

**Catholic Charities  
Board of Directors  
Minutes of the Meeting of Feb. 25, 2021**

**Members Attending:** Most Reverend Paul S. Coakley, Chairman; Ray Haefele, President; Jerry Krittenbrink, Vice President; Michael Milligan, Secretary-Treasurer; Bob Bates; Connie Burnett; Abe Castillo; Nick Dell'Osso; Vi T. Le; David Madigan; Maxwell Meier; Reverend Rick Stansberry; Kathy Williams; Andrew Ochs, SSM St. Anthony Board Fellow; Phillip M. Thompson, Mercy Board Fellow; Will Riney, OU Board Fellow

**Members Absent:** Reverend John Metzinger; Mike Sterkel

**Others Present:** Columbia Square board member and Finance Committee member Donny Matteson; Trinity Gardens and Villa Isenbart board member Kathy Black; Catholic Charities staff members Dave Ashton, Theresa Flannery, Karen Kreger, Jane Moon, Monica Palmer, Patrick Raglow, Jessi Riesenberg

**Call to Order/Determination of Quorum**

Ray Haefele called the meeting to order at noon and Archbishop Paul Coakley led the opening Prayer to St. Joseph. It was determined that a quorum was present. Members recited the mission statement.

*Introduction of Ex Officio Board Member Phillip Thompson*

Patrick Raglow introduced Phillip Thompson, Vice President of Mission Integration at Mercy Hospital, who will serve on the board in a non-voting capacity representing Mercy in the same way Andrew Ochs represents SSM St. Anthony. They were asked to serve as ex officio members in an effort recommended by Catholic Charities USA to increase the partnership between Catholic Charities and Catholic health organizations in understanding the social determinants of health.

**Consent Agenda**

The Consent Agenda included the minutes of the Board of Directors meeting of Dec. 3, 2020; the Executive Committee meeting of Jan. 4, 2021; and the Executive Committee minutes of Jan. 26, 2021. It was moved and seconded to approve the Consent Agenda. The motion was unanimously approved.

**Committee Reports**

Finance Committee

*November, December and January Financial Reports*

Michael Milligan presented the November, December and January financial summaries which were *Attachments 4-6* in the meeting packet. Discussion focused on the more recent January report. Highlights are below:

- Total Cash position was strong in January with \$5,280,356 compared with \$3,865,911 last January. About \$1,900,000 of the total cash is restricted for various purposes. Catholic Charities has fared well financially during the COVID-19 pandemic relative to many other nonprofit organizations.
- It was noted that a supporter provided \$50,000 toward upgrades at a house he has made available for Catholic Charities clients. He will retain ownership of the property but has asked Catholic Charities to supervise the upgrades to it. The \$50,000 is stored in the cash account, but while it does not show up in restricted funds, it is designated for this specific purpose.
- A \$300,000 unrestricted donation in the form of commercial paper that was received in December matured in early January and was transferred from the Charles Schwab account to the checking account.
- Quarterly gains on Investments exceeded \$600,000.
- In December, the Tom and Judy Love Foundation made a \$500,000 gift through United Way that was restricted for Catholic Charities to provide COVID-19 relief. In January, it was determined that the gift has a clawback provision and can only be recognized as revenue when the money is expended, so it was transferred from Short-Term Payable to Contractual Liabilities (formerly known as Deferred Revenue). About \$48,000 of the total was used in January.
- The agency received numerous grants to provide COVID-related client assistance, resulting in a 50% increase in the total number of active grants and creating increased workload for the Finance and Development & Outreach staffs. They have engaged an outside firm to help track the applications and ensure proper reporting.
- Employee Wages and Benefits was \$42,020 over budget in January. However, Patrick Raglow explained that the variances are in keeping with the gradual personnel cost-reducing measures outlined when the budget was approved. Some of the planned measures have yet to be taken, and staff continues to evaluate which might need to be adjusted based on the current service needs of the community.
- The actual year-to-date surplus is \$1,513,387 compared with a budgeted surplus of only \$341,137. The high surplus is in sharp contrast to fears in Spring 2020 about whether the agency would be able to weather the economic downturn caused by the pandemic. Most of the variance is due to a large bequest, investment gains, and a \$300,000 unrestricted gift.

It was moved and seconded that the November, December and January financial reports be approved as presented. The motion passed unanimously.

#### Development and Outreach (D&O) Committee

##### *D&O Report*

Jessi Riesenbergr thanked Vi Le for accepting the position as chair of the D&O Committee and working diligently with staff to reinvigorate the committee and recruit new members.

Jessi Riesenbergr also reviewed the D&O Report as of Feb.11, which was *Attachment 7* in the meeting packet. Highlights are below:

- In February, the agency reached and exceeded the 2020-21 Annual Appeal goal of \$2,540,000.
- Donor retention and revenue retention are both high. Plans are underway to renew gifts of lapsed donors of \$1,000 and less.
- This year, due to the pandemic, the Green Tie Gala will be held mostly virtually with a few small Green Tie “Gatherings” in supporters’ homes instead of a large gala setting. Because of the reduced scale of this year’s event, revenue is not expected to reach much more than \$200,000, but expenses have been drastically reduced for the same reason and that will help net proceeds.

### *Approval of Funding Applications*

Jessi Riesenbergh presented for board approval the following funding applications, which were detailed on *Attachment 8* in the meeting packet:

- Priddy Foundation – \$20,500 – for Family Support Services in Lawton
- United Way of Central Oklahoma – \$408,000 total – divided among Family Support Services (\$102,000), Immigration Legal Services (\$228,480), and Sanctuary Women’s Development Center (\$77,520) in Oklahoma City
- United Way of Southwest Oklahoma – \$25,000 – for Family Support Services in Lawton

It was moved and seconded that the Priddy Foundation application be approved as presented. The motion passed unanimously.

It was moved and seconded that the United Way of Central Oklahoma application be approved as presented. The motion passed unanimously.

It was moved and seconded that the United Way of Southwest Oklahoma application be approved as presented. The motion passed unanimously.

### Governance Committee

#### *D&O Committee Revitalization and Recruitment*

Vi Le presented the list of prospective D&O Committee candidates shown on *Attachment 9* in the meeting packet. She is seeking additional nominations and recruitment assistance and will contact all board members individually in the coming weeks to engage them in the process. The goal is to recruit members representing a cross section of the communities served by Catholic Charities in time for them to begin service in the new fiscal year. A D&O Committee job description has been drafted. Although it does not specify a fundraising goal for individual members, it does ask that members provide fundraising leads and collaborate with staff in following through with potential donors. Jessi Riesenbergh thanked Andrew Ochs for expressing interest in serving on the committee.

### *Annual Policy Manual Review Process*

Connie Burnett reported that the annual policy review process is underway. Staff will provide policy revisions as well as any new policies to the Governance Committee for review before presenting them to the board for approval.

### Long-Range Planning Committee

Patrick Raglow reported that the 2018-21 Strategic Plan has completed its course and the Long-Range Planning Committee is preparing to draft the next 3- to 5-year plan. Kathy Williams and staff have approached the Oklahoma Center for Nonprofits (OKCNP) for facilitation of the planning process. OKCNP professionals facilitated the last plan. Kathy Williams will co-chair the process; the other co-chair has not yet been confirmed.

Patrick Raglow reviewed a draft proposal from OKCNP for strategic-planning services. It was *Attachment 10* in the meeting packet. The proposed total fee, including a \$500 member discount, would be \$10,000. The cost would include the following services:

- Survey to all staff/board members for input into the process
- Two half-day sessions to receive feedback for strategic goals, objectives, and possible growth initiatives
- Presentation of analysis and data to senior staff, program managers, and board members to be delivered in half day
- Facilitation of a strategic plan, one day
- Presentation of draft strategic plan to senior staff and select managers/board members
- Presentation to full board, if requested

He said staff was pleased with OKCNP facilitation of the last strategic plan and therefore recommended accepting the proposal, assuming no board members preferred a different facilitator. Kathy Williams noted that OKCNP has become familiar with Catholic Charities' many programs, and she too recommended the proposal. She asked board members if they had other prospective facilitators to recommend, but none was proposed.

Although board approval was not required for the \$10,000 amount, Ray Haefele requested a formal vote on the proposal. It was moved and seconded that the board proceed with the OKCNP proposal as presented. The motion was unanimously approved.

### Sponsored Housing

*Columbia Square/Villanova Apartments, 3825 N.W. 19<sup>th</sup>/Trinity Gardens, and Villa Isenbart*

Patrick Raglow noted that the Columbia Square Inc., Villa Isenbart Inc. and 3825 N.W. 19<sup>th</sup> Inc. boards of directors had come together, along with Catholic Charities board members, to hold their quarterly and annual corporation meetings earlier in the day. Catholic Charities board members opted not to re-report the details of those six housing board meetings during their meeting, but minutes of all housing board meetings will be kept on file at Catholic Charities for reference.

Ray Haefele congratulated all three of the housing boards and management for good financial results in the past year and well-run operations despite challenges from the pandemic and two damaging winter storms.

### **Unfinished Business**

#### *Trinity Gardens Recapitalization Update*

Patrick Raglow reported that Catholic Charities is still awaiting the outcome of the application to the Oklahoma Housing Finance Agency (OHFA) for Low-Income Housing Tax Credits (LIHTC) on the proposed Trinity Gardens recapitalization. Trinity Gardens has already received approval for historic-preservation tax credits pending approval of the LIHTC application. He expects an answer from OHFA in the next six weeks.

### **New Business**

No new business was raised for discussion.

### **Executive Director's Report**

In addition to his extensive written report, which was *Attachment 11* in the meeting packet, Patrick Raglow reported the following:

- Catholic Charities is providing disaster recovery services to people affected financially by the February snowstorm in Oklahoma. The agency is also assisting the State of Oklahoma in accessing Federal Emergency Management Agency (FEMA) funding. Disaster services related to flooding and the October ice storm also continue.
- Catholic Charities case managers are assisting with the effort to distribute Community CARES dollars to people affected financially by the COVID-19 pandemic. Efforts by the Community CARES Partners (CCP) to distribute the initial \$20 million in COVID relief fell slightly short at the Dec. 15 deadline, but an extension was granted and the money was used by Feb. 19. However, in addition to the extension, the CARES action in December also allocated \$120 million more to Oklahoma. The CCP will continue to distribute the dollars throughout 2021. The challenge for Catholic Charities case managers helping clients access the CARES funding has been the delay in clients actually receiving the money. Although an eviction moratorium is in place, the rental debt accumulates each month while clients await CARES payments. To prevent clients from facing exponential financial stress when the moratorium is lifted, Catholic Charities has covered some of the rental payments in the meantime.
- Immigration Legal Services (ILS) is in flux due to proposed changes under the Biden administration as well as a federal court ruling in January stating that applications for Deferred Action for Childhood Arrivals (DACA) must be allowed. Due to the expected increase in DACA applications, the agency is seeking additional ILS staff.
- The Refugee Resettlement program likely will change again under the Biden administration's proposal to receive 125,000 refugee arrivals in the next federal fiscal year. However, the resettlement infrastructure that was reduced significantly under the Trump administration and the pandemic have left the U.S. unprepared to accept increased numbers of refugees.

Although the exact number of arriving refugees has not yet been determined, the U.S. Conference of Catholic Bishops (USCCB) has approached the agency about returning to “affiliate” status within the resettlement network. Affiliate status would affect the level of refugee operations in Oklahoma City and Tulsa. Staff will keep the board informed as the situation evolves.

- In the continuing effort to establish a respite shelter in partnership with Cardinal Community House and Oklahoma County, Catholic Charities is engaging SSM St. Anthony, Integris, Mercy and OU Medical Center hospitals to discuss eventually adding medical services to the shelter. The respite shelter’s purpose is to provide a safe place for indigent and homeless people to recuperate after discharge from a hospital. Catholic Charities’ role is to provide case management services to clients at the shelter.
- Thirty-five front-line Catholic Charities staff members have received both doses of the COVID-19 vaccine available to United Way of Central Oklahoma’s partner agencies.
- The administrative staff is studying options for refreshing Catholic Charities’ nearly 6-year-old IT system. The project could be funded by the building maintenance endowment.


#### **President’s Remarks**

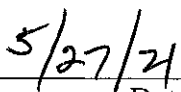
Ray Haefele said he is grateful to hear the program and financial updates – all of which indicate that operations are going well.

#### **Chairman’s Remarks**

Archbishop Coakley thanked staff and board members. He closed the meeting with a prayer.

The meeting adjourned at 1:40 p.m.

  
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 Ray Haefele, Board President

  
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 Date