

**Catholic Charities
Board of Directors
Minutes of the Meeting of September 27, 2018**

Members Attending: Vi Le, President; Ray Haefele, Vice President; Mike Sterkel, Secretary-Treasurer; Bob Bates; Connie Burnett; Abe Castillo; Deacon Tony Crispo; Jerry Krittenbrink; David Madigan; Reverend John Metzinger; Ian Mooers, OU Board Fellow; Kathy Williams

Members Absent: Most Reverend Paul Coakley, Chairman; Rhonda Carretero; Tom Casso; Reverend Rick Stansberry

Others Present: Dave Ashton; Damon Britton; Emilio Celayo, Cristo Rey Oklahoma City Catholic High School student; Karen Kreger; Jane Moon; Monica Palmer; Patrick Raglow; Jessi Riesenber

Pre-Meeting Presentation

At 11:45 a.m., as members were having lunch before the meeting opened, Patrick Raglow gave an overview of Catholic Charities' sponsor relationship with Cristo Rey Oklahoma City Catholic High School. He introduced Emilio Celayo, a Cristo Rey freshman, who works each Thursday in Catholic Charities' administration department as part of the required Cristo Rey work-study program. Other Cristo Rey students are assigned to work in each of the other departments one day a week.

Call to Order/Determination of Quorum

Vi Le called the meeting to order at noon with a prayer for the Intercession of Blessed Stanley Rother. Members recited the mission statement. It was determined that a quorum was present.

Consent Agenda

Vi Le moved to adopt the consent agenda which included only the minutes of the meeting of Aug. 30, 2018. Receiving no objections, she announced that the minutes were approved.

Committee Reports

Finance Committee

July Financial Report

Mike Sterkel reviewed the July Financial Report and announced that the August, September and October financial reports will be reviewed at the November meeting. July highlights are below:

- An operating deficit of \$348,000 was budgeted for the month of July but the actual net deficit was \$288,194. The favorable variance was attributed to lower operating expenses including a savings in salary/benefit expenses due to job vacancies at the agency.
- Revenue in July was \$8,858 above the budgeted \$126,340. This was due mostly to receipt of grants.
- Total Cash was down \$277,652 in July as expected.

2017-18 Audit Status

Patrick Raglow reported that the 2017-18 audit is progressing smoothly and auditors expect the report to be ready for board review and approval in November. Joe Fleckinger is now engaged as the new Audit Committee member who is unaffiliated with the staff, board and Finance Committee.

Villanova Surplus Cash Accounting Corrections

Patrick Raglow reported that Gorman Management Co., which manages Villanova Apartments (Lawton Apartments L.P.), sent to Catholic Charities the full \$13,060 surplus cash distribution on Villanova in the last fiscal year. That payment was for an Incentive Performance Fee of \$3,265 and a Restructuring Note payment of \$9,795. However, it now has been determined that 35% of the total amount should have been sent to the Department of Housing and Urban Development (HUD) to repay the Residual Receipts Note. Therefore, Catholic Charities will return \$4,570 so that Gorman can pay it toward the Residual Receipts Note. Gorman has worked with auditors to make the adjustment and ensure that the error will not recur.

Governance Committee

Performance Quality Improvement (PQI) Update

Dave Ashton reported that agency directors continue working with their staffs to revamp the PQI process, set benchmarks and calculate outcomes to ensure meaningful analysis throughout the year. The goal is to present the redesigned format to the board in November with the 1st-quarter report for Fiscal Year 2018-19.

Long-Range Planning Committee

Strategic Plan Implementation Process

Kathy Williams reported that staff is now developing a plan to implement the 2018-21 Strategic Plan approved by the board in August. Patrick Raglow noted that several planning sessions are scheduled to engage the full staff together in a brainstorming process to draft “Critical Questions” for every program. The collaboration process identifies possible solutions for areas of concern with the intention of strengthening existing programs. The process will continue during a day-long All-Staff Retreat on Oct. 5. Program directors are also studying the management book

“Crucial Conversations” as a group. Both efforts integrate easily with PQI and the COA accreditation process.

Development and Outreach Committee (D&O)

Ray Haefele presented the September D&O report that was distributed in the meeting. Report highlights are below:

- The Annual Appeal was conducted in most Archdiocesan parishes in September. Thirty-five speakers visited parishes, speaking at 80 Masses. As of Sept. 21, \$769,000 in cash and pledges had been received. Pastors will receive regular parish progress reports.
- The agency is still seeking candidates for a newly created Director of Annual Giving position.
- Former board member and long-time Finance Committee member Tom Luetkemeyer has accepted the nomination to be Green Tie Gala Ambassador. The Mosaic Award recipient has not yet been selected. The gala is set for Feb. 16.
- SSM Health awarded Catholic Charities \$5,000 for prescription assistance. United Way of South Central Oklahoma awarded \$18,800 for the Ardmore Regional Service Location.
- Jessi Riesenberg has reached out to some board members to set meetings regarding donor prospects. Members who have not yet responded are asked to contact her soon.
- The Enid Regional Service Location will host an Open House on Sept. 28.
- St. Joseph Church in Norman will host a Thanksgiving lunch for Norman’s Sanctuary Women’s Development Center on Nov. 13. Board members are invited to attend.
- Abe Castillo has agreed to represent the board at a Norman Chamber of Commerce tour of the Norman Sanctuary on Oct. 11.

Ray Haefele also reported that he observed at the Catholic Charities USA Annual Gathering in Buffalo, New York, in September, that Catholic Charities of the Archdiocese of Oklahoma City clearly enjoys a superbly cooperative relationship with its Archdiocese compared with other Catholic Charities organizations across the nation.

Vi Le requested that Jessi Riesenberg send the board an interim Annual Appeal progress report sometime in October, before the Nov. 29 board meeting.

New Business

City of OKC Winter Weather Emergency Shelter Request and Catholic Charities’ Assessment

Patrick Raglow reported that the City of Oklahoma City and United Way of Central Oklahoma have asked Catholic Charities and other local organizations to participate in a plan being developed to provide emergency overnight winter shelter to homeless people. Recent changes in shelter program requirements at City Rescue Mission and Jesus House have created a 300-bed shortage in Oklahoma City. The city is seeking agencies on a temporary basis this winter to provide emergency night shelter whenever temperatures are forecasted to drop below 32 degrees.

He reviewed Catholic Charities' assessment of needs and cost considerations for providing emergency overnight beds for 20 women and children at the Sanctuary Women's Development Center in Oklahoma City. The assessment was included in the meeting packet as *Attachment 3*. United Way of Central Oklahoma is interested in providing one-time emergency grant funding for the project. Staff will continue to collaborate with other organizations in developing a citywide solution. Board members emphasized the importance of ensuring that Catholic Charities' role would be short-term – operated only on a temporary, emergency basis during the coming winter on nights when temperatures are dangerously cold. They cautioned against committing any of the agency's already-limited operating funds. It was agreed that Catholic Charities will accept an active role only if it can fully fund the project from an outside source, such as United Way. Staff will work with the Executive Committee of the board to evaluate options in the interim before the Nov. 29 board meeting.

Old Business

Status of Sale of Elizabeth House/Seton House Property and Casa Maria Repairs

Patrick Raglow reported that the alley easement vacation on the Elizabeth House/Seton House property has been cleared. However, the buyer is now working on a change in financing, which will require a property appraisal, so the sale is not expected to close before the end of October.

Staff met with two additional contractors to request bids for repairs at Casa Maria Apartments. The repairs will be funded by proceeds of the sale of Elizabeth House/Seton House and will not proceed until that sale is complete.

Status of Proposed Trinity Gardens L.L.C.

The Board of Directors of 3825 N.W. 19th Inc. (Trinity Gardens) continues to explore with Archdiocesan Chancellor Michael Scaperlanda the possibility of transitioning Trinity Gardens from a limited partnership (L.P.) to a limited liability company (L.L.C.).

Executive Director's Report

In addition to his written report in the meeting packet, Patrick Raglow announced the following:

- Staffing is tight throughout the agency, especially in Finance/Accounting, Sanctuary Women's Development Center, Administration and D&O. Candidates are being recruited for several open positions.
- Senior Director of Clinical Services Monica Palmer received Catholic Charities USA's prestigious Bishop Joseph M. Sullivan Award during the CCUSA Annual Gathering in Buffalo, New York, this month. Patrick Raglow and Parish Engagement Coordinator Brian Smith attended along with Ray Haeefele who represented the board at the event. Board members were invited to attend a reception on Oct. 18 to celebrate Monica Palmer's award.

Patrick Raglow also formally introduced OU Board Fellow Ian Mooers who was attending the meeting by conference call.

All board members were again reminded to complete and return their annually required Conflict of Interest Disclosure form, if they have not already done so.

President's Remarks

Vi Le thanked board members for their supportive feedback regarding the recent feature article about her in The Oklahoman. The article traced her association with Catholic Charities, beginning in her childhood as a refugee client to her present career as Mercy Regional Vice President/General Counsel and Catholic Charities Board President.

The meeting was adjourned at 1:10 p.m.



Vi T Le, President



Date