

## MARTHA & MARY LUTHERAN SERVICES

Board of Trustees Board Meeting Minutes

February 28, 2019

**Trustees Present:** Bill Baird, Alan Crain, Katherine De Bruyn, Don Lachata, Jamie Mittet, Bobbie Moore, Mary Polensky, Aaron Schielke, and Galen Schuler

**Trustees Absent & Excused:** Cary Bozeman, Susan Eagan, Marlene LeMire, Doug Love, Kent Shane and Helen Stoll

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

**Staff Absent & Excused:** Sharon Christor

### Call to Order

Called to order at 7:31PM. Alan Crain, *Board Vice President*, explained that Helen Stoll, *Board President*, was ill and, therefore, Alan would be conducting the Board Meeting in her absence.

### Agenda Changes

There were no agenda changes.

### Approval of Meeting Minutes

- MOTION – Approve the January 31, 2018 Martha & Mary Lutheran Services Board Meeting Minutes. The motion carried.

### Board President Report

Alan directed the Board's attention to Helen's written Board President Report, noting that it highlighted the impact of the recent snowstorm on the Organization, that no Strategic Planning Committee/Philanthropy Taskforce meeting took place in February and that the Governance Committee was continuing to work on finding Trustee candidates and determining Board Officers for 2019-2020. There were no questions from Trustees about the report.

### CEO Report

Lynette Ladenburg, *Chief Executive Officer*, elaborated on the staffing challenges related to the recent snowstorm in her CEO Report. She expressed gratitude to several individuals, including Chris Vernon-Cole, *Chief Operations & Strategy Officer* and Rick Viggue, *Facilities Director*, who coordinated with the busy Staffing Office to shuttle employees to and from the Health and Rehab Center. She also lauded Jon Hicks, *Environmental Services Director* and Gene McGuire, *Chef*

*Manager*, who kept staff going with hot meals, and the amazing dedication exhibited by Lila Dollar, *Environmental Services Coordinator*, who spent three nights sleeping in the Chapel. Lynette stated that she was astounded by the devotion of the Health Services team who pulled together throughout the snow days to ensure continued care for residents. A staff party is planned to celebrate and thank those staff members who were able to safely make it to work and provide care for clients, residents, children and families under these stressful circumstances.

Lynette reported that Central Kitsap School District (CKSD) sent out a Request for Proposal for before and after school and other childcare services on February 5. Martha & Mary currently provides before and after school and summer-enrichment programming services at Cougar Valley Elementary, which is one of the Organization's largest before and after school locations. Lynette explained that CKSD expressed a preference for a single provider for all services at all locations, which is not feasible for Martha & Mary. Regardless, a proposal to continue before and after school and summer-enrichment programming services at Cougar Valley Elementary is being assembled. Lynette acknowledged that it 'feels' unlikely that Martha & Mary will retain this contract and voiced concern about losing the location in CKSD.

#### **Finance & Audit Committee**

Alan Crain, *Finance & Audit Committee Chair*, alerted the Board that Cash on Hand has continued to increase and was at 85 days on January 31. Continued accounts receivable collection efforts have had a significant influence on this upward trend. Net Income overall was below budget, but still remains positive for the month. Alan noted that the recent snowstorm could negatively impact those numbers for February. He concluded by announcing that audit results are expected to be presented by Clifton Larson Allen (CLA) at the March 25 meeting, open to all Trustees and members of the Senior Leadership team.

#### **Development Committee**

Paula Rimmer, *Development Director*, notified the Board about two upcoming educational opportunities. Leave10 for Kitsap is holding a Breakfast Club event on March 19, directed at attorneys, CPAs and financial advisors with regards to planned giving. Kitsap Center for Non-Profit Excellence will be hosting the first of a series of workshops to launch Leave10 for Kitsap to community nonprofits on March 29.

Paula reminded the Board that Trustees and the Senior Leadership team are joining forces this year to donate a collection of beers and ales to create a "Beer 'Barrow" (wheelbarrow), which will be auctioned off during the Live Auction portion of the Generations of Care Western Gala on April 27. Noting that invitations to the gala are set to mail shortly, Paula encouraged Trustees and Senior Leadership to invite others and to bring their friends for what is expected to be a great time.

#### **Governance Committee**

There was no report, but Jennifer Bailey, *Marketing & Communications Manager*, reminded Trustees to complete their 2018 Board Self-Evaluation Forms at their earliest convenience, if it was not completed already. Forms are to be returned to Jennifer, who is compiling them for the Governance Committee's review.

#### **Church and Community Services Committee**

Bobbie Moore, *Trustee*, announced that a New Delegate & Trustee Orientation was scheduled to take place on March 9 and a Memory Care seminar was taking place on March 23. Alan inquired if the committee had further discussed the idea of inviting non-Lutheran congregations to become Member

Churches. Bobbie replied that the committee had determined that this idea was not something they planned to recommend to the Board at this time.

**Strategic Planning Committee**

There was no report.

**Other Business**

Lynette encouraged Trustees, especially those who are members of the Finance & Audit Committee, to attend a LeadingCare Network information meeting being hosted by Martha & Mary on March 6. The LeadingCare Network is a managed care program sponsored by LeadingAge.

**Adjourn**

The meeting ended at 8:09PM

Respectfully Submitted:

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Mary Polensky, Secretary