

MARTHA & MARY LUTHERAN SERVICES

Board of Trustees Board Meeting Minutes

November 29, 2018

Trustees Present: Helen Stoll, Bill Baird, Alan Crain, Susan Eagan, Marlene LeMire, Jamie Mittet, Bobbie Moore, Mary Polensky, Aaron Schielke, Galen Schuler and Kent Shane

Trustees Absent & Excused: Cary Bozeman, Katherine De Bruyn, Don Lachata and Doug Love

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

Guest: Kody Russell

Board Education

Prior to the beginning of this meeting, Kody Russell, *Executive Director / Kitsap Strong* made a presentation to the Board about his organization.

Kody explained that Kitsap Strong is a network of leaders working together to address the “toxic” effects of adverse childhood experiences (ACEs). ACEs include such concerns as homelessness, domestic violence, serious illness (physical and mental) and drug / alcohol addiction. According to the Centers for Disease Control (CDC), ACEs are the leading cause of health and social problems in the United States. In Kitsap, 37% of residents report having 3 or more ACEs, which increases a person’s propensity for social, emotional, mental, physical and behavioral health challenges, relationship disruption and difficulty with work and with parenting. Kitsap Strong is promoting recognition of ACEs in our community and is working to both prevent and address them by building resilience through the cultivation of hope, skill building and wellness (exercise and nutrition).

Lynette Ladenburg, *CEO*, indicated that the Organization would like to meet with Kody in the near future to discuss how Martha & Mary might partner with Kitsap Strong to spread their message in the community and incorporate their findings to enrich our programming for Kitsap children, seniors and families.

Call to Order

Called to order at 7:44PM

Agenda Changes

Helen Stoll, *Board President*, explained that Paula Rimmer, Director of Development would make a brief report after the CEO Report.

Additionally, Helen reminded the Board that as each Corporation’s Board Meeting is opened, Alan Crain, *Trustee and Chairperson / Finance & Audit Committee*, should be called upon by each Board President to recommend passage of the proposed 2019 Budget.

Approval of Meeting Minutes

- MOTION – Approve the October 25, 2018 Martha & Mary Lutheran Services Board Meeting Minutes. The motion carried.

Board President Report

Helen directed the Board's attention to her written Board President Report and inquired if there were questions. There were no questions.

CEO Report

Lynette thanked all Trustees who were able to attend the Donor Appreciation / Philanthropy Awards event on November 8. She referred to a letter received from Dave and Sue Gitch that indicated they were very honored by their award and enjoyed the evening tremendously.

Lynette notified the Board that 61 Friendsgiving Baskets were distributed to staff on the Tuesday before Thanksgiving. These baskets of Thanksgiving meal ingredients were provided in appreciation of staff members who worked long hours, were under financial stress, had many mouths to feed and/or went "above and beyond" in the workplace. All staff recipients expressed sincere thankfulness for their Friendsgiving Basket.

Although the 2019 Budget would be presented in the Finance & Audit Committee's report, Lynette noted for the Board that increases in revenue were proposed for 2019.

It was then reported that the final insurance reimbursement payment for the business interruption endured at the Early Learning Center this past June, when the facility suffered a flooding incident, was still being negotiated. A telephone meeting with the insurance company regarding the Organization's claim is scheduled and upcoming.

Finally, Lynette presented two new Organizational brochures to the Board. One brochure communicates a general overview of all service lines and the Organization, while the other was developed to promote the Nursing Assistant Certification Training Program to potential applicants.

2018 Fund-A-Wish Campaign – Paula Rimmer, *Director of Development*

Paula announced that the year-end Fund-A-Wish Campaign would be getting started shortly. She shared a preview copy of the mailing for potential donors as well as a webpage on the Organization's website designed to support the campaign. Paula explained that this year a new strategy was being implemented whereby storytelling is being used to promote the funding need for the three wishes. Each story told is based on real-life recipients of services provided by the Organization.

Finance & Audit Committee

Alan Crain, *Finance & Audit Committee Chair*, presented highlights from the Consolidated Financial Report for October 2018, noting that Cash-on-Hand had increased to 73 days from 63 days in September, Net Income was under budget at \$41,693.52 and YTD Net Income is above budget at \$439,648.03.

Alan then recommended that the Board adopt and approve the Martha & Mary Lutheran Services 2019 Operating Budget.

- MOTION – Adopt and approve Martha & Mary Lutheran Services 2019 Operating Budget. The motion carried.

Alan also recommended that the Board adopt and approved the Martha & Mary Lutheran Services 2019 Capital Budget.

- MOTION – Adopt and approve Martha & Mary Lutheran Services 2019 Capital Budget. The motion carried.

Governance Committee

No report.

Church and Community Services Committee

No report.

Strategic Planning Committee / Philanthropy Taskforce

Helen explained that the committee / taskforce was still in the education phase with regards to ultimately providing a recommendation to the Board about how the Organization should move forward with engaging donors in the community. The committee / taskforce will next review strategies and hopes to have a recommendation for the Board by April 2019.

QAPI

Leah Meadows, *Director of Nursing Services*, updated the Board about the Quarterly QAPI Meeting held on November 15. At this meeting, survey tags were the priority focus, as the Plan of Correction (resulting from the recent State Survey at the Health and Rehab Center) was due for submittal to the State that same day. Leah further reported that since this quarterly meeting occurred, a letter from the State has been received indicating that the Plan of Correction was accepted by the State and the facility is now in full compliance. Quality measures such as the incidence of urinary tract infections (UTIs), wounds, falls and the level of dose and general use of psychotropic medications were also reviewed at this quarterly meeting.

Other Business

Helen thanked staff and Trustees for their hard work over the past year and reminded everyone that there would be no Board Meeting in December.

Lynette also reminded Trustees that the Staff Christmas Party would be taking place on December 7 and invited all Trustees who wished to attend to do so.

Adjourn

The meeting adjourned at 8:36pm.

Respectfully Submitted:

Mary Polensky, Secretary