Domestic Violence Intervention Services, Inc. (DVIS)
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MINUTES OF THE DVIS BOARD MEETING

September 22, 2026 @ 11:30 a.m.

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

WELCOME & CALL TO ORDER:

President of the Board of Directors, Heather Earnhart, welcomed everyone to the meeting. Heather officially called the meeting to order at 11:30 a.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:

Scott Bonnallie (0)
Belinda Butler (1)
Heather Earhart (0)
Don Henderson (0)
Jeff Herbers (0)
Barbara Knowlton (0)
Jeff Paden (0)
Robert Ream (1)
Dina Schultz (0)
Josh Showman (0)
Jeff Snodgrass (0)
Rhiannon Thoreson (1)
Mike Thornberry (0)
Kimee Wind-Hummingbird (1)

DVIS board directors not present:

Barbara Abercrombie (1)
Barrow, Trey (2)
Bertram, Sharon (1)
Michael Chromy (1)
Amanda Hanus (1)
Rosemary Harris (1)
Chelsea Herring (1)
Cynthia Simmons Taylor (1)

No Emeritus Board members were present.

DVIS staff and Interns attending were:

Amy Hossain
Trina Lee
Tracey Lyall
Alicia Slyter
Rose Turner
Carey Wood
Laurel Williamson
Samantha Dunkin

MISSION MOMENT:

Trina Lee, director of legal advocacy, presented PowerPoint slides describing the DVIS legal team's positions, experience, and responsibilities, including safety planning with every client and providing support and guidance to those seeking protective orders. She noted that the only attorney on the team has a caseload of 30, and that three court advocates work onsite in the Tulsa or Creek County courtrooms, one of whom specializes in Rapid Intervention (RIT) cases involving felony charges. The RIT cases are identified through collaboration with local law enforcement.

CONSENT AGENDA:

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

- Minutes - August 25, 2026 Board Meeting
- Human Resources – Adjusted Work Schedule Policy, revised

MOTION – Consent Agenda:

Belinda Butler moved to approve the consent agenda items. Dina Schultz seconded the motion, which was carried unanimously.

EXECUTIVE COMMITTEE REPORT:

Dina Schultz, DVIS board secretary, told the directors that the annual disclosure statement process revealed a potential professional conflict of interest for Heather Earnhart related to the legal firm Hall Estill, with whom DVIS has engaged as counsel. Heather clarified that she is not involved in the current litigation the firm is handling. Dina announced that the Executive Committee will review the disclosure statement at its next meeting to determine if a conflict exists and will bring its formal recommendation to the Board at the October meeting. The Board did not discuss this matter further.

CHIEF EXECUTIVE OFFICER'S REPORT:

Tracey Lyall, chief executive officer, announced that the court reversed the prior week's decision to vacate the 2027 HUD Continuum of Care grant. However, another organization appealed that decision, so the process may stall again. If implemented, this process would require the agency to hold master leases on properties where HUD funds house survivors. Until then, DVIS will continue under current grant awards, where Rapid Rehousing funds provide rental assistance to survivors.

As part of Domestic Violence Awareness Month, Tracey reminded the directors that the annual open house is scheduled for 9:00–11:00 a.m. on October 29. Key supporters, local legislators, and board directors are encouraged to attend.

Tracey reported that the newly re-established property committee is coming together well, and she appreciates the help she has received with recruiting members. The committee will schedule its first meeting soon to discuss maintenance needs. The committee sign-up sheets were recirculated to allow directors who were absent from the previous meeting to register for committees.

Tracey explained that DVIS conducts an agency-wide culture survey every other year and a sample of the survey draft was provided in the meeting packet. In off years, 360 surveys are issued for all Leadership Team members. This year, DVIS will release the culture survey in October via an in-house platform, with responder anonymity as a priority. Once DVIS compiles the survey results into a report, it will be shared with the Board directors.

AUDIT COMMITTEE REPORT:

Mike Thornberry, audit committee chair, presented a brief review of the audit statement, noting that the financials showed no unusual items. The audit found no material weaknesses or significant deficiencies. One low-level control deficiency was noted, relating to a failure to withhold a 401(k) deduction from an employee's bonus. Chief Financial Officer Carey Wood stated that plan elections will be adjusted to correct the issue and noted that bonus pay is rare. Mike recommended that DVIS accept the report but advise the auditors that DVIS does not consider the missed bonus deduction to be a control deficiency. He further recommended that the Board approve the draft audit of the 401(k) plan.

MOTION – Audit Draft for 401k Plan

Barbara Knowlton moved to approve the audit draft for the 401k plan. Robert Ream seconded the motion, which was carried unanimously.

FINANCE COMMITTEE REPORT:

Jeff Herbers, finance committee chair, presented a brief review of the financial statements for the period ending August 31, 2026. He reported that actual results were very close to the budget. Although August and the first two months of the fiscal year had losses, the budget anticipated a loss for the two-month period, and actual results were better than budgeted, which gave a favorable variance.

Jeff reported that cash decreased from the previous month because payments from the Oklahoma Attorney General's (AG) Office were delayed. The AG's office has a new billing system, which is causing the delays, and DVIS anticipates payment within 30 days.

EDUCATION & OUTREACH COMMITTEE REPORT:

Rhiannon Thoreson, education and outreach committee chair, briefly reviewed the report provided in the meeting packet and highlighted upcoming event dates.

PROGRAM COMMITTEE REPORT:

Rose Turner, chief administrative officer, referred to the review letter DVIS received after the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) biannual audit. The letter confirmed DVIS's compliance with the training and policy requirements prescribed by ODMHSAS-contracted programs. She noted that the new staff training process DVIS implemented this year has helped with some of the required audit documentation.

RISK MANAGEMENT COMMITTEE REPORT:

Committee Chair Barbara Knowlton reported that CFO Carey Wood had identified several property and IT risk categories for the committee's consideration. Carey will continue to attend committee meetings, and the committee will begin reviewing her suggestions.

Barbara noted that last quarter there were 45 incidents, including chest pain, pregnancy-related concerns, and complications from post-strangulation. The next Risk Management committee meeting will be held on November 12.

HUMAN RESOURCES COMMITTEE REPORT:

Barbara Knowlton, committee co-chair, briefly reviewed the report in the meeting packet and highlighted staffing statistics, noting low employee attrition.

Tracey Lyall explained that last-minute editing suggestions were made to the Electronic Devices Policy revision and that HR legal advisement has reviewed the policy. The Board received the revised version for review before the day's meeting, and Heather Earnhart requested a motion to approve.

MOTION – Electronic Devices Policy, revised

Barbara Knowlton moved to approve the proposed revised Electronic Devices Policy. Mike Thornberry seconded the motion, which was carried unanimously.

DEVELOPMENT & COMMUNICATIONS REPORT:

Laurel Williamson, communications manager, briefly reviewed the development report that was included in the meeting packet. She emphasized the enthusiastic support of over 200 volunteers at DVIS facilities during the annual Day of Caring sponsored by the Tulsa Area United Way. Alicia Slyter, development assistant, announced the internal fundraising drive for the United Way. She stated that DVIS plans to earn the "Best of the Best" designation through the annual campaign. As part of the drive, she asked directors to support the effort by donating items for a silent auction on October 22.

OTHER:

There was no other business discussed.

NEW BUSINESS:

There was no new business discussed.

ADJOURNMENT:

MOTION - Adjournment:

Mike Thornberry moved to adjourn the meeting. Jeff Snodgrass seconded the motion, which was carried unanimously.

The board meeting was adjourned at approximately 12:20 p.m.

Minutes submitted by Samantha Dunkin, Executive Assistant.

Dina Schultz

Dina Schultz, Secretary