

**Catholic Charities
Board of Directors
Minutes of the Meeting of Dec. 3, 2020**

Members Attending: Ray Haefele, President; Jerry Krittenbrink, Vice President; Michael Milligan, Secretary-Treasurer; Bob Bates; Nick Dell'Osso; Vi T. Le; David Madigan; Reverend John Metzinger; Reverend Rick Stansberry; Kathy Williams; Andrew Ochs, SSM St. Anthony Board Fellow; Will Riney, OU Board Fellow

Members Absent: Most Reverend Paul S. Coakley, Chairman; Connie Burnett; Abe Castillo; Maxwell Meier; Mike Sterkel

Others Present: BKD auditor Chad Moore; Catholic Charities staff members Dave Ashton, Theresa Flannery, Karen Kreger, Jane Moon, Monica Palmer, Patrick Raglow, Jessi Riesenber

Pre-Meeting Presentation

At 11:45 a.m., before the regular meeting opened, Director of Disaster Services Kaylenn Young gave a brief presentation about disaster preparedness and Catholic Charities' Disaster Services.

Call to Order/Determination of Quorum

Ray Haefele called the meeting to order at noon and Father John Metzinger led The Magnificat. It was determined that a quorum was present. Members recited the mission statement.

Consent Agenda

The Consent Agenda included the minutes of the Board of Directors meeting of Sept. 24, 2020, and the Executive Committee meeting of Nov. 2, 2020. It was moved and seconded to approve the Consent Agenda. The motion was unanimously approved.

Committee Reports

Finance Committee

September and October Financial Reports

Michael Milligan presented the September and October financial summaries which were *Attachments 3-4* in the meeting packet. Discussion focused on the more recent October report. Highlights are below:

- Total Cash position was strong with \$4,305,377 compared with \$2,662,747 last October. However, about \$1,300,000 of the total cash is restricted for various purposes. It was noted that the Payroll Protection Program (PPP) loan of \$675,000 also affected total cash. Despite the cash increase, staff remained cautious that the pandemic continues to pose an economic threat to organizations.
- Fees and Grants receivables increased due to multiple COVID-19 grants.
- Annual Campaign revenue continued ahead of expectation.
- Fees and Grants revenue was over budget due to COVID-19 grants, but that increased revenue will have corresponding expenses.
- A \$26,000 bequest was received from the Vaught Trust.
- The board reviewed the table on Page 5 of the summary, outlining adjustments for Unbudgeted Variances (i.e., expected PPP loan forgiveness, honoraria, bequests, memorial gifts and investments). After these factors were taken into account, the adjusted Net Surplus was \$321,461.

It was moved and seconded that the September and October 2020 financial reports be approved as presented. The motion passed unanimously.

2019 Form 990

Michael Milligan presented the final draft of the 2019 Form 990, which was *Attachment 5* in the meeting packet. He reported that the Finance Committee reviewed the draft and recommended it for formal approval by the board. It was noted that the annual Form 990 is posted on the agency website and is a public document vital to Catholic Charities' financial transparency. Most organizations providing funding to Catholic Charities require it.

It was moved and seconded that the board approve the 2019 Form 990 as presented. The motion was unanimously approved.

Audit Committee

Jerry Krittenbrink presented the final draft of the 2019-20 Audit Report and Statements on Accounting Letter included as *Attachments 6-7* in the meeting packet. He reported that the Audit Committee had reviewed the draft and recommended formal approval by the board. The audit report contains a clean, unmodified opinion and there were no management letter comments. He thanked staff as well as BKD for their hard work and cooperation in completing the report.

Chad Moore complimented the Audit Committee's conscientious review throughout the audit process, and he echoed Jerry Krittenbrink's praise for staff, adding that the "work product that we're getting from staff makes the audit a lot easier, allowing us to focus on the higher-risk areas." He said the report is the best that BKD has completed with Catholic Charities despite a challenging pandemic environment that required all those involved to work remotely.

It was moved and seconded that the board approve the 2019-20 Audit Report as presented. The motion was unanimously approved.

Development and Outreach (D&O) Committee

Jessi Riesenbergl reviewed the D&O report as of Nov. 20, which was *Attachment 8* in the meeting packet. Highlights are below:

- More than \$2,100,000 has been raised toward the 2020 Annual Appeal goal of \$2,540,000. Recurring monthly gifts have increased this year by \$33,000 and 44 donors.
- Gifts of less than \$500 decreased this year. Staff is working to reach out to lapsed donors. A mailing to them on Nov. 16 has already generated responses.
- IRA letters and tax-incentive information letters will be mailed in December. The IRA mailing will include a first-ever Catholic Charities planned-giving brochure. A planned-giving page has also been launched on the agency website.
- The agency has reached 84% of its \$216,000 goal for grant funding from other not-for-profit organizations (excluding United Way).
- Parish and Resource Coordinator David de los Santos has been invited to regularly attend the Hispanic Priests' meetings. Staff hopes his attendance will enhance collaboration between Catholic Charities and Hispanic parish communities.
- Due to COVID-19 precautions, instead of the traditional Green Tie Gala this year, the March 6 fundraiser will be conducted in smaller socially distanced Green Tie "Gatherings" hosted in supporters' homes or businesses.

Governance Committee

Retirement of Rhonda Carretero from Catholic Charities Committees

In Connie Burnett's absence, Patrick Raglow reported that former Board President Rhonda Carretero who remained on the Governance, Finance, Audit and Program Services committees after her board tenure ended in 2019, has now decided to step off of those committees to focus on other service opportunities. Ray Haeefele praised her many years of distinguished service to Catholic Charities.

Performance Quality Improvement (PQI) Changes

Dave Ashton reported that operational and financial changes implemented in response to the COVID-19 pandemic and recent Program Services Review have necessitated an analysis of several PQI outcome measures. Staff is evaluating which measures should be changed, dropped or possibly added to better reflect current performance. Although service statistics are still being collected, formal quarterly reporting is postponed until the updated measures are finalized.

Ongoing Committee Appointments

Patrick Raglow reported that candidates for the Facilities Review Subcommittee and the Homeless Services Ad Hoc Committee are still being vetted. Neither of these committees meets regularly. Each is activated as needed to address specific projects.

The Governance Committee is considering revitalization of the Development and Outreach (D&O) Committee, which is a standing committee that meets regularly. The search for D&O Committee candidates will begin soon.

Unfinished Business

Trinity Gardens Recapitalization Update

Patrick Raglow reported that Catholic Charities has been notified that Trinity Gardens has received informal approval for historic-preservation status pending a few minor changes to the application. The historic designation will enable the project to receive historic tax credits which will improve the chances to also receive Low-Income Housing Tax Credits. Staff hopes to complete all paperwork in time to submit the tax-credit application to the Oklahoma Housing Finance Agency in January for a potential award in February or March. If approved, the project would finance rehabilitation of the existing Trinity Gardens building as well as construction of 20 to 30 new units west of the current property.

New Business

Ray Haeefele noted that the recent audit of D&O operations revealed that some board members desire more interactive board involvement. He strongly urged all board members to contact him any time to share questions, concerns or suggestions to improve board communication and increase member participation in board activity. He invited members who might not wish to contact him directly to email their questions and recommendations to Executive Assistant Jane Moon.

Executive Director's Report

Patrick Raglow and senior directors reported the following:

- Six agency employees have tested positive for COVID-19, but safety protocols appear to have prevented spread in the workplace.
- Catholic Charities' St. Joseph's Counseling is collaborating with SSM St. Anthony to expand counseling services to residents of south Oklahoma City. The effort resulted from a community assessment conducted by SSM to evaluate accessibility of mental health counseling and resources. The study identified a service gap in south Oklahoma City, specifically within the two ZIP Codes surrounding Little Flower Church. SSM is

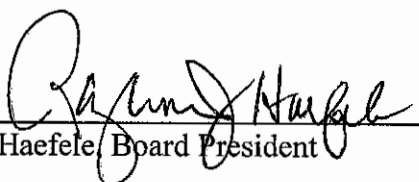
awarding \$50,000 to Catholic Charities to provide intentionally expanded services in that area. Staff is grateful for Andrew Ochs's assistance in establishing the partnership.

- St. Joseph's Counseling Services has become a contract vendor for Title I social and emotional support counseling for students attending the seven Archdiocesan schools located within the boundaries of the Oklahoma City Public School District.
- Catholic Charities case managers are assisting the effort to distribute Community CARES dollars to people affected financially by the COVID-19 pandemic. Unless the federal government grants an extension on the deadline for using the CARES funds, Oklahoma will have to return the unused funds.
- Staff expects Holy Family Home to be fully vacated by Dec. 10, so that the new service provider may begin operations at the home in January.
- Catholic Charities is collaborating with Cardinal Community House to establish a five-to-eight-bed non-medical respite shelter where homeless people may safely recuperate after discharge from a hospital. Cardinal Community House is preparing a request for proposal from Oklahoma County for about \$360,000 for the first year of operation. Catholic Charities would be a subrecipient of the funds, providing case management to the respite shelter clients.

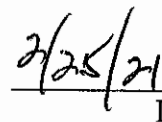
President's Remarks

Ray Haefele thanked board members for their participation and commitment to Catholic Charities. He requested prayers for all people affected by the COVID-19 pandemic.

The meeting adjourned at 1:15 p.m. with a closing prayer by Father Metzinger.



Ray Haefele, Board President



Date