

MMLS BOARD OF TRUSTEES

Regular Meeting Minutes

June 28, 2018 at 7:29PM

Trustees Present: Helen Stoll, Alan Crain, Susan Eagan, Doug Love, Marlene LeMire, Bobbie Moore, Aaron Schielke, Galen Schuler and Kent Shane

Trustees Absent & Excused: Katherine De Bruyn, Tom Hawks, Don Lachata Jamie Mittet, Mary Polensky and Phil Rockefeller

Staff Present: Lynette Ladenburg, Chris Vernon-Cole, Sharon Christor, Jennifer Bailey, Heather Dartt, Leah Meadows, Paula Rimmer, Diane Wasson and Anna Winney

Staff Absent & Excused: Tammi Palodichuk and Robin Schuman

Call to Order

Called to order at 7:07 PM.

Agenda Changes

Helen Stoll announced that the CEO Presentation would be postponed until the July Board Meeting due to low Trustee attendance at this meeting.

Approval of Meeting Minutes

- MOTION – Approve the May 31, 2018 MMLS Regular Board Meeting Minutes. The motion carried.

Board President Report

Helen distributed a “dashboard” financial report to directed the Board, which she indicated was provided at the Finance & Audit Committee Meeting. She commented that she personally found this report helpful in understanding the financial picture of the Organization and was therefore passing it on to all Trustees. Helen went on to direct the Board’s attention to her written President’s Report and asked if there were any questions. There were no questions from Trustees.

CEO Report

Lynette Ladenburg highlighted the May financial report, noting that stabilization is continuing both financially and operationally for the Organization. She went on to congratulate the AT HOME team, which had completed a deficiency-free state survey the week prior. Lynette then took time to update the Board on the status of the KIDS Early Learning Center, which had experienced a sewer flood on June 1 that caused significant destruction to the facility. She explained that all repairs would be covered by insurance, less a \$10,000 deductible, then went on to thank and acknowledge Tammi Palodicuk,

Era Anderson and Chris Vernon-Cole who had gone beyond the call of duty to mitigate this emergency situation. Lynette went on to tell the Board that the parking lot replacement at Ebenezer had begun, noting that some issues discovered since removing the pavement will increase expenses by a few thousand dollars and that a sinkhole problem on the lower parking lot has been added to the project. Lynette then notified the Board that as Health Services continues to await state surveyors, the facility hit an all-time high of being 100% full. She also announced that a Facilities Assessment and Emergency Preparedness Plan, required by the Rules of Participation, had been completed. Lastly, Lynette notified the Board that Joe Barron, a Sodexo employee who serves as *Director of Dining and Environmental Services* would be departing in the next few days. Jon Hicks, former *Director of Operations* at Martha & Mary (and before that *Director of Dining and Environmental Services*) will be replacing Joe temporarily and is expected to apply for the position. Lynette commented that leadership, staff and residents alike will be very happy to have Jon back at Martha & Mary.

Finance & Audit Committee

Alan Crain, *Finance & Audit Committee Chair*, presented an overview and highlights from the committee's past meeting, noting that Cash on Hand continues to build to 90 days and that trends are as expected overall. He went on to explain that the payroll system, Paylocity, has been creating a variance for KIDS and that this problem is currently being worked for resolution.

Development Committee

Paula Rimmer, *Director of Development*, informed the Board that approximately \$80,000 was made at the May 4 Generations of Care Black & White Gala, though a more solid number should be available by the end of July. She announced that the date for the next Generations of Care Gala has already been set for April 27, 2019 at the Clearwater Casino. Paula went on to notify the Board about the Leave 10 for Kitsap community program, which encourages the public to donate 10% of their income to charity. She explained that Martha & Mary would be taking a leadership role in this new program, which presents opportunity to the Organization. Martha & Mary will be making an investment of \$2500 in the program to help ensure its success.

Governance Committee

Doug Love, *Governance Committee Chair*, informed the Board that the committee was starting to work on identifying Trustee replacements for the next term starting in April 2019. Trustees who had referrals were directed to speak with members of the Governance Committee. Doug also went on to explain that there was some research done into whether the President, Vice-President and Secretary of the MMLS Board were actually President, Vice-President and Secretary of Martha & Mary, too. The committee's findings indicated that they are.

Church and Community Services Committee

There was no report made.

Strategic Planning Committee

Chris Vernon-Cole, *Chief Operations & Strategy Officer*, informed the Board that campus renovations, made possible by the Building Communities Fund grant, are underway and that work on the roof will begin next week. He went on to explain that he had begun to work with the project planning tool provided by Stuart Grogan in reference to the ELP (Ebenezer Land Project).

QAPI Report

Leah Meadows, *Director of Nursing Services*, reviewed for the Board how Health Services operates the QAPI (Quality Assurance Process Improvement) Committee. She explained that the IDT (Interdisciplinary Team) meets monthly to review quality measure trends in comparison to state and federal averages. They also review the Plan of Correction from the past state survey and make plans to

prepare for the upcoming state survey. A larger QAPI meeting is held quarterly to report on performance improvement projects being conducted to improve overall care quality.

New Business

There was no new business.

Adjourn

Meeting adjourned at 8:53pm.

Respectfully Submitted:

Mary Polensky, Secretary