

**Catholic Charities
Board of Directors
Minutes of the Meeting of February 28, 2019**

Members Attending: Most Reverend Paul Coakley, Chairman; Vi Le, President; Ray Haefele, Vice President; Bob Bates; Connie Burnett; Rhonda Carretero; Abe Castillo; Deacon Tony Crispo; Jerry Krittenbrink; Reverend Rick Stansberry; Kathy Williams

Members Absent: Mike Sterkel, Secretary-Treasurer; Tom Casso; David Madigan; Reverend John Metzinger

Others Present: Catholic Charities staff members Dave Ashton, Damon Britton, Karen Kreger, Jane Moon, Monica Palmer, Patrick Raglow and Jessi Riesenber; Villa Isenbart/Trinity Gardens Property Manager Kathy Pitt

Call to Order/Determination of Quorum

Vi Le called the meeting to order at noon at Trinity Gardens senior apartments, following the Annual Corporation meetings of 3825 N.W. 19th Inc. and Villa Isenbart Inc. Archbishop Paul Coakley led the opening prayer to the Virgin Mary by Pope Francis. Members recited the mission statement. It was determined that a quorum was present.

Consent Agenda

The Consent Agenda included the following documents for approval:

- A. Board of Directors Minutes of November 29, 2018
- B. Executive Committee Minutes of January 28, 2019
Re: Approval of United Way of South Central Oklahoma Application
- C. Executive Committee Minutes of February 8, 2019
Re: Approval of United Way of Southwest Oklahoma Application
- D. Executive Committee Minutes of February 22, 2019
Re: Approval of Casa Maria Repairs with Elizabeth House/Seton House Proceeds

Kathy Williams moved that the Consent Agenda be approved as submitted. Jerry Krittenbrink seconded the motion and it was unanimously approved.

Committee Reports

Finance Committee

Financial Report for November, December and January

In Mike Sterkel's absence, Rhonda Carretero presented the following highlights from the financial report that was included as *Attachment 5* in the meeting packet:

- Total Assets declined by \$329,433 from January 31 of last year to January 31 of this year. Cash was up from the previous year and Accounts Receivable were down from the previous year, primarily because of \$562,000 in capital campaign collections. \$550,000 was deposited from Cash into the Main Service Building Endowment.
- An unbudgeted bequest of \$385,000 was received in January from the Bush Trust.
- In January, Annual Appeal collections totaled \$365,000, and Green Tie Gala collections totaled \$112,000, however Investments reflected negative fair market value adjustments for the quarter ended December 31.
- Total Expenses year-to-date are under budget by \$61,641 and Total Revenue is over budget by \$509,467. The Actual Surplus year-to-date is \$483,448. Much of the surplus is attributed to receipt of several unbudgeted bequests and memorial gifts.

Patrick Raglow made the following comments:

- A budget surplus is normal this time of year because the Annual Appeal peaks in December and Green Tie Gala sponsorship revenue is received. In any case, he is pleased with the budget execution and lower operational expenses to date.
- Staff is grateful for Archbishop Coakley's cooperation in sending a special Annual Appeal follow-up mailing to lapsed donors.
- The agency has been notified of a pending \$750,000 bequest that is not yet registered in the financials.

Approval of Accounting Policy Changes

Rhonda Carretero presented a meeting handout which was an updated draft of the revised General Accounting Policy to replace the draft originally sent to board members as *Attachment 6* in the meeting packet. Staff recommended the changes which were spurred by the agency's Council on Accreditation (COA) reaccreditation process. The Finance Committee and BKD auditors have conducted an extensive review of the proposed policy revisions, and the Finance Committee recommends the board approve them. The revisions were summarized as follows:

- The governing accounting policy and related procedures have been separated into two documents. The policy is subject to the board's approval while the procedures may change as staff deems necessary in compliance with the policy.
- The General Finance Timeline was changed to allow for (1) a first review of the budget draft by the Finance Committee in April or May during which the committee can suggest changes; (2) a second-draft review by the committee if necessary; and (3) board approval of the final budget by June.
- The INVESTMENTS AND ENDOWMENTS POLICY-General Overview on Pages 4-5 includes a change to state that use of restricted funds will be approved by the Finance Committee prior to withdrawal and the board will be notified of the Finance Committee's decision. In the past, decisions about use of these funds required a two-thirds majority approval of the board. The objective for the change was to recognize that, as a standing committee of the board, the Finance Committee may act on the full board's behalf. The board would retain the authority to direct the operational purpose of the funds while the

Finance Committee would be approving the financial ability of the agency to use them in line with board's intention.

- The Cash Reserves section on Pages 8-9 specifies an objective to maintain cash reserves representing four months of base operations expenses. Currently, that would equate to \$2,000,000. The Finance Committee agreed that it would be good to start with a \$2,000,000 baseline reserve, with the caveat that it could be adjusted should an ominous budget trend unfold. Staff will add a line for the reserve to the board's financial dashboard report so that the board may track it regularly.

After discussion regarding the optimal reserve amount, it was suggested that the board approve the policy as written and then ask the Finance Committee to continually assess cash reserves and advise the board if adjustments are necessary.

Ray Haefele made a motion to approve the revised Finance and Accounting Policy as submitted. Bob Bates seconded the motion and it was unanimously approved.

Development and Outreach Committee (D&O)

Approval of Funding Applications

Senior Director of D&O Jessi Riesenbergs presented the following funding applications for board approval:

- United Way of Central Oklahoma – \$408,000 requested for Sanctuary Women's Development Center in Oklahoma City; Immigration Legal Services; Family Support Services; and Holy Family Home

Kathy Williams moved that the United Way of Central Oklahoma application be approved. Deacon Tony Crispo seconded the motion and it was unanimously approved.

- Priddy Foundation – \$20,500 requested for operations in the Lawton Regional Service Location

Rhonda Carretero moved that the Priddy Foundation application be approved. Jerry Krittenbrink seconded the motion and it was unanimously approved.

- United Way of Norman – \$20,000 requested for operations at the Sanctuary Women's Development Center in Norman

Kathy Williams moved that the United Way of Norman application be approved. Rhonda Carretero seconded the motion and it was unanimously approved.

Green Tie Gala, Annual Appeal and Other Fundraising

- Jessi Riesenbergs reported that the 2018 Annual Appeal raised 2,615,693 as of February 21. She expects another \$20,000 in the next few months. She thanked Archbishop Coakley,

Father Stansberry, Father Metzinger and all priests who promoted the appeal throughout the Archdiocese. Planning has begun for the 2019 Annual Appeal.

- The 2019 Green Tie Gala grossed \$447,000. This compares closely with last year's gross proceeds of \$452,000. She expressed appreciation for Gala committee chairs Mike and Sue Krenger. Staff is implementing changes to increase guest engagement during the evening program.
- A Catholic Charities fundraiser has been set in Guymon for April 5, the night before the Archdiocesan Listening Session at St. Peter Church in Guymon. The event is sponsored by the Barias family.
- The D&O staff has an opening for a Parish Engagement Coordinator. Changes in the job description are being considered.

Governance Committee

Rhonda Carretero reported that the Governance Committee will meet March 11 to discuss changes in the Performance Quality Improvement (PQI) process; discuss development of an executive staff succession plan requested recently by the Executive Committee; and assess the skills and characteristics of current board and committee members to determine skillsets and demographic traits to seek in new candidates. The Governance Committee welcomes recruiting suggestions. Names and bios of potential candidates should be sent to Rhonda Carretero or Connie Burnett as soon as possible for consideration.

Long-Range Planning Committee

Kathy Williams and Patrick Raglow reported that agency directors are working on executing the 2018-21 Strategic Plan. Their current focus is on staff training at all levels and on revamping the PQI process to ensure the "gold standard" referenced in the plan.

New Business

No new business was reported.

Old Business

Refugee Affiliate Closure

As outlined in detail in his Executive Director report included as *Attachment 7* in the meeting packet, Patrick Raglow reported that Catholic Charities has closed as a U.S. Conference of Catholic Bishops "Affiliate" and has reopened as a "Remote Placement Community Partner." Under the new arrangement, the State of Oklahoma is considered the contracted agency for USCCB, and Catholic Charities will be the subcontractor.

Status of Casa Maria Repairs

The repair contract for Casa Maria Apartments has been signed and workers are awaiting arrival of new windows and other material. Work is expected to begin within 30 days.

Villanova Surplus Cash and 2nd Mortgage Update

The Catholic Charities staff is trying to schedule a time when Archdiocesan staff members are free to meet to discuss a final decision on where to apply the last Villanova surplus cash distribution. The item will remain on Old Business until it is resolved.

Executive Director's Report

In addition to his written Executive Director reports in the meeting packet, Patrick Raglow announced the following:

- The opening prayer for the meeting was taken from Archbishop Coakley's pastoral letter, "Go Make Disciples! Building a Culture of Conversion and Discipleship for the Archdiocese of Oklahoma City," released in January. The letter mentions the role of Catholic Charities in Archdiocesan vision and discipleship.
- Archdiocesan Vision 2030 listening sessions are planned in the towns in which Catholic Charities has regional service locations. One or more Catholic Charities staff members will attend every session.
- Senior Director of Social Services Damon Britton recently participated in an interfaith tour of Israel. He will give a recap of the trip at a future board meeting.
- Catholic Charities will host exhibit tables and sponsor staff members to attend the Oklahoma Catholic Men's Conference and Oklahoma Catholic Women's Conference.
- Catholic Charities had planned to close its temporary emergency winter night shelter at the Sanctuary Women's Development Center at the end of February, but the shelter will remain open during the first week in March due to forecasted freezing temperatures. At the request of the City of Oklahoma City, Catholic Charities provided the emergency shelter on nights when temperatures fell below freezing. However, actual use was consistently below the 20-person capacity, averaging only about six guests per night. The project was fully funded by United Way of Central Oklahoma. Staff members learned much during the temporary project, but they do not expect to reactivate the night shelter next winter because the City is developing other options.

Chairman's Remarks

Archbishop Coakley shared his optimism in moving forward with the Archdiocesan regional listening sessions and development of the pastoral plan.


President's Remarks

Vi Le had no additional comments except to express pride in Catholic Charities' good community-wide reputation and thanks to staff for the success of the Green Tie Gala.

Executive Session

At 1 p.m., Kathy Williams made a motion that the board enter Executive Session to discuss a personnel matter. Rhonda Carretero seconded the motion and it was unanimously approved. All non-board members left the room except for Recording Secretary Jane Moon.

At 1:15 p.m. the board voted to close the Executive Session and reopen its regular business meeting which was then promptly adjourned.



Vi T Le, President

23 May 19
Date