

OKC METRO ALLIANCE, INC.
Regular Board Meeting
1940 Linwood Blvd.
Thursday, November 17, 2011, 11:30 a.m. to 1:00 p.m.
MINUTES OF THE MEETING

- I. Call to Order and Introduction of Visitors and/or New Staff: President Penny Tullis called the meeting to order at 11:45 a.m. President Tullis asked Kim Peterson, CCO, to introduce the new Men's Firststep Administrator, Herb Gilkey to the board. Everyone welcomed Mr. Gilkey. There were no visitors at this meeting.

- II. Roll Call: Roll was called by Talaytha Guest, Corporate Business Manager. A quorum was present.

Board members Present: Penny Tullis, Cheryl Borelli, Jimmy Durant, Charles Freede, Ken McDonald, William Kerr, Ryan O'Toole, Ken Stone, Barbara Underwood, Blake Wade, Gary Wood, Roy Vinyard, and Barbara Young.

Board Members Absent: Robert Dennis, Sara Kyte, Marsha Long, Talmadge Rogers, and Rusty Surette.

- III. Financial Report: The Financial Report was given by Cheryl Borelli, Secretary/Treasurer. Ms. Borelli reported on the October 31st, 2011, Statement of Financial Position which shows a total of \$228,975.57 in the Checking/Savings and Total Fixed Assets of \$1,168,483.80. Total Liabilities and Equity are also at \$1,168,483.80. Ms. Borelli reported that the Statement of Activities by Month, July through October 2011 reflect a positive of \$77,412.34 even though the month of October ended with a negative \$35,140.38. Ms. Simank informed the board that the payroll for the first of November was taken from the agency bank account on October 31st. Taking the November payroll in the month of October would make the wage expense higher than normal and would contribute somewhat to the negative \$35,140.38 for October. Ms. Borelli pointed out that the Budget Profit and Loss Statement v. Actuals looks good.

Motion was made by Charlie Freede to accept the Financial Report and seconded by Ken Stone. Motion passed unanimously.

Yea Votes: Penny Tullis, Cheryl Borelli, Jimmy Durant, Charles Freede, Ken McDonald, William Kerr, Ryan O'Toole, Ken Stone, Barbara Underwood, Gary Wood, Roy Vinyard, Barbara young.

Blake Wade was not present for this vote.

Nay Votes: None

- IV. Consent Docket: The Consent Docket items having been sent out prior to the board meeting were all approved unanimously. There were no questions regarding the consent items.

Motion to pass the Consent Docket was made by Jimmy Durant and Seconded by William Kerr. Motion passed unanimously.

Yea Votes: Penny Tullis, Cheryl Borelli, Jimmy Durant, Charles Freede, Ken McDonald, William Kerr, Ryan O'Toole, Ken Stone, Barbara Underwood, Gary Wood, Roy Vinyard, and Barbara Young.

Blake Wade was not present for this vote.

Nay Votes: None

- V. Agency Nepotism Policy: President Tullis passed out copies of new agency policy regarding hiring practices and nepotism. Motion was made by Cheryl Borelli and seconded by Barbara Young to adopt the policy. Motion passed unanimously.

Yea Votes: Penny Tullis, Cheryl Borelli, Jimmy Durant, Charles Freede, Ken McDonald, William Kerr, Ryan O'Toole, Ken Stone, Barbara Underwood, Gary Wood, Roy Vinyard, and Barbara Young.

Blake Wade was not present for this vote

Nay Votes: None

- VI. Chief Clinical Officer Report: Report was given by Kim Peterson, Chief Clinical Officer. Ms. Peterson told the board about implementing a GED program for Men and Women's Firststep as 31% of the clients do not have a high school diploma or GED. Partnerships have been established with OCCC and Metro Tech for the GED program. Ms. Peterson also told the board that flu shots have been given to all Firststep clients who wanted to take them. Most of the clients participated and we have a healthy environment on our campus. Men's Firststep is

turning in a grant on Friday for two buses similar to the buses that were awarded to the women's program. This bus grant will help us furnish a safe means of transportation for all clients.

- VII. Executive Director Report: Ms. Simank, Executive Director, gave the report. Ms. Simank reported that she has given two tours of Firststep this past month, Councilman Ed Shadid and Mr. Allen Paine, Rotary Club 29 member and businessman in OKC. Ms. Simank further reported that she has retained consultant Denise Caudill, to assist in setting up the outcome measurement system for both Firststep programs. Ms. Caudill will work with staff and hopes to have the first set of outcomes by February when the agency applies for a United Way grant. Ms. Simank told the board the fall newsletter and annual report will be mailed out the week of Thanksgiving. She also told the board that the Bilby Foundation gave the agency a grant in the amount of \$4,000, \$2,000 for the Women's program and \$2,000 for the Men. Board asked if Ms. Simank could provide an informational sheet regarding all of the grants which would be helpful since the agency is now receiving so many. Ms. Simank said she would put this together for next board meeting.

- VIII. Board Committee Reports:

Greenhouse Committee: President Tullis reported to the board about the first Greenhouse Committee meeting which was recently held. She told the board that several professionals in this field attended, Charles Lambert, Horticulture Consultant, OSU Horticulture Director Julia Lofton, and Brian Dougherty of the OKC Community Foundation. Also in attendance were board members Charlie Freede, Jimmy Durant, and Penny Tullis. Recommendations included cleaning out the greenhouse from the tropical plants and work with OSU to raise a crop for their Farmers Market next spring.

Nomination Committee: Blake Wade, Chair, gave the Nominating Committee Report. Mr. Wade reported the following slate of officers for Calendar year 2012 for board consideration:

President: Jimmy Durant
Vice President: Cheryl Borelli
Sec/Treasurer: Gary Wood

Motion was made by President Penny Tullis to elect the above slate of officers since there were no other nominations from the floor. Motion was seconded by William Kerr. Motion passed unanimously.

Yea Votes: Penny Tullis, Cheryl Borelli, Jimmy Durant, Charles Freede, Ken McDonald, William Kerr, Ryan O'Toole, Ken Stone, Barbara Underwood, Gary Wood, Roy Vinyard, Blake Wade, and Barbara Young.

No Votes: None

Blake Wade, Chair reported the committee recommended the following board member to fill an open board position:

Blake Wade Recommended for a 2nd Three year board term beginning in January 2012. Motion was made by Ryan O'Toole to elect Mr. Wade to a 2nd three year board term. Motion was seconded by Jimmy Durant. Motion passed unanimously.

Yea Votes: Penny Tullis, Cheryl Borelli, Jimmy Durant, Charles Freede, Ken McDonald, William Kerr, Ryan O'Toole, Ken Stone, Barbara Underwood, Gary Wood, Roy Vinyard, Blake Wade, and Barbara Young.

No Votes: None.

- IX. Executive Session: Motion was made by Penny Tullis to enter executive Session. Motion was seconded by Cheryl Borelli. Motion passed unanimously.

Yea Votes: Penny Tullis, Cheryl Borelli, Jimmy Durant, Charles Freede, Ken McDonald, William Kerr, Ryan O'Toole, Ken Stone, Barbara Underwood, Gary Wood, Roy Vinyard, Blake Wade, and Barbara Young.

No Votes: None.

Board entered into Executive Session:

Executive Director Simank gave informational reports on the following cases:

James Brian Mosley, Plaintiff V. OKC Metro Alliance, Inc.

Pamela R. Bolden, Plaintiff v. OKC Metro Alliance, Inc.

Information only on PIA client that passed away.

At this time, Board asked Ms. Simank to leave the room so discussion of her 2011 performance evaluation could be held.

Board returned from Executive Session and reconvened the regular board meeting.

- X. Annual Performance Evaluation and Salary Review of Executive Director: Motion was made by Blake Wade and seconded by William Kerr to accept the recommendations made regarding Ms. Simank's performance evaluation and salary review. Motion passed unanimously.

Yea Votes: Penny Tullis Cheryl Borelli, Jimmy Durant, Charles Freede, Ken McDonald, William Kerr, Ryan O'Toole, Ken Stone, Barbara Underwood, Gary Wood, Roy Vinyard, Blake Wade and Barbara Young.

No Votes: None.

- XI. New Business: President Tullis told the board that the December board meeting would be festive, in celebration of Christmas. Each board member was also told they may bring a guest to this meeting. Sec/Treasurer Cheryl Borelli asked if the board could have a client "wish list" for Christmas. This list was provided at the end of the board meeting. Ms. Borelli thought some board members might want to bring a Christmas present for a client to the December board meeting.
- XII. Old Business: none
- XIII. Adjournment: President Penny Tullis adjourned the meeting at 1:00 p.m.