



BOARD OF TRUSTEES
November 2017 Meeting Minutes
November 30, 2017 at 7:38PM

ATTENDEES / TRUSTEES

Present: Helen Stoll (President), Marlene Le Mire (Secretary), Alan Crain, Tom Hawks, Lisa Hecker, Carol Hoffman, Don Lachata, Doug Love, Bobbie Moore, Bob Nichols, Mary Polensky, Pastor Kent Shane and Aaron Schielke

Absent: **Phil Rockefeller** (Vice President) *excused*, Jamie Mittet *excused* and Lisa Hecker *excused*

ATTENDEES / SENIOR LEADERSHIP & STAFF

Present: Lynette Ladenburg (CEO), Chris Vernon-Cole (CSO), Robin Schman (CFO), Jennifer Bailey, Kami DeHeer, Jon Hicks, Tammi Palodichuk, Paula Rimmer, Diane Wasson and Anna Winney

Absent: Ellen Oconer *excused*

MINUTES

Call to Order: The meeting was called to order at 7:38PM.

Agenda Changes: Helen Stoll (Board President) announced that there would be no Strategic Planning Committee report at the meeting.

Consent Agenda: A motion was made to approve the October 26, 2017 Board of Trustees Meeting Minutes. The motion carried.

President Report: Helen Stoll (Board President) provided the President Report:

- It was noted that the Finance Committee would be recommending approval of the proposed 2018 Operations Budget. Helen explained that understanding of the budget's assumptions was important for the Board of Trustees and essential in order for them to successfully assess the organization's financial position month-to-month in 2018.

- Highlights of the November 16 Quality Assessment / Performance Improvement (QAPI) Meeting was presented.
- Highlights of the November 9 LeadingAge Fall Symposium, attended by Helen, Chris Vernon-Cole (Chief Operations & Strategy Officer) and Kami DeHeer (Assistant Administrator) was presented
- The organization's upcoming annual audit, for Lutheran Services, Health Services and Children's Services (year ending December 31, 2017), was announced. The audit will be conducted by CliffordLarsonAllen, beginning in February 2018.
- The Board of Trustees was reminded that there would be no Board of Trustees Meeting in December 2017.
- There were no questions from the Board of Trustees regarding the President Report.

CEO Report: Lynette Ladenburg (CEO) provided the CEO Report:

- An overview of the October 2017 Financial Report was presented.
- Elements of the proposed 2018 Operations Budget were highlighted. Lynette noted that the focus of the 2018 Budget is to address market rate revenue and wages for direct care staff in each corporation.
- The results of the Health Services Survey, conducted in August 2017, were explained to the Board of Trustees.
- The Board of Trustees was notified that candidates for the Administrator, KIDS Before and After School program were being considered for the position.
- Improvement in staff recruitment and retention in Health Services was reported, while staffing remains challenging for Teachers and In-Home Caregivers.
- The Board of Trustees were invited to join staff in attending two upcoming community events: Poulsbo Chamber Gala and North Kitsap Fishline "Come to the Table."
- It was announced that the 2017 Fund-a-Wish development campaign had begun.
- Initial results of September's Microbrews for Martha & Mary fundraiser were reported.
- Lynette advised the Board of Trustees that the organization will be looking to the ABCs of business (A | Grow, B | Stay the Same and C | Reduction) as the new year begins. Senior Leadership will be analyzing "what if" business analogies and focusing on being more proactive and less reactive.
- The return of flu season was announced and that Health Services had already begun implementing precautions to protect residents and staff from the illness.
- Results of the latest CMS Survey were reported. It was announced that Martha & Mary remains a 5 Star facility.

- It was announced that Health Services has been enjoying high census numbers in November - averaging around 172. These census numbers are the highest any staff could remember seeing. Bob Nichols (Trustee) reminded the Board of Trustees that they had been told, not so long ago, that Health Services would never see census numbers this high again. Leah Meadows (Director of Nursing Services) commented that she credits Lynette's management to be greatly responsible for many of Health Services' recent improvements and successes.
- There were no questions from the Board of Trustees regarding the CEO Report.

Committee Updates:

- The Finance and Audit Committee Report was provided by Carol Hoffman (Committee Chair):
 - Carol highlighted the details of the October 2017 Financial Report for the Board of Trustees.
 - Lynette reviewed the 2018 Operations Budget's assumptions for the Board of Trustees.
 - A motion was made to approve the 2018 Operations Budget. The motion carried.
- The Development Committee Report was provided by Bob Nichols (Committee Chair):
 - Bob notified the Board of Trustees that a goal of the committee was to strengthen outreach to the community.
 - It was announced that plans for a Community Leadership Council were being developed. A concept proposal for the council idea would be presented to the Board of Trustees for discussion at the January 2018 Board of Trustees Meeting.
 - Bob thanked Pastor Kent Shane for his leadership in the successful Microbrews for Martha & Mary campaign.
 - The Board of Trustees were reminded that the Fund-a-Wish campaign was underway and that the Generations of Care Gala will take place on May 4.
- The Governance Committee Report was provided by Don Lachata (Committee Chair):
 - Don informed the Board of Trustees that there was nothing to report.
- The Church & Community Services report was provided by Pastor Kent Shane (Committee Chair):
 - It was explained that our covenant with the member churches and relationships with their pastors and delegates was the focus for the committee.

- Kent announced that the committee would meet again in December.

New Business: There was no new business.

Adjournment: The Board of Trustees meeting adjourned at 8:36PM.

Respectfully Submitted:

Marlene Le Mire, Secretary