



MINUTES
REGULAR BOARD MEETING
February 20, 2020
1940 Linwood Blvd, Oklahoma City
11:30 a.m.

I.

I. Introduction of Guests and Visitors: Connie Weber, President

II. Roll Call and Call to Order: Alex Woolly, Office Assistant, called roll. A quorum was not present. No motions were made, and all actions were moved to the next meeting.

- a. Board Members Present: Connie Weber, Bonny Green, Scott Brown, Kevin Combs, Linda Cravens, William Kerr, Gary Wood
- b. Absent: Diane Strube, Catt Burton, Jimmy Durant, Chief Gourley, Robyn Healy, Ryan O'Toole, Frank Turner, Betsy Waller, Barbara Young
- c. Staff in attendance: Alex Woolly, Jennifer Francis, Suzanne Graham, Steve Gates, Shilmila White, Robin Wong, April Prentice

III. Minutes of Board Meetings, December 2019 Review and approve:

Action needed – action moved to next meeting

IV. Financial Reports (January) Review and Approve: Bonny Green, Treasurer

- a. By suggestion of the recent audit, we have removed the Miscellaneous category. This provides more clarification among the accounts and transactions.
- b. Also by recommendation of the audit, we are now identifying grants and gifts in different ways to also provide more clarification.
- c. January's 3 pay periods caused some abnormalities in the accounts, but it is being handled and planned for.
- d. Flows and expenditures are now almost even.

Action needed – action moved to next meeting

V. Conflict of Interest/Code of ethics: Review and sign

VI. Amended 2020 Board Meeting Dates: Review and approve – action moved to next meeting

VII. Consent Docket: Review and approve Consent Docket The 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.

Action needed – action moved to next meeting

VIII. Staff Reports

- a. Program Reports
 - i. Robin Wong, Women's Firststep
 - 1. Women's kitchen is now open and being used. The ladies love the new space and its going very well.

2. Opening event will be March 6. It will be a continental breakfast held in the new kitchen. There will be tours going on as well.
 3. Numbers are beginning to come up after the slump of the holidays.
 4. Now working with peaceful family solutions on a new program involving the children of the clients. The purpose is to help the children gain skills and knowledge to deal with having a parent struggling with addiction.
- ii. Steve Gates, Men's Firststep
 1. Numbers are also going up since the holidays. The daily average has stayed at about 63 men in January.
 2. Worksites and client numbers will improve as the warmer months come along.
 3. New solutions have been implemented making the intake process more efficient.
 4. Kitchen staff has been working hard with new staff to create better meals and the men have voiced their opinions on the improvement.
 5. Staff has set new boundaries and as a result the community has improved overall in morale and attitude.
 - iii. Shilmila White, PIA
 1. Weekend positions have recently been filled
 2. Group from Norman wants to tour soon. They are looking into building a PIA type facility as well.
 3. Completed CPR and safety certifications this past week for 20 of our employees from all OKCMA programs. The first of the year is used to focus on safety and training for all employees throughout the agency.
- b. Executive Director and COO Report
 - i. Compliance monitoring took place last week. The final report will come out soon.
 - ii. Grant Update
 1. The top giving grants were researched in Oklahoma. In order to apply and look deeper into more grants.
 2. Applied for Inasmuch last week
 3. Kern Grant awarded and available in June.
 - iii. Mens lodge is still coming along very quickly
 - iv. Lodge funds that originally were a couple projects grouped together have been separated to better understand the funding needed for specific projects.
 1. Payments, costs, etc. have been clarified and made more accurate to make payment options understood by all member of staff and the board.
 - v. OKCMA is being named Partner of the Year by Oklahoma County Drug Court. This is an encouraging acknowledgement and achievement that will benefit the agency greatly in the future.

IX. Committee Reports

- a. Beans & Cornbread planning is coming along nicely and on track.
- b. Catt Burton has officially been named the speaker
- c. If any board member has names to suggest to invite to Beans & Cornbread, please submit those to staff so they can be invited.

X. Presidents Report

- a. Bylaw review committee needs another member
- b. Board member orientation will be held with the Women's Firststep Kitchen Opening event.

XI. Old Business

XII. New Business

XIII. Adjournment