIS is in the midst of processing the local requirements and scoring criteria that are stipulated in the CoC process. She emphasized that transitional housing within the CoC may require DVIS to hold a master lease for the properties involved.

Tracey noted that Courtney Bru, an attorney with McAfee & Taft, presented training to the DVIS Executive Team on management skills such as employee discipline, supervisor's responsibilities, and agency litigation risk.

FINANCE COMMITTEE REPORT:

Michael Chromy, finance committee chair, reported that an annual review of the 401 (k) plan was presented by a representative from the Bank of Oklahoma at the last finance committee meeting. The summary was based on an account balance as of May 31, 2026, exceeding $3M. The plan has 91 active participants and 18 terminated participants. It charges a $15-per-person fee, along with asset-based fees typical of similar standard investment services.

Lindy Whorton, contracted financial advisor and former CFO, gave the budget explanation on behalf of Carey Wood, chief financial officer. She stated that the overall budget anticipates a loss. However, deferred revenue and two cash distributions from interest income will be brought in for cost increases. She noted that cost and expense variances include additional positions, a larger child care center at the new Family Safety Center, and more nurses at that site. There is also an increase in client assistance funds, but this will be covered by a dedicated grant. She emphasized that salary losses are not budgeted and will thus help address the deficit.

Michael stated that the finance committee recommended approval of the proposed budget for June 30, 2027. Rosemary asked if there were any further questions or comments. As there were none, Rosemary requested a motion from the Board to approve the proposed June 30, 2027 budget.

MOTION – To Approve Proposed June 30, 2027 Budget:

Mike Thornberry moved to **approve the proposed June 30, 2027 budget**. Michael Chromy seconded the motion, which was carried unanimously.

Michael briefly reviewed May's operating income and expenses, noting a loss for the month, but the budget for the eleven months ended resulted in a positive variance. The positive variance for the fiscal year was due to savings in salaries, benefits, professional fees, and client assistance. Cash at the end of the period decreased due to the investment made with the Trust Company of Oklahoma.

Lindy stated that no significant changes were made to the DVIS Financial Policies and that the finance committee had reviewed this information at the last committee meeting. The revisions to the policies were updates resulting from the transition of staff responsibilities following the discontinuation of the Controller position. Rosemary Harris requested a motion from the Board to approve the DVIS Financial Policies as revised.

MOTION – To Approve DVIS Financial Policies, revision:

Dina Schultz moved to **approve the revised DVIS Financial Policies.** Don Henderson seconded the motion, which was carried unanimously.

MEETING CHAIR TRANSITION:

Board President Knowlton arrived at 3:57 p.m. and **assumed the chair**, at which time Vice President Harris stepped down from presiding.

PROGRAM COMMITTEE REPORT:

Jeff Paden, program committee co-chair, briefly reviewed the report included in the meeting packet, noting that the policy updates were only due to the formatting system; no policy revisions were made. He also noted that the report from consultant Chelsea Showalter had been reviewed by the committee and was very helpful. Several improvements based on the report's suggestions have already been implemented across DVIS programs.

EDUCATION & OUTREACH COMMITTEE REPORT:

Rhiannon Thoreson, committee chair, briefly reviewed the report that was included in the meeting packet. She highlighted that a seminar on Elderly Trafficking Advocacy will be held next month and was spearheaded by President Knowlton in collaboration with the Oklahoma Aging Advocacy Academy. Curriculum developed from this seminar will be permanently available online. Rhiannon also referred to sexual assault prevention toolkits prepared by the Communication department, which were available to the Board as resources.

HUMAN RESOURCES COMMITTEE REPORT:

Barbara Knowlton recommended conducting a salary survey for all employees who are direct reports to the CEO. She suggested that the HR committee would coordinate this procedure.

Amy Hossain, chief human resources officer, announced that the annual benefits enrollment process for employees had closed the previous day. There were no significant changes to the plan year, other than a rate increase and elimination of seed money for HSA accounts.

DEVELOPMENT COMMITTEE & COMMUNICATIONS REPORT:

Cathy Wilkie thanked the fundraising committee for their work during the past fiscal year. She noted that summer meetings will be scheduled for that committee. Cathy announced that the Monarch Ball is tentatively scheduled for April 16 next year at the same location. She emphasized that the Tulsa Drillers baseball team is having a much better year, and that Knock Out Violence is in full swing.

Cathy stated that a new Facebook page is in the works due to some security concerns for clients. She highlighted other social media statistics listed in the report that was included in the meeting packet.

Cathy referred to the grant information sheets in the meeting packet and emphasized that the Zarrow Family Foundation has recently committed to three years of funding support.

EXECUTIVE COMMITTEE REPORT:

Barbara Knowlton announced that, under the Oklahoma Open Meeting Act, Title 25 O.S. § 307(B)(1), an Executive Session is proposed to be held for the sole purpose of discussing the annual Chief Executive Officer's performance review and possible merit increase, or alternative compensation.

- Begin Executive Session **(Vote Required)** ....Barbara Knowlton

MOTION – To Hold Executive Session:

Rosemary Harris moved to **begin the executive session**. Don Henderson seconded the motion, which was carried unanimously.

The executive session began at 4:08 p.m., and all DVIS staff left the meeting at that time.

- End Executive Session **(Vote Required)** ....Barbara Knowlton

MOTION – To Adjourn Executive Session:

Jeff Snodgrass moved to **adjourn the executive session**. Cynthia Simmons Taylor seconded the motion, which was carried unanimously.

The executive session ended at 4:25 p.m., and DVIS staff who had left the meeting returned after the session concluded.

Barbara Knowlton requested a motion regarding the action taken on the CEO's 2026 performance evaluation and possible compensation adjustment, as discussed in the executive session. Barbara stated that no other action or discussion occurred during the session.

MOTION – Executive Session Action to be Taken

Jeff Paden moved to act as discussed in the executive session. Rosemary Harris seconded the motion, which carried unanimously.

OTHER:

Barbara Knowlton announced that committee meeting dates for the next fiscal year are in the planning process and that the 2025-2026 Board meeting schedule was included in the meeting packet.

Tracey Lyall presented plaques to new Emeritus member Brittani Jones, recognizing her six years of service as a DVIS Board Director and as Board Secretary and Chair of the Fundraising Committee.

Tracey Lyall thanked Barbara Knowlton for her time and dedication during the past term and during her previous term as DVIS Board President, and presented her with an acknowledgment gift.

NEW BUSINESS:

There was no new business discussed.

ADJOURNMENT:

MOTION - Adjournment:

Brittani Jones moved to adjourn the meeting. Dina Schultz seconded the motion, which was carried unanimously.

The board meeting was adjourned at approximately 4:33 p.m.

Minutes submitted by Samantha Dunkin, Executive Assistant.

Barbara Knowlton

Barbara Knowlton, President