

## 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

### MINUTES

1.	<b>Call to Order.</b> Meeting called to order at 6:25 PM by Carolyn Parks.	Carolyn Parks President
2.	<b>Roll Call and Declaration of Quorum.</b> Carolyn Parks, Margaret Davis, Sara Linneen, Tracy Trussell, 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.	<b>Discussion and possible approval of Board Minutes for the Regular Board Meeting on November 21, 2023.</b> Kellie Clay motioned to approve the Board Minutes for the Regular Board Meeting on November 21, 2023. Sara Linneen seconded, and the motion passed unanimously with Tracy Trussell abstaining.	Carolyn Parks President
4.	<b>Discussion and possible approval of agency financials for July, August, and September 2023.</b> Renee Clemmons reported that the Finance Committee reviewed and approved the financials on January 12 <sup>th</sup> , with the adjusting entries that have been made as directed. Sara Linneen motioned to approve the agency financials for July, August, and September 2023 and Margaret Davis seconded the motion, it passed unanimously.	Renee Clemmons Exec. Director
5.	<b>Discussion and possible approval to transfer \$38,477.00 from ARPA Department of Commerce and \$28,000 from Auxiliary totaling \$66,477 in BancFirst primary operating account to our BancFirst sweep account.</b> Renee Clemmons reported that the Finance Committee recommended the transfer and Kellie Clay concurred. Margaret Davis motioned to approve the transfer of \$38,477.00 from ARPA Department of Commerce and \$28,000 from Auxiliary totaling \$66,477 in BancFirst primary operating account to our BancFirst sweep account. Tracy Trussell seconded the motion, it passed unanimously.	Renee Clemmons Exec. Director
6.	<b>Discussion and possible approval of agency budget for 2023-24.</b> Renee Clemmons reported that the budget recommendations that the Finance Committee made have not been fully added, and since Chance isn't present, she asked for the item to be deferred. Tracy Trussell motioned to defer to a future meeting with Margaret Davis seconding, the motion passed unanimously.	Renee Clemmons Exec. Director
7.	<b>Discussion and possible approval to increase salary and benefits of Financial Manager.</b> Margaret Davis motioned to increase the salary and benefits of the Financial Manager to \$28.50/hour with 3 weeks of PTO. Robbie Foxx seconded and the motion passed unanimously.	Renee Clemmons Exec. Director
8.	<b>Discussion and possible approval to approve estimate from H&amp;H Alarm to relocate a shelter camera to the driveway entry.</b> Discussion only, no action taken.	Renee Clemmons Exec. Director
9.	<b>Discussion and possible approval of consultant contract with Lee Consulting, LLC for \$1,000 for 2024.</b> Sara Linneen motioned to approve the legislative consultant contract with Lee Consulting, LLC for \$1,000 for 2024. Margaret Davis seconded and the motion passed unanimously.	Renee Clemmons Exec. Director
10.	<b>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.</b> Sara Linneen motioned to approve the estimates from Burks and Sons	Renee Clemmons Exec. Director

\*Next Regular Board Meeting: Tuesday, February 20<sup>th</sup>, 2024 @ 6pm.

	Construction for Shelter kitchen remodel for \$9,675.00 and Shelter pantry door installation for \$2,750.00 with an additional 15% cushion to cover commercial grade soft close hardware using Auxiliary funds. Robbie Foxx seconded and the motion passed unanimously.	
11.	<b>Discussion and possible approval of annual staff morale budget proposal of \$2,880.</b> Margaret Davis motioned to approve the annual staff morale budget proposal of \$2,880. Tracy Trussell seconded and the motion passed unanimously.	Renee Clemmons Exec. Director
12.	<b>Discussion of OK Attorney General’s Certification Report and Corrective Action Report from December 12-13, 2023 certification visit.</b> Sara Linneen motioned to approve the OK Attorney General’s Certification Report and Corrective Action Report from December 12-13, 2023 certification visit. Margaret Davis seconded and the motion passed unanimously.	Renee Clemmons Exec. Director
13.	<b>Discussion and possible approval of Project Safe, Inc. policies requiring updated language per the OK Attorney General’s office: <i>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.</i></b>  Margaret Davis motioned to approve the Project Safe, Inc. policies requiring updated language per the OK Attorney General’s office listed above with discussed correction. Sara Linneen seconded and the motion passed unanimously.	Renee Clemmons Exec. Director
14.	<b>Discussion and possible approval of agency 2023 Annual Program Evaluation.</b> Sara Linneen motioned to approve the agency 2023 Annual Program Evaluation. Robbie Foxx seconded and the motion passed unanimously.	Renee Clemmons Exec. Director
15.	<b>Discussion and possible approval of agency 2023-24 Strategic Plan.</b> Margaret Davis motioned to approve the agency 2023-24 Strategic Plan. Tracy Trussell seconded and the motion passed unanimously.	Renee Clemmons Exec. Director
16.	<b>Discussion and possible approval of amending main office hours to Monday – Thursday, 8:30 am – 5:00 pm &amp; Friday 8:30 am-2:30 pm.</b> Sara Linneen motioned to approve amending the main office hours to Monday – Thursday, 8:30 am – 5:00 pm & Friday 8:30 am – 2:30 pm. Kellie Clay seconded and the motion passed unanimously.	Renee Clemmons Exec. Director
17.	<b>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.”</b> Kellie Clay motioned to go into executive session at 8:45 PM, inviting Renee Clemmons, Executive Director. Robbie Foxx seconded the motion, it passed unanimously.	Carolyn Parks President
18.	<b>Possible action taken as a result of matters discussed in executive session.</b> Robbie Foxx motioned to leave executive session at 8:52 PM with Sara Linneen seconding the motion. The motion passed unanimously. No action taken.	Carolyn Parks President
19.	<b>Executive Report - Report below given by Renée Clemmons, no action taken.</b>  <ul style="list-style-type: none"> <li>• Freedom House Report: (to include open positions, maintenance or needs, etc.)</li> <li>• Main Office Report: Roof litigation, 2024 Work Comp and Unemployment rates, Program Coordinator quarterly report</li> <li>• Lincoln Co Office Report: (to include open positions, maintenance or needs, etc.)</li> <li>• SANE Program Office Report: New SANE nurse, Debbie Campbell (formerly with Chickasaw Nation)</li> <li>• Current Grants:</li> </ul>	Renee Clemmons Exec. Director

	<ul style="list-style-type: none"> <li>• Funding Opportunities: See Grant List for 2024</li> <li>• Program/Survey Report:</li> <li>• OAG Committee Updates: OAG Funding Formula Committee, EVO Working Group</li> <li>• Upcoming Important Dates/Deadlines: March 1<sup>st</sup> VOCA Due!</li> <li>• 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</li> <li>• Donations/Fundraising Update: Bloomerang</li> </ul>	
20.	<b>New Business – “Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.”</b> None.	Carolyn Parks President
21.	<b>Adjournment.</b> Sara Linneen motioned to adjourn at 9:27 PM with Tracy Trussell seconding, the motion passed unanimously.	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.*