

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

MINUTES

1.	Call to Order. Meeting called to order at 6:16 PM by Carolyn Parks.	Carolyn Parks President
2.	Roll Call and Declaration of Quorum. Carolyn Parks, Margaret Davis, Tracy Trussell, Sara Linneen, Kellie Clay, and Robbie Foxx were present. Chance Allison was 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 Board Meeting on November 19, 2024. Margaret Davis motioned to approve the Minutes for the Board Meeting on November 19, 2024. Sara Linneen seconded the motion and it passed unanimously.	Carolyn Parks President
4.	Discussion and possible approval of Finance Committee Minutes for the Finance Committee Meeting on November 18, 2024. Robbie Foxx motioned to approve the Finance Committee Minutes for the Finance Committee Meeting on November 18, 2024. Tracy Trussell seconded the motion and it passed unanimously.	Chance Allison Treasurer
5.	Discussion and possible approval of agency financials for September 2024. Tracy Trussell motioned to approve the financials for September 2024 with Margaret Davis seconding the motion; it passed unanimously.	Chance Allison Treasurer
6.	Discussion and possible approval of agency financials for October 2024. Margaret Davis motioned to approve the financials for October 2024 with Robbie Foxx seconding the motion; it passed unanimously.	Chance Allison Treasurer
7.	Discussion and possible approval of 2023.24 agency audit dated June 30, 2024 conducted by Rose Rock CPAs, LLC. Tracy Trussell motioned to defer 2023.24 agency audit approval with Robbie Foxx seconding the motion; it passed unanimously.	Chance Allison Treasurer
8.	Discussion and possible approval of increasing the 2025 Employee Morale Budget to \$4,450. Margaret Davis motioned to approve an increase of the 2025 Employee Morale Budget to \$4,450 with Kellie Clay seconding, and the motion passed unanimously.	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. Sara Linneen motioned to approve the 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. Robbie Foxx seconded the motion and it passed unanimously.	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. Margaret Davis motioned to approve the \$5,000 Community Health Grant from SSM Health for client mental health services in partnership with YFRC, with Tracy Trussell seconding. The motion passed unanimously.	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. Robbie Foxx motioned to approve a month to month lease agreement renewal for 2025 with AJA Management Co, LLC for 724 Manvel Ave, Chandler, OK. Sara Linneen seconded the motion and it passed unanimously.	Renée Clemmons Exec. Director
12.	Discussion and possible approval of updates to Project Safe, Inc. Organizational Chart. Tracy Trussell motion to approve the updated Project Safe, Inc. Organizational Chart with Margaret Davis seconding; it passed unanimously.	Renée Clemmons Exec. Director
13.	Discussion and possible approval of Project Safe’s 40th Birthday ideas. Sara Linneen motioned to defer Project Safe’s 40th Birthday ideas with Robbie Foxx seconding; the motion passed unanimously.	Renée Clemmons Exec. Director
14.	Discussion and possible approval of PS Strategic Plan 2024-2025. Tracy Trussell motioned to approve the PS Strategic Plan for 2024-2025. Kellie Clay seconded the motion and it passed unanimously.	Renée Clemmons Exec. Director
15.	Discussion and possible approval of strategic planning contract with Movement Consulting & Coaching for 1 or 2 days. Robbie Foxx motioned to defer the strategic planning contract with Movement Consulting & Coaching with Margaret Davis seconding; the motion passed unanimously.	Renée Clemmons Exec. Director
16.	Discussion and possible approval of Consulting Services Agreement with Lee Consulting, LLC for \$1,000 for 2025. Margaret Davis motioned to approve the Consulting Services Agreement with Lee Consulting, LLC for \$1,000 for 2025, with Tracy Trussell seconding. The motion passed unanimously.	Renée Clemmons Exec. Director
17.	Discussion and possible approval of Employee Classification Policy update. Robbie Foxx motioned to defer the Employee Classification Policy update. Margaret Davis seconded the motion and it passed unanimously.	Renée Clemmons Exec. Director
18.	Discussion and possible approval of Sexual Harassment and Misconduct Policy update. Sara Linneen motioned to approve the Sexual Harassment and Misconduct Policy update with changes. Margaret Davis seconded the motion and it passed unanimously.	Renée Clemmons Exec. Director
19.	Discussion and possible approval of new Prorated Data and Time Reporting Policy. Sara Linneen motioned to approve the new Prorated Data and Time Reporting Policy with changes. Tracy Trussell seconded the motion and it passed unanimously.	Renée Clemmons Exec. Director
20.	Discussion and possible approval of Waiver of Confidential Information Policy update. Sara Linneen motioned to defer the Waiver of Confidential Information Policy update with Kellie Clay seconding; the motion passed unanimously.	Renée Clemmons Exec. Director
21.	Discussion and possible approval of Employment Benefits Policy update. Margaret Davis motioned to approve the Employment Benefits Policy update with Robbie Foxx seconding; the motion passed unanimously.	Renée Clemmons Exec. Director
22.	Discussion and possible approval of new Conflict of Interest Policy, Acknowledgement and Disclosure Form. Tracy Trussell motioned to defer the Conflict of Interest Policy, Acknowledgement and Disclosure Form with Robbie Foxx seconding; the motion passed unanimously.	Renée Clemmons Exec. Director
23.	Discussion and possible approval of Technology and Systems Plan Policy update. Kellie Clay motioned to defer the Technology and Systems Plan Policy update with Robbie Foxx seconding the motion. It passed unanimously.	Renée Clemmons Exec. Director

24.	<p>Discussion and possible approval of Chandler Office security improvement quotes. Tracy Trussell motioned to approve the Chandler Office security improvement quotes from McCommas Construction and H&H Alarm pending grant award funding. Margaret Davis seconded the motion and it passed unanimously.</p>	Renée Clemmons Exec. Director
25.	<p>Discussion and possible approval of Freedom House Shelter security improvement quotes for additional cameras and control access points. Tracy Trussell motioned to approve the Freedom House Shelter security improvement quotes from H&H Alarm and Lyons Security for additional cameras and control access points, pending grant award funding. Sara Linneen seconded the motion and it passed unanimously.</p>	Renée Clemmons Exec. Director
26.	<p>Discussion and possible approval of Freedom House Shelter ADA Bathroom Improvement quotes. Margaret Davis motioned to approve the Freedom House Shelter ADA Bathroom Improvement quotes from VanBuskirk Construction & Sons, LLC, pending grant award funding. Tracy Trussell seconded the motion and it passed unanimously.</p>	Renée Clemmons Exec. Director
27.	<p>Discussion and possible approval of Freedom House Shelter ADA Sidewalk Installation quotes. Tracy Trussell motioned to approve the Freedom House Shelter ADA Sidewalk Installation quotes from VanBuskirk Construction & Sons, LLC, pending grant award funding. Margaret Davis seconded the motion and it passed unanimously.</p>	Renée Clemmons Exec. Director
28.	<p>Discussion and possible approval of Administrative Office ADA Improvement quotes. Tracy Trussell motioned to approve Administrative Office ADA Improvement quotes from VanBuskirk Construction & Sons, LLC and Dickman Remodeling, pending grant award funding. Margaret Davis seconded the motion and it passed unanimously.</p>	Renée Clemmons Exec. Director
29.	<p>Discussion and possible approval of Construction Project Supervisor for ADA remodeling projects. Kellie Clay motioned to approve Rick Austin as the Construction Project Supervisor for all the ADA remodeling projects, pending grant award funding. Robbie Foxx seconded the motion and it passed unanimously.</p>	Renée Clemmons Exec. Director
30.	<p>Discussion and possible approval of Annual Board Self-Assessment Report and Board Matrix. Margaret Davis motioned to approve the Annual Board Self-Assessment Report and Board Matrix with changes. Robbie Foxx seconded the motion and it passed unanimously.</p>	Renée Clemmons Exec. Director
31.	<p>Discussion and possible approval of Annual Evaluation Report for Executive Director, Renée Clemmons. Sara Linneen motioned to approve the Annual Evaluation Report for the Executive Director, Renée Clemmons. Robbie Foxx seconded the motion and it passed unanimously.</p>	Renée Clemmons Exec. Director
32.	<p>Executive Report - Report below given by Renée Clemmons, no action taken.</p> <ul style="list-style-type: none"> • Freedom House Report: <ul style="list-style-type: none"> ○ Going well. Monthly shelter staff training underway. Delegating most tasks. Fully staffed. ○ 2011 Dodge Durango – transmission needs replacing. ○ Hidden drain capped, line cleaned out, new tile laid. • Main Office Report: <ul style="list-style-type: none"> ○ New automotive insurance company, Berkshire Hathaway. Stayed with Stonetrust Worker’s Compensation. ○ DOL FLSA earnings cap impact (& subsequent vacating of ruling) • Lincoln Co Office Report: Vehicle for LC – still waiting on Iowa Tribe approval • SANE Program Office Report: Carolyn reported we had 2 cases last week and Diana Hardwick is back from medical time off. 	Renée Clemmons Exec. Director

	<ul style="list-style-type: none"> • Current Grants: • Funding Opportunities: Sarkey's Foundation due Feb. 1st. Avedis for ADA renovations – submitted Jan. 15th. OK Initiative Fund for \$15K submitted on Nov. 22, 2024. • Program/Survey Report: • Legislative Updates: Serving on EVO Legislative Committee again this year. • Upcoming Important Dates/Deadlines: VOCA monitoring site visit on Feb. 11th. SASP monitoring site visit on Feb. 12th. • Board Development opportunities: • Donations/Fundraising Update: 2024 donations report 	
33.	<p>New Business – “Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.”</p> <p>None.</p>	Carolyn Parks President
34.	<p>Adjournment.</p> <p>Tracy Trussell motioned to adjourn at 9:03 PM with Robbie Foxx 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.”