

Project: SAFE

**Regular Meeting of the Board of Directors
Tuesday, January 30, 2024 @ 6:00 P.M.
Project Safe, Inc. Administrative Office
313 N. Union, Shawnee, OK 74801**

AGENDA

1. Call to Order Carolyn Parks
President
2. Roll Call and Declaration of Quorum. Carolyn Parks
President
3. Discussion and possible approval of Board Minutes for the Regular Board Meeting on November 21, 2023. Carolyn Parks
President
4. Discussion and possible approval of agency financials for July, August, and September 2023. Chance Allison
Treasurer
5. Discussion and possible approval to transfer \$38,477.00 from ARPA DOC and \$28,000 from Auxiliary totaling \$66,477 in BancFirst primary operating account to our BancFirst sweep account. Chance Allison
Treasurer
6. Discussion and possible approval of agency budget for 2023-24. Chance Allison
Treasurer
7. Discussion and possible approval to increase salary and benefits of Financial Manager. Renee Clemmons
Exec. Director
8. Discussion and possible approval to approve estimate from H&H Alarm to relocate a shelter camera to the driveway entry. Renee Clemmons
Exec. Director
9. Discussion and possible approval of consultant contract with Lee Consulting, LLC for \$1,000 for 2024. Renee Clemmons
Exec. Director
10. Discussion and possible approval of estimates from Burks and Sons Construction for Shelter kitchen remodel for \$9,675.00 and Shelter pantry door installation for \$2,750.00. Renee Clemmons
Exec. Director
11. Discussion and possible approval of annual staff morale budget proposal of \$2,880. Renee Clemmons
Exec. Director
12. Discussion of OK Attorney General's Certification Report and Corrective Action Report from December 12-13, 2023 certification visit. Renee Clemmons
Exec. Director
13. Discussion and possible approval of Project Safe, Inc. policies requiring updated language per the OK Attorney General's office: Annual Program Evaluation policy, Children's Services policy, Client Grievance Policies and Procedures, In-Service and Ongoing Training for Personnel and Volunteers policy, Performance Evaluation of Personnel policy, Sexual Assault Services policy, Shelter Program policy, Personnel Training, Sexual Assault Services policy, and Volunteer Policies and Procedures. Renee Clemmons
Exec. Director
14. Discussion and possible approval of agency 2023 Annual Program Evaluation. Renee Clemmons
Exec. Director
15. Discussion and possible approval of agency 2023-24 Strategic Plan. Renee Clemmons
Exec. Director
16. Discussion and possible approval of amending main office hours to Monday – Thursday, 8:30 am – 5:00 pm & Friday 8:30 am-2:30 pm. Renee Clemmons
Exec. Director
17. Discussion and possible approval to enter into executive session per Title 25 O.S., §307 (B)(3) for the "purpose of discussing the purchase or appraisal of real property." Carolyn Parks
President

*Next Regular Board Meeting: Tuesday, February 20th, 2024 @ 6pm.

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| 18. | Possible action taken as a result of matters discussed in executive session. | Carolyn Parks
President |
| 19. | Executive Report <ul style="list-style-type: none"> • Freedom House Report: (to include open positions, maintenance or needs, etc.) • Main Office Report: Roof litigation, 2024 Work Comp and Unemployment rates, Program Coordinator quarterly report • Lincoln Co Office Report: (to include open positions, maintenance or needs, etc.) • SANE Program Office Report: • Current Grants: • Funding Opportunities: See Grant List for 2024 • Program/Survey Report: • OAG Committee Updates: OAG Funding Formula Committee, EVO Working Group • Upcoming Important Dates/Deadlines: March 1st VOCA Due! • Board Development opportunities – Helping Hands Celebration (Robbie!) on 3/5/24 from 4:30-6:30 at Tailored Events on Main Street; DVIS shelter tour 3/13/24 • Donations/Fundraising Update: Bloomerang | Renee Clemmons
Exec. Director |
| 20. | New Business – “Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.” | Carolyn Parks
President |
| 21. | Adjournment | 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.*