



MINUTES
REGULAR BOARD MEETING
April 18, 2019
1940 Linwood Blvd, Oklahoma City
11:30 a.m.

I. Introduction of Guests and Visitors: Ryan O'Toole, President

Guests: Major Nick Elias, James Randell, Teri Ogle, Deputy Chief Gourley, Robyn Healy (advisory board)

Staff in attendance: Connie Schlittler, Suzanne Graham, Michael Cody, Jennifer Francis, Shilmila White.

II. Firststep Presentation-Speaker from Men's Firststep presented his recovery story and current status at Men's Firststep

I. Roll Call and Call to Order: Connie Schlittler, Executive Director A quorum was present. President Ryan O'Toole called the meeting to order at 11:45 p.m.

Board Members Present: Ryan O'Toole, Connie Weber, Diane Strube, Kevin Combs, Jimmy Durant, Barbara Young, Catt Burton, Linda Cravens

Absent: Chad Alexander, Scott Brown, Bonny Green , William Kerr, Charles Freede, Gary Wood

III. New Board Member Nominations-Review and Approve: Ryan O'Toole
Action Needed

- a) Wade Gourley, Oklahoma City Police Department, Appointed by Chief City
- b) Terri Ogle, nominated by Catt Burton
- c) James Randell, nominated by Connie Weber and Connie Schlittler

Introduction of each new board member by nominating member was led by

O'Toole. Cravens made the motion to accept the minutes. Combs seconded the motion. **YES**

VOTES: Ryan O'Toole, Connie Weber, Diane Strube, Kevin Combs, Jimmy Durant, Barbara Young, Catt Burton, Linda Cravens **NO VOTES:** None. Motion passed unanimously

IV. Minutes of Regular Board Meeting and Executive Session January 17, 2019, February
Minutes. Review and approve: Action Needed

Weber made the motion to accept the minutes. Young seconded the motion. **YES VOTES:**

Ryan O'Toole, Connie Weber, Diane Strube, Kevin Combs, Jimmy Durant, Barbara Young,

Catt Burton, Linda Craven, Randell, Gourley **NO VOTES:** None. Motion passed unanimously

V. Financial Reports (December) Review and Approve: Diane Strube

Action Needed

The Financial Report was given by Diane Strube. Worker's Comp quarterly payment was \$45,000. Staff used cash reserve and line of credit. Future payments will be substantially less. Financial report is currently showing the depreciation for the year as well as capital expenditures for the Men's Lodge. Since Men's Lodge is funded with "loans" this is not be reflected on the financial report, per recommendation of the auditor. The loans for the Men's Lodge do not have to be repaid if the program operates housing for 20 years (city agreement) and 40 years (state agreement). Durant made the motion to approve, Burton seconded the motion. **YES VOTES:** Ryan O'Toole, Connie Weber, Diane Strube, Kevin Combs, Jimmy Durant, Barbara Young, Catt Burton, Linda Cravens, Randell, Gourley **NO VOTES:** None. Motion passed unanimously

a. Increase Line of Credit-Review and Approve: Diane Strube

Action Needed. Former board treasurer Cheryl Borelli has recommended an increase in the line of credit. This is for unexpected short term financial shortages. There was discussion about this. Randell made motion to approve. Second by Young. **YES VOTES:** Ryan O'Toole, Connie Weber, Diane Strube, Kevin Combs, Jimmy Durant, Barbara Young, Catt Burton, Linda Cravens, James Randell, Wade Gourley **NO VOTES:** None. Motion passed unanimously

b. Update Procurement policy (reviewed and approved by Executive Committee).

Review and approve. Action Needed.

Combs made motion to approve. Second by Young. **YES VOTES:** Ryan O'Toole, Connie Weber, Diane Strube, Kevin Combs, Jimmy Durant, Barbara Young, Catt Burton, Linda Cravens, James Randell, Wade Gourley **NO VOTES:** None. Motion passed unanimously

c. Give authority to staff and board representatives to sell or dispose of current real estate owned by agency. Action Needed

Schlittler reported a property owned by the agency in NE Oklahoma County needs considerable maintenance. The adjacent owner has made the agency an offer to purchase the property. General discussion. Board member Charles Freede has researched the title on behalf of the board and will make sure agency has clear title to transfer any properties currently owned. The agency also owns property in Edmond near UCO.

Combs made motion to approve. Seconded by Young. **YES VOTES:** Ryan O'Toole, Connie Weber, Diane Strube, Kevin Combs, Jimmy Durant, Barbara Young, Catt Burton, Linda Cravens, James Randell, Wade Gourley **NO VOTES:** None. Motion passed unanimously

VI. Consent Docket: Items as listed were sent in advance to board members for review: Reports from PIA, Men and Women's Firststep, Executive Director and Chief Operation Officer.

Review and approve. Action Needed.

Strube made motion to approve. Seconded by Combs. **YES VOTES:** Ryan O'Toole, Connie Weber, Diane Strube, Kevin Combs, Jimmy Durant, Barbara Young, Catt Burton, Linda Cravens, James Randell, Wade Gourley **NO VOTES:** None. Motion passed unanimously

VII. Staff Reports

- a. **Program Reports:** Jennifer Francis, Women's Firststep, Mike Cody, Men's Firststep, Shilmila White, PIA
- b. **COO Report: Suzanne Graham**
- c. **Executive Director Report:** Connie Schlittler, Executive Director

Staff reported on their program areas as reflected in the consent docket reports. Executive Director presented a powerpoint on the current financial issues (previously addressed on the agenda) and future goals related to grant awards.

**VIII. Strategic Plan Update-
Review and approve. Action Needed**

"No action" was recommended by the board for this item.

IX. Committee Reports:

- a. **Beans and Cornbread Fundraising Committee, Connie Weber**

Reviewed current registrations and sponsorship received to date. Encouraged everyone to attend and bring friends to the event.

X. President's Report: Ryan O'Toole, President

Ryan reflected on the activities of the agency and staff work to accomplish goals.

XI. New Business

None

XII. Adjournment