



**MINUTES**  
**REGULAR BOARD MEETING**  
**January 16, 2020**  
**1940 Linwood Blvd, Oklahoma City**  
**11:30 a.m.**

- 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 present. President Connie Weber called the meeting to order at 11:45 pm.

**Board Members Present:** Ryan O'Toole, Connie Weber, Diane Strube, Bonny Green, Catt Burton, Scott Brown, Kevin Combs, Jimmy Durant, Gary Wood, Barbara Young, James Randell

**Absent:** Chad Alexander, Chief Gourley, William Kerr, Terri Ogle, Betsy Waller

**Staff in attendance:** Alex Woolly, Jennifer Francis, Suzanne Graham, Steve Gates, Shilmila White, Robin Wong

- III. Minutes of Board Meetings, December 2019 Review and approve:**  
Action needed – Catt Burton moved to approve, Gary Wood seconded.

**Those in favor:** Ryan O'Toole, Connie Weber, Diane Strube, Bonny Green, Scott Brown, Kevin Combs, Jimmy Durant, Barbara Young, James Randell

**No opposed.** Motion carried.

- IV. FY2019 Audit, Jaena Poppe, Rose Rock CPAs, PLLC. Review and Approve:**  
**Jaena Poppe** – Overall there were very few adjustments made during the audit. Management worked hard and complied with all requests.

Action needed – Ryan O'Toole moved to approve, Bonnie Green seconded.

**Those in favor:** Connie Weber, Diane Strube, Scott Brown, Kevin Combs, Jimmy Durant, Barbara Young, James Randell, Catt Burton, Gary Wood

**No opposed.** Motion carried.

- V. Financial Reports (December) Review and Approve: Bonny Green, Treasurer**  
**Bonny Green** – There is still lots of construction going on. Over the years the company wages have increased and this shows that the organization is growing. The organization is in a good place and is continuing to grow.

Action needed – Ryan moved to approve, Barbara Young seconded.

**Those in favor:** Connie Weber, Diane Strube, Scott Brown, Kevin Combs, Jimmy Durant, James Randell, Catt Burton, Gary Wood, Bonnie Green

**No opposed.** Motion carried.

- VI. 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 – Bonny Green moved to approve, Ryan O'Toole seconded.

**Those in favor:** Connie Weber, Diane Strube, Scott Brown, Kevin Combs, Jimmy Durant, Barbara Young, James Randell, Catt Burton, Gary Wood  
**No opposed.** Motion carried.

## **VII. Staff Reports**

### **a. Program Reports:**

Robin Wong, Women's Firststep,

1. It was a great Christmas and all ladies were able to provide gifts to their children.
2. The ladies also received gifts
3. Numbers are a little down as they traditionally are at this time of year.
4. Final occupancy of the new kitchen was received and there will be an opening breakfast in March.

Steve Gates, Men's Firststep,

1. The men also had a great December
2. The new parking lot and driveway at the Men's Lodge is finally in and usable
3. Numbers are at an average as of right now, however, there are eight on a waiting list.
4. Currently looking for more jobs and there are three job contracts that are currently on the horizon

Shilmila White, PIA

1. 261 individuals served in December
2. Donations keep coming in and are appreciated
3. There is an upcoming safety and first aid training for all staff in the near future.

### **b. COO Report: Suzanne Graham**

1. We are very thankful for all of the progress that has been made recently in all of our programs and the continued growth our agency has shown.
2. The Zarrow grant was submitted yesterday and is a great partnership for the agency.

### **c. Executive Director Report: Jennifer Francis**

1. There is a positive atmosphere and all around attitude in both the programs and the offices. The staff sincerely cares and wants to connect.
2. The Women's Kitchen is ready to go, there is a slight plumbing issue that is being dealt with at the time.
3. Men's Lodge is coming along. Dry wall is up and it is starting to really come together very quickly.
4. There are pending grants and several new options that will be taken into consideration soon.
5. CARF accreditation is something that is obtainable and looks good for our organization. It affirms how facilities operate is a stamp of excellence for the company.
6. In order to make sure that we are complying to the Open Meetings Act, we have ordered the most recent edition of the book and will be looking into the bylaws in the near future.
7. OU School of Psychiatry is still very interested in working with the organization. We are open to listening to what they have to offer to the programs and what benefits the whole organization can gain.

## **VIII. Committee Reports:**

### **a. Fundraising Committee, Connie Weber**

Beans and Cornbread date change to May 21, 2020

**IV. President's Report:** Connie Weber, President

**New board nominations:** Frank Turner and Robyn Healy

Action needed – Catt Burton moved to approve, Diane Strube seconded.

**V. Old Business**

**VI. New Business**

Jimmie Durant recommended to accept and approve the Executive Board's decision to hire Jennifer Francis as Executive Director at discussed salary.

Catt Burton Seconded.

**Those in favor:** Ryan O'Toole, Connie Weber, Diane Strube, Bonny Green, Scott Brown, Kevin Combs, Gary Wood, Barbara Young, James Randell

**No opposed.** Motion Carries

**VII. Adjournment**