



**Minutes**  
**REGULAR BOARD MEETING**  
**November 14, 2019**  
**1940 Linwood Blvd, Oklahoma City**  
**11:30 a.m.**

- I. **Introduction of Guests and Visitors:** Ryan O'Toole, President
- II. **Roll Call and Call to Order:** Alex Woolly, Office Assistant, called roll. A quorum was present. President Ryan O'Toole called the meeting to order at 11:45 pm.

**Board Members Present:** Ryan O'Toole, Connie Weber, Bonny Green, Catt Burton, Kevin Combs, Linda Cravens, Gary Wood, Barbara Young, Nick Elias  
**Absent:** Chad Alexander, Scott Brown, Jimmy Durant, Charles Freede, William Kerr, James Randell, Terri Ogle  
**Staff in attendance:** Alex Woolly, Jennifer Francis, Suzanne Graham, Steve Gates, Shilmila White

- III. **Minutes of Board Meetings, September 2019 Review and approve:**  
Action Needed – Gary Wood moved to approve. Barbara Young seconded.
- IV. **Financial Reports (June-end of year, July, August, September, Oct) Review and Approve:**  
**Diane Strube, Treasurer**  
Action Needed  
Diane Strube reported on income, current account numbers, and concerns previously expressed by the board. Overall stated that the numbers point to an overall good report.  
  
Strube recommended to go ahead and approve June, July, August and September financial reports even though the audit is not completed.  
Ryan O'Toole moved to approve. Bonny Green seconded.  
**Those in favor:** Connie Weber, Catt Burton, Linda Cravens, Gary Wood, Barbara Young, and Nick Elias  
**Those opposed:** Kevin Combs  
Motion carries.
- V. **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 – Barbara Young moved to approve. Diane Strube seconded.  
**Those in favor:** Connie Weber, Catt Burton, Linda Cravens, Gary Wood, Nick Elias, Kevin Combs, Bonny Green  
**No opposed**  
Motion carries.
- VI. **Staff Reports**
  - a. **Shilmila White, PIA:** Transition to new software for the officers and staff has been smooth. Donations needed for detainees.
  - b. **Steve Gates, Men's Firststep:** There has been a good development of employees with common goals. Graduating four guys in the near future and three new employees. GED programs have been extremely successful thanks to the current teacher.

- c. **Jennifer Francis, Women's Firststep:** Robin Wong temporarily coming back to help at Women's. All the food for the Women's Thanksgiving meal has been donated. Jobs decreased as normal for the winter months, but a few new jobs were gained at Eileen's Cookies and the Civic Center Foundation
- d. **COO Report and Interim Executive Director Report Suzanne Graham and Jennifer Francis**
  - 1) **Focuses:** Get beds full, maintain all clients having work, focus on client's needs, cut spending
  - 2) **OU Dept. of Psychiatry:** Meeting set to possibly have them provide services at Firststep
  - 3) **Inasmuch Grant:** received \$30,000 towards certification project
    - 1. Used for licensed staff or towards mens kitchen
  - 4) **Grant Update:** Zorrow \$15,000 , Gaylord \$100,000 pending with mens kitchen
  - 5) **Women's Kitchen Update:** 95% complete, waiting on OAC to turn on power and final inspections will be within 2 days of power being on.
  - 6) **Men's Lodge Update:** scheduled opening April 2020, current funding hasn't changed, grants still to be written
  - 7) **2020 Big Issues:**
    - 1. Dept. of Labor case still open
    - 2. Big event with OU, 50-100 students coming out to help clear out women's lagoon
  - 8) **Cost Savings:**
    - 1. Staffing
    - 2. Expenses – all reviewed
    - 3. Revenue – always need new work sites. historically low participation in winter months
    - 4. Needs – clothing donations needed for both Men's and ~~PC~~

**VII. Committee Reports:**

- a. **Fundraising Committee, Connie Weber**  
Beans and Cornbread April 16 – meetings coming soon

**VIII. President's Report: Ryan O'Toole, President**

- a. **New officer nominations for 2020: Action Needed – moved to next meeting**
- b. **New board member nomination: Betsy Waller (appointment by Councilor JoBeth Hamon)**  
Action Needed  
Gary Wood moved to approve. Kevin Combs seconded.  
Those in favor: Connie Weber, Diane Strube, Bonny Green, Linda Cravens, Barbara Young, Nick Elias, Catt Burton  
No opposed. Motion carries.

**IX. Old Business**

**X. New Business**

**XI. Adjournment**