



REGULAR BOARD MEETING MINUTES
1940 Linwood Blvd., OKC, OK 73106
Meeting of January 17th, 2019
MINUTES

- I. Introduction of Guests and Visitors:** Keith Pirtle, Major Nick Elias, Tracey Strader, Nancy Anthony, Alicia Cervantes, social work student

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

- II. Presentation of OCCF Wellness Grant Award:** Tracey Strader and Nancy Anthony of the Oklahoma Community Foundation presented OKC Metro Alliance board \$6,000 check, half of the \$12,000 grant award. The grant will benefit the Women's Firststep and encourage a healthy lifestyle focusing on fitness. The grant will allow purchase of shoes, as well as equipment and fitness and nutrition classes. Mrs. Anthony also provided a short presentation on the partnership between OKC Metro Alliance and the community foundation. She distributed a financial report on the current endowment at the foundation.

- III. Roll Call and Call to Order:** Susan Martin Corporate Business Manager called roll. 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, Chief Jeff Becker, Kevin Combs, Jimmy Durant, Charles Freede, Bonny Green, Gary Wood, Barbara Young

Absent: Chad Alexander, Scott Brown, Catt Burton, Linda Cravens, William Kerr

- IV. Minutes of Regular Board Meeting and Executive Session:** Kevin Combs made the motion to accept the minutes. Barbara Young seconded the motion. **YES VOTES:** Ryan O'Toole, Connie Weber, Diane Strube, Chief Becker, Kevin Combs, Jimmy Durant, Charles Freede, Bonny Green, Gary Wood, Barbara Young. **NO VOTES:** None. Motion passed unanimously

- V. Financial Report: December:** The Financial Report was given by Diane Strube. Ms. Strube stated financials are really good six months into the fiscal year. She noted our accounts payable. We ended the month with a deficit. The agency made a \$23,000 match payment on two new vans through the Department of Human Services. There are also several invoices pending payments from the City of Oklahoma City for Men's Lodge. Connie Weber made the motion to approve, Kevin Combs seconded the motion. **YES VOTES:** Ryan O'Toole, Connie Weber, Diane Strube, Chief Becker, Kevin Combs, Jimmy Durant, Charles Freede, Bonny Green, Gary Wood, Barbara Young. **NO VOTES:** None. Motion passed unanimously

- VI. Consent Docket:** The Consent Docket items were sent in advance for board review. Docket Items included: PIA December 2018 Report, Men's and Women's Firststep Report for

December 2018, Chief Operating Officer Report, -December 2018, and Executive Director Report. Motion was made Diane Strube and seconded by Barbara Young. **YES VOTES:** Ryan O'Toole, Connie Weber, Diane Strube, Chief Becker, Kevin Combs, Jimmy Durant, Charles Freede, Bonny Green, Gary Wood, Barbara Young. **NO VOTES:** None. Motion passed unanimously

VII. STAFF REPORTS:

- a) **Program Reports:** Jennifer Francis, Women's Firststep, Mike Cody, Men's Firststep
Women's Report: Jennifer Francis reported that the women had a fantastic Christmas. Every child had a gift as well as a pair of pajamas. The women that were on campus this year invited their families out and they were able to have a nice Christmas dinner together.
She also stated the numbers that are testing for the GED are higher than ever. They will have a graduation ceremony on campus for those that receive their GED while at Firststep.
Men's Report: Suzanne Graham gave report for Men's, and the men really enjoyed their Christmas gifts, including leisure pants and socks from the board. They also visited Chickasha Festival of the Lights this year.
- b) **COO REPORT:** Suzanne advised the board that she had passed out surveys to all of the clients. She will have a report on those at the next board meeting.
- c) **Executive Director Report:** Powerpoint presentation was presented summarizing some of the previous year's achievements including increased donations, groundbreaking on Men's Lodge, fundraiser, and grant received. Connie reported on the short term PIA grant received this past fall. Funding for Keith Pirtles's position, funded under the grant, is set to end in the next week. Pirtle will be meeting with Arnall Family Foundation as well as Chief Becker and others to report on his findings. The PIA data has been entered into our case management information system, Apricot. We have a contractor entering data for 2018 into the system. So far there are 1,300 detainee records entered for first 7 months of the year. Based on the study findings, the agency is seeking private funding for two full time case managers and possibly two part time recovery support specialists to assist PIA detainees with short-term needs and referrals to services. Schlittler also reported on donations received and ability to track through the Donor Perfect software system. Schlittler provided a short update on the Women's Firststep kitchen and Men's Lodge projects. In regard to the Women's Kitchen, A pre-bid conference is scheduled for January 28. There is a planned meeting February 4 with Arnall Family Foundation to review the cost estimate created by Bill White and seek a funding commitment. As for the Men's Lodge, construction has started. The construction team is holding an owner's meeting every other Monday afternoon at the Men's Firststep. The General Contractor is estimating completion 200 days from the time they start, possibly by September.

VIII. COMMITTEE REPORTS:

a) **Beans and Cornbread Fundraising Committee Connie Weber:** Argus Hamilton has been confirmed to be guest speaker at Luncheon. Robyn Healy has produced a Firststep video which will be shown at the event. We will again recognize employers as previously done. The theme is "Live, Laugh, Love, Recover,(Dance)". The Save the Date cards will be going out very soon. Barbara Young is going to contact Rev. Bob Long to provide the invocation. Gary Wood said that Mike Turpen will again emcee the event. Jimmy Durant requested that we invite Glenn Johnson, classmate of Argus Hamilton.

IX. PRESIDENTS REPORT: Ryan reported working closely with the Executive Director on agency issues. He reported that a lot of great things are going on. He also thanked Deputy Chief Becker and OKCPD for all they are doing. Ryan stated the continuing support through grant and donations has been much appreciated and the "NEED" is there.

X. Executive Session to discuss Department of Labor findings: Jimmy Durant made the motion, Chief Becker seconded. **YES VOTES:** Ryan O'Toole, Connie Weber, Diane Strube, Chief Becker, Kevin Combs, Jimmy Durant, Charles Freede, Bonny Green, Gary Wood, Barbara Young. **NO VOTES:** None. Motion passed unanimously.
Board went into executive session.

XI. New Business: None

XII. Adjournment: Ryan O'Toole adjourned meeting at 1:00 p.m.