



MINUTES
BOARD MEETING
April 23, 2020
Webex Meeting
11:30

- I. **Introduction of Guests and Visitors:** Connie Weber, President
- II. **Roll Call and Call to Order:** Alex Woolly, Office Assistant

Board Members Present: Connie Weber, Diane Strube, Bonny Green, Scott Brown, Catt Burton, Linda Cravens, Jimmy Durant, Robyn Healy, William Kerr, Ryan O'Toole, Betsy Waller, Gary Wood, Barbara Young

Absent: Kevin Combs, Chief Wade Gourley, Frank Turner

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

- III. **DOL update, Jennifer Francis:** DOL keeps changing. DOL came back with what they believed we owe as back wages over \$400,000, to which we declined. The original number was 1.8 million dollars, to which they believed we were getting a good price. The next day they contacted Melvin and said their numbers were wrong and they said \$600,000 was the new total owed, but they will honor the \$400,000. OKCMA said they do not agree with that number and there were issues with their calculations, such as estimated numbers without accurate information. The source of disagreement is the categories of labor. By their own admission the DOL's numbers are incorrect, so we went back to our investigation period and went over our numbers again. Looking at how our money and expenses went directly back into the programs. The plan as of this morning is to go back with about a \$15,000 - \$20,000 estimate. Melvin this morning gave an update that with some research into some salvation army cases are extremely close to our case and if we align ourselves with those cases, our work elements will fall into the same category. Even if the DOL comes back and disagrees with our numbers, then we have even more cases to back us up. Also the attorney fees and expenses were calculated from the beginning for the board to view and discuss.

Gary Wood motioned to object the settlement number of \$400,000 to the DOL. William Kerr seconded.

Those in favor: Connie Weber, Diane Strube, Bonny Green, Scott Brown, Catt Burton, Linda Cravens, Jimmy Durant, Robyn Healy, William Kerr, Ryan O'Toole, Betsy Waller, Gary Wood, Barbara Young

No opposed. Motion carried.

- IV. **Minutes of Board Meetings, January 2020, February 2020, April 6, 2020 Review and approve:** Action Needed—Jimmy Durant moved to approve, Barbara Young seconded.

Those in favor: Connie Weber, Diane Strube, Bonny Green, Scott Brown, Catt Burton, Linda Cravens, Jimmy Durant, Robyn Healy, William Kerr, Ryan O'Toole, Betsy Waller, Gary Wood, Barbara Young

No opposed. Motion carried.

- V. **Review of By-laws and approve:** Change in the board being able to call in or video conference in. The agenda now only has to be posted 24 hours in advance also makes it easier for the board to have more say in new board members.

Action needed—William Kerr moved to approve, Ryan O’Toole seconded.

Those in favor: Connie Weber, Diane Strube, Bonny Green, Scott Brown, Catt Burton, Linda Cravens, Jimmy Durant, Robyn Healy, William Kerr, Ryan O’Toole, Betsy Waller, Gary Wood, Barbara Young

No opposed. Motion carried.

- VI. **Financial Reports (January, February, March 2020) Review and Approve: Bonny Green, Treasurer**

The number of people we are serving is down and the numbers match that. The total income is down but some grant money has come in and helped a lot. Misc. category is being added to and the money needs to be accounted for. The CPA and Rhonda are actually going back into that and categorizing the funds going in and out of that account. They are working on completely getting rid of that category. If you look at all our total incomes and expenses we are at a slight negative, the concern is that we need to know what grants are paying for what and what the loan is going towards. The loan will help us tremendously.

Action Needed—Jimmy Durant moved to approve, Barbara Young seconded.

Those in favor: Connie Weber, Diane Strube, Bonny Green, Scott Brown, Catt Burton, Linda Cravens, Jimmy Durant, Robyn Healy, William Kerr, Ryan O’Toole, Betsy Waller, Gary Wood, Barbara Young

No opposed. Motion carried.

- VII. **Consent Docket: Review and approve** 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 Operating Officer. (Reports from January, February, and March)

Action Needed—Bonny Green moved to approve, Barbara Young seconded.

Those in favor: Connie Weber, Diane Strube, Bonny Green, Scott Brown, Catt Burton, Linda Cravens, Jimmy Durant, Robyn Healy, William Kerr, Ryan O’Toole, Betsy Waller, Gary Wood, Barbara Young

No opposed. Motion carried.

- VIII. **Staff Reports:**

1. Robin Wong, Women's Firststep

- a) Open house was wonderful and a proud moment to be able to show off the campus and new dining.
- b) We are all doing well at Women’s, even though the numbers are low with graduates going out and no new incomes. The morale and jobs are great and everyone is still working.
- c) The program’s studies are still continuing. The weekends consist of game night, charades, and talent shows. They have overcome new adversities being thrown at us.

2. Steve Gates, Men's Firststep

- a) Regular meetings and studies are continuing in new fashions at Men’s

- b) Church services are being streamed on Sundays.
 - c) The leaders have been really great about keeping the guys busy with softball and on campus games and activities. It has been positive and working a lot better than expected.
3. Shilmila White, PIA
- a) PIA is being as safe and cautious as possible with the detainees.
 - b) Cots are spaced out and numbers are limited with both men and women
 - c) The staff are in overdrive with new cleaning habits and disinfecting surfaces as much as possible. They also wear masks and daily safety precautions and reminders are being taken.
 - d) Number of intakes are down because of closures. The officers are also on the same page with being safe and we are providing them with PPE when possible.
4. COO Report: Suzanne Graham
- a) A \$50,000 grant proposal was written to the Crescent Foundation.
 - b) Looking to furnish the new mens lodge by reaching out to commercial supply distributors to get items selected and purchased soon.
 - c) New steps are being looked at and considered on how to take new clients in and keep our current clients and staff safe. New requirements will be in place so a slow reentry to opening the programs fully will be in effect soon.
5. Executive Director Report: Jennifer Francis
- a) We did receive the paycheck protection loan and it was approved very quickly for a great amount.
 - (1) It will cover five pay periods and also will be used for utility payments and everything that implies.
 - (2) Allows us to keep all current staff employed even with the low census.
 - b) The mens lodge is near completion and tours and walk arounds will be allowed as soon as it is finished and safe to do so. The PPE money will free up a lot of funds that were already planned to be used for finishing the lodge.

IX. Committee Reports: Fundraising Committee, Connie Weber

Beans and Cornbread date change November 12, 2020. All other information and details remain the same.

X. President's Report: Connie Weber, President

Executive Committee Meeting in March; The Executive Committee has made the decision to place a donation basket for the provided lunch at board meetings. This will be a way to obtain 100% giving for grant application purposes.

XI. Old Business: Conflict of Interest & Code of Ethics need to be signed yearly by all active board members. If you have not done so, please sign and send to Jennifer Francis or Suzanne Graham.

XII. New Business

XIII. Adjournment