

## Project: SAFE

**Special Meeting of the Board of Directors**  
**Tuesday, January 28, 2025 @ 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 Board Meeting on November 19, 2024.	Carolyn Parks President
4.	Discussion and possible approval of Finance Committee Minutes for the Finance Committee Meeting on November 18, 2024.	Chance Allison Treasurer
5.	Discussion and possible approval of agency financials for September 2024.	Chance Allison Treasurer
6.	Discussion and possible approval of agency financials for October 2024.	Chance Allison Treasurer
7.	Discussion and possible approval of 2023.24 agency audit dated June 30, 2024 conducted by Rose Rock CPAs, LLC.	Chance Allison Treasurer
8.	Discussion and possible approval of increasing the 2025 Employee Morale Budget to \$4,450.	Renée Clemmons Exec. Director
9.	Discussion and possible approval of invoice from Tom Young for (5) Beelink Mini PC staff desktop computers with ASUS 24" monitors with webcams, wireless keyboard/mouse combos, and software installation for \$4,585.00.	Renée Clemmons Exec. Director
10.	Discussion and possible approval of \$5,000 Community Health Grant from SSM Health for client mental health services in partnership with YFRC.	Renée Clemmons Exec. Director
11.	Discussion and possible approval of 2025 lease agreement renewal with AJA Management Co, LLC for 724 Manvel Ave, Chandler, OK.	Renée Clemmons Exec. Director
12.	Discussion and possible approval of updates to Project Safe, Inc. Organizational Chart.	Renée Clemmons Exec. Director
13.	Discussion and possible approval of Project Safe's 40th Birthday ideas.	Renée Clemmons Exec. Director
14.	Discussion and possible approval of PS Strategic Plan 2024-2025.	Renée Clemmons Exec. Director
15.	Discussion and possible approval of strategic planning contract with Movement Consulting & Coaching for 1 or 2 days.	Renée Clemmons Exec. Director
16.	Discussion and possible approval of Consulting Services Agreement with Lee Consulting, LLC for \$1,000 for 2025.	Renée Clemmons Exec. Director
17.	Discussion and possible approval of Employee Classification Policy update.	Renée Clemmons Exec. Director
18.	Discussion and possible approval of Sexual Harassment and Misconduct Policy update.	Renée Clemmons Exec. Director

19.	Discussion and possible approval of new Prorated Data and Time Reporting Policy.	Renée Clemmons Exec. Director
20.	Discussion and possible approval of Waiver of Confidential Information Policy update.	Renée Clemmons Exec. Director
21.	Discussion and possible approval of Employment Benefits Policy update.	Renée Clemmons Exec. Director
22.	Discussion and possible approval of new Conflict of Interest Policy, Acknowledgement and Disclosure Form.	Renée Clemmons Exec. Director
23.	Discussion and possible approval of Technology and Systems Plan Policy update.	Renée Clemmons Exec. Director
24.	Discussion and possible approval of Chandler Office security improvement quotes.	Renée Clemmons Exec. Director
25.	Discussion and possible approval of Freedom House Shelter security improvement quotes for additional cameras and control access points.	Renée Clemmons Exec. Director
26.	Discussion and possible approval of Freedom House Shelter ADA Bathroom Improvement quotes.	Renée Clemmons Exec. Director
27.	Discussion and possible approval of Freedom House Shelter ADA Sidewalk Installation quotes.	Renée Clemmons Exec. Director
28.	Discussion and possible approval of Administrative Office ADA Improvement quotes.	Renée Clemmons Exec. Director
29.	Discussion and possible approval of Construction Project Supervisor for ADA remodeling projects.	Renée Clemmons Exec. Director
30.	Discussion and possible approval of Annual Board Self-Assessment Report and Board Matrix.	Renée Clemmons Exec. Director
31.	Discussion and possible approval of Annual Evaluation Report for Executive Director, Renée Clemmons.	Renée Clemmons Exec. Director
32.	<p>Executive Report</p> <ul style="list-style-type: none"> <li>• Freedom House Report: Going well. Monthly shelter staff training underway. Delegating most tasks. Fully staffed.</li> <li>• Main Office Report: <ul style="list-style-type: none"> <li>○ New automotive insurance company, Berkshire Hathaway. Stayed with Stonetrust Worker's Compensation.</li> <li>○ DOL FLSA earnings cap impact (&amp; subsequent vacating of ruling)</li> </ul> </li> <li>• Lincoln Co Office Report: Vehicle for LC – still waiting on Iowa Tribe approval</li> <li>• SANE Program Office Report:</li> <li>• Current Grants:</li> <li>• Funding Opportunities: Sarkey's Foundation due Feb. 1<sup>st</sup>. Avedis for ADA renovations – submitted Jan. 15<sup>th</sup>. OK Initiative Fund for \$15K submitted on Nov. 22, 2024.</li> <li>• Program/Survey Report:</li> <li>• Legislative Updates: Serving on EVO Legislative Committee again this year.</li> <li>• Upcoming Important Dates/Deadlines: VOCA monitoring site visit on Feb. 11<sup>th</sup>. SASP monitoring site visit on Feb. 12<sup>th</sup>.</li> <li>• Board Development opportunities:</li> <li>• Donations/Fundraising Update: 2024 donations report</li> </ul>	Renée Clemmons Exec. Director
33.	New Business – “Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.”	Carolyn Parks President
34.	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.*

*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."*