

Project: SAFE

Regular Meeting of the Board of Directors
Tuesday, August 20, 2024 @ 6:00 P.M.
Project Safe, Inc. Administrative Office
313 N. Union, Shawnee, OK 74801

MINUTES

1.	Call to Order. Meeting called to order at 6:26 PM by Carolyn Parks.	Carolyn Parks President
2.	Roll Call and Declaration of Quorum. Carolyn Parks, Margaret Davis, Tracy Trussell, Sara Linneen, and Robbie Foxx were present. Chance Allison and Kellie Clay were not present. Quorum was met. Also in attendance was Renée Clemmons, Executive Director.	Carolyn Parks President
3.	Discussion and possible approval of Board Minutes for the Special Board Meeting on August 5, 2024. Sara Linneen motioned to approve the Board Minutes for the Special Board Meeting on August 5, 2024 with corrections. Robbie Foxx seconded with Carolyn Parks and Tracy Trussell abstaining, the motion passed unanimously.	Carolyn Parks President
4.	Discussion and possible approval of Board Minutes for the Regular Board Meeting on June 18, 2024. Margaret Davis motioned to approve the Board Minutes for the Regular Board Meeting on June 18, 2024. Tracy Trussell seconded and the motion passed unanimously.	Carolyn Parks President
5.	Discussion and possible approval of Finance Committee Minutes for the Finance Committee Meeting on June 14, 2024. Sara Linneen motioned to approve the Finance Committee Meeting Minutes on June 14, 2024. Tracy Trussell seconded; the motion passed unanimously.	Renee Clemmons Exec. Director
6.	Discussion and possible approval of agency financials for May and June 2024. Sara Linneen motioned to approve the financials for May and June 2024 with Tracy Trussell seconding; the motion passed unanimously.	Renee Clemmons Exec. Director
7.	Discussion and possible approval to contract with Rose Rock CPAs to conduct agency annual audit for 2023.24. Margaret Davis motioned to contract with Rose Rock CPAs to conduct agency annual audit for 2023.24. Sara Linneen seconded the motion and it passed unanimously.	Renee Clemmons Exec. Director
8.	Discussion and possible approval to contract with Finley & Cook, PLLC to prepare FY 2023 Form 990 and Form 512E. Margaret Davis motioned to contract with Finley & Cook, PLLC to prepare FY 2023 Form 990 and Form 512E. Tracy Trussell seconded the motion and it passed unanimously.	Renee Clemmons Exec. Director
9.	Discussion and possible approval of 2024.25 supplemental American Rescue Plan (ARP) COVID Health funds for \$20,000 to be spent by June 30, 2025. Sara Linneen motioned to accept the 2024.25 supplemental American Rescue Plan (ARP) COVID Health funds for \$20,000 to be spent by June 30, 2025. Margaret Davis seconded the motion and it passed unanimously.	Renee Clemmons Exec. Director
10.	Discussion and possible approval of 2024.25 OAG Contract for Domestic Violence and Sexual Assault Services for \$551,970.71. Margaret Davis motioned to accept the 2024.25 OAG Contract for Domestic Violence and Sexual Assault Services for \$551,970.71. Robbie Foxx seconded the motion and it passed unanimously.	Renee Clemmons Exec. Director
11.	Discussion and possible approval of 2024.25 Victims of Crime Act (VOCA) Award for Domestic Violence and Sexual Assault Services for \$220,939.	Renee Clemmons Exec. Director

*Next Regular Board Meeting: Tuesday, September 17, 2024 @ 6pm.

	Sara Linneen motion to accept the 2024.25 Victims of Crime Act (VOCA) Award for Domestic Violence and Sexual Assault Services for \$220,939. Robbie Foxx seconded the motion and it passed unanimously.	
12.	Discussion and possible approval to accept Arvest Foundation funding award of \$5,000. Margaret Davis motioned to accept the Arvest Foundation funding award of \$5,000 with Tracy Trussell seconding; the motion passed unanimously.	Renee Clemmons Exec. Director
13.	Discussion and possible approval to pay A/C Doctors Heating & Air Conditioning invoice #8674 for \$1,865 and invoice #8696 for \$1,475 for shelter AC repairs. Tracy Trussell motioned to pay A/C Doctors Heating & Air Conditioning invoice #8674 for \$1,865 and invoice #8696 for \$1,475 for shelter AC repairs. Sara Linneen seconded the motion and it passed unanimously.	Renee Clemmons Exec. Director
14.	Discussion and possible approval to pay Quality Plumbing invoice #9964 for \$1,050.40 for main office hot water heater replacement. Sara Linneen motioned to pay the Quality Plumbing invoice #9964 for \$1,050.40 for main office hot water heater replacement. Robbie Foxx seconded the motion and it passed unanimously.	Renee Clemmons Exec. Director
15.	Discussion and acknowledgement of the OK Attorney General’s Domestic Violence and Sexual Assault Victim Services Program 3-year certification for Project Safe, Inc., expires June 26, 2027. Acknowledged by board, no action taken.	Renee Clemmons Exec. Director
16.	Discussion regarding a new Gift Acceptance Policy & Agreement. Discussion, no action taken.	Renee Clemmons Exec. Director
17.	Discussion and possible approval to terminate the 403(b) Thrift Plan of Project Safe, Inc. through Mutual of America Financial Group. Robbie Foxx motioned to terminate the 403(b) Thrift Plan of Project Safe, Inc. through Mutual of America Financial Group. Sara Linneen seconded the motion and it passed unanimously.	Renee Clemmons Exec. Director
18.	Discussion and possible approval to enter into executive session per Title 25 O.S., §307 (B)(4) for “Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.” Margaret Davis motioned to go into executive session at 8:09 PM per Title 25 O.S., §307 (B)(4) for “Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest,” and invited Renée Clemmons, Executive Director. Tracy Trussell seconded the motion; it passed unanimously.	Carolyn Parks President
19.	Possible action taken as a result of matters discussed in executive session. Margaret Davis motioned to come out of executive session at 8:33 PM with Tracy Trussell seconding, the motion passed unanimously. Tracy Trussell motioned to accept a settlement offer of \$60,000 from Philadelphia Indemnity Insurance Company for the full replacement of the roof and mold remediation at 313 N. Union Ave., Shawnee, OK. Robbie Foxx seconded the motion and it passed unanimously.	Carolyn Parks President

20.	<p>Discussion and possible approval to enter into executive session per Title 25 O.S., §307 (B)(3) for the purposes of “Discussing the purchase or appraisal of real property.” Robbie Foxx motioned to go into executive session at 8:34 PM per Title 25 O.S., §307 (B)(3) for the purposes of “Discussing the purchase or appraisal of real property” and invited Renée Clemmons, Executive Director. Margaret Davis seconded the motion and it passed unanimously.</p>	Carolyn Parks President
21.	<p>Possible action taken as a result of matters discussed in executive session. Margaret Davis motioned to come out of executive session at 9:22 PM with Sara Linneen seconding, the motion passed unanimously. Discussion only, no action taken.</p>	Carolyn Parks President
22.	<p>Discussion and possible approval to enter into executive session per Title 25 O.S., §307 (B)(1) for “Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.” No specific employee action was applicable, so item was dismissed without action.</p>	Carolyn Parks President
23.	<p>Possible action taken as a result of matters discussed in executive session. No action as item #22 was dismissed.</p>	Carolyn Parks President
24.	<p>Executive Report - Report below given by Renée Clemmons, no action taken.</p> <ul style="list-style-type: none"> • Freedom House Report: open position, kitchen pantry shelf remodel • Main Office Report: PHI @ MBCC – 5K Run on Oct. 20th. OG&E rate increase of 6.6%. ARPA Pott. Co. grant update. DOL increase. • Lincoln Co Office Report: Vehicle for LC • SANE Program Office Report: • Current Grants: 2024 FVPSA Underserved Grant Application – due Sept. 2nd. • Funding Opportunities: KFC - no, IOLTA & OG&E (waiting to hear). Sarkey’s Foundation LOI due Dec. 1st. Zarrow Foundation (grant meeting 8/29 @ 2PM). Avedis for ADA renovations – due Jan. 15th. • Program/Survey Report: VOCA/FVPSA/TSA/SASP • Legislative Updates: • Upcoming Important Dates/Deadlines: Honey Do Auction, October 3rd @ 5:30 PM at the Grand Casino! Need to schedule retreat date, possibly November 1st. • Board Development opportunities: Partner Conference on September 18-19th @ Embassy Suites in Norman. • Donations/Fundraising Update: Everything Honey Do. Need new donors! 	Renee Clemmons Exec. Director
25.	<p>New Business – “Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.” None.</p>	Carolyn Parks President
26.	<p>Adjournment. Margaret Davis motioned to adjourn at 9:52 PM with Sara Linneen seconding; the motion passed unanimously.</p>	Carolyn Parks President

***Mission Statement:** To provide advocacy for Safety, Empowerment, Healing and Freedom from abuse.*

***Vision Statement:** To advocate for victims of abuse, to raise awareness of violence, empower survivors, and create a community that stands against domestic violence, sexual assault, stalking, and dating violence.*

***Core Values:** Integrity, Respect, Stewardship, Partnership, and Empowerment, which encompass the core statement that “All persons have the right to live without fear, abuse, oppression and violence.”*