

OKC METRO ALLIANCE, INC.

Regular Board Meeting

1940 N. Linwood Blvd., OKC, OK 73106

Wednesday, October 19, 2011, 11:30 a.m. to 1:00 p.m.

MINUTES OF THE MEETING

- I. Call to Order and Introduction of Visitors: President Penny Tullis called the meeting to order at 11:45 a.m. President Tullis introduced Kenneth Conklin to the Board of Directors. He is the Director of Development for OKC Community Foundation and came to the board meeting to present the agency's annual endowment distribution check.

- II. Roll Call: Roll was called by Randi Rice, Facility Administrator for Women's Firststep as Talaytha Guest, Corporate Business Manager was attending a seminar and unable to attend this board meeting. A quorum was present.

Board Members Present: Penny Tullis, Cheryl Borelli, Robert Dennis, Jimmy Durant, Charles Freede, Ken McDonald, William Kerr, Marsha Long, Ryan O'Toole, Talmadge Rogers, Barbara Underwood, Blake Wade, Gary Wood.

Board Members Absent: Staci Bond, Sara Kyte, Ken Stone, Rusty Surette, Roy Vinyard, and Barbara Young.

- III. Presentation of OKC Metro Alliance, Inc., Endowment Fund Distribution for 2011: Kenneth Conklin, Director of Development for Oklahoma City Community Foundation presented the distribution check for \$18,302.00 to Board President Penny Tullis. Mr. Conklin explained to the board that our endowment fund's market value as of 6/30/11 was \$399,602. He also explained that over the past 10 year period, OKC Metro Alliance has received \$194,526.00 in grant distributions which is a great return on the investment. Board Members were gracious and thanked Mr. Conklin for coming to the meeting by giving him a round of applause.

- IV. Financial Report: Financial Report was given by Cheryl Borelli, Secretary Treasurer. Ms. Borelli explained to the board that the financials were just received the day before board meeting due to the length of time it has taken to change our accounting method over to accrual method. Ms. Borelli gave a reporting on the

September 30, 2011 Statement of Financial Position which shows a total of \$325,262.94 in the checking/savings, Total Current Assets at \$655,839.53 and Total Fixed Assets at \$681,750.06 with Total Assets of \$1,337,589.59. Total Liabilities are \$234,945. Liabilities and Total Equity equal \$1,337,589.59. Ms. Borelli pointed out that we are in good financial position.

Ms. Borelli also reported on the Statement of Activities by Month. A question was raised by Board Member Charles Freede regarding the amount spent in August and September on Professional, Contract and Legal services. Executive Director Simank told the board she would check on this and get the explanation out to each board member by email. Ms. Borelli passed out the Profit & Loss Budget vs. Actual Statement, July through September 2011, to the board. Actual income was higher than budgeted at 123.6% of the budget and Expenses were also higher at 110% of the budget. Ms. Borelli concluded that overall, the agency is doing well financially.

Motion was made by Blake Wade to accept the financial report as given.

Motion was seconded by Charles Freede and passed unanimously.

Yea Votes: Penny Tullis, Cheryl Borelli, Robert Dennis, Jimmy Durant, Charles Freede, Ken McDonald, William Kerr, Marsha Long, Ryan O'Toole, Talmadge Rogers, Barbara Underwood, Blake Wade, Gary Wood.

Nay Votes: None

- V. 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 Blake Wade.

Seconded by Cheryl Borelli.

Yea Votes: Penny Tullis, Cheryl Borelli, Robert Dennis, Jimmy Durant, Charles Freede, Ken McDonald, William Kerr, Marsha Long, Ryan O'Toole, Tlamadge Rogers, Barbara Underwood, Blake Wade, Gary Wood.

Nay Votes: None

- VI. Chief Clinical Officer Report: Kim Peterson, CCO gave the report. Ms. Peterson reported she attended the City of OKC Meeting on October 12, 2011 to discuss and present the Strides of March Firststep ½ Marathon Race information for OKC's review and approval. She stated that the meeting went well and resulted in the next steps of getting an Activity Permit and working with the Parks & Recreation Department to obtain a Special Event Permit. Ms. Peterson also told the board she is continuing to work on policy and forms per OKC City Council's request for PIA. Ms. Peterson informed the board of the continued random drug and alcohol testing results that are

ongoing at both Men and Women's Firststep programs. So far, only one person at Men's facility has tested positive during the past month. None have tested positive at the Women's Facility. And, lastly, Ms. Peterson told the board of the interview process for the Men's Facility Administrator. Board Member Robert Dennis asked Executive Director Simank if we were extending an offer to the highest rated candidate. Executive Director responded that she has been consulted about the interview results and an offer is imminent.

- VII. Executive Director Report: Ann Simank, Executive Director gave the report. Ms. Simank gave a report on the Open House hosted for the new Administrative offices and PIA. She Thanked board member Rusty Surette for preparing the press release on the event and for assisting with press requests during open house. Overall the event was a huge success with good press coverage. City Council and other City of OKC Officials attended as well. Ms. Simank informed the board that she had filmed a show on KSBI Channel 52 about substance abuse and our programs at OKC Metro Alliance.

Ms. Simank told the board that in service training for CPR, First Aid, and Universal Precautions/AIDS is being required of all employees in all programs. This is extremely important since all staff work with people who are not always in the best of health and could also be high risk for AIDS and/or other communicable diseases. She also reported that on October 5, 2001, a gentleman died in the PIA. Medical Examiner will issue a ruling but all information seems to indicate a natural death. Ms. Simank said she and staff have discussed hiring CNA trained personnel for PIA.

- VIII. Board Committee Report:

Greenhouse Report: Penny Tullis told the board about meeting with Brian Dougherty of the OKC Community Foundation regarding the Women's Firststep Greenhouse. President Tullis initiated discussion about what the board thought the purpose of the Greenhouse should be as this is the first step in deciding the usage of the greenhouse. Board members in general agreed that the greenhouse should be therapeutic for clients as well as pay for itself. At the present the greenhouse does not make enough income to cover heating and cooling expenses. Board also agreed that a greenhouse committee should be formed and that the committee should consist of 2 or 3 board members as well as professionals within the community that could assist in giving direction for the best usage.

A motion was made by Blake Wade to form a Committee comprised of 2 to 3 board members and professionals from the community. The Committee would assist in

giving direction for the usage of the Greenhouse while keeping it therapeutic as well as income producing.

Motion was seconded by Jimmy Durant.

Yea Votes:

Penny Tullis, Cheryl Borelli, Robert Dennis, Jimmy Durant, Charles Freede, Ken McDonald, William Kerr, Marsha Long, Ryan O'Toole, Talmadge Rogers, Barbara Underwood, Blake Wade, Gary Wood,

Nay Votes:

None

- IX. New Business: None
- X. Old Business: None
- XI. Adjournment, Penny Tullis, President adjourned the meeting at 1:00 p.m.