

**LOHO Board of Directors**  
**Board Meeting Minutes**  
**Tuesday September 17, 2024 at 10 am**  
**At the Gathering Place and Via Zoom**

**Present at the Gathering Place:** LOHO Board Members Mary Ann Cameron, June Coover, Kip Greenthal, Gayle (GGK) Kellner, Shannon Wilbur, and Nancy Wynec; plus Hamlet Cottage Executive Director Heather Harrison and Hamlet House Administrator Amy Hatchel. Cottage residents Marlene Giedd Clark, Bill Evans, Lauren Lowe, Becky Munro, Karen Petersen, Diana Sheridan, Ed Sheridan, Colleen Thomas, and Jim Thomas were also present.

Board Member Barbara Orcutt was present via Zoom.

Board Member Karen Gilbert was absent.

Vice Chair Shannon called the meeting to order at 10:00 a.m.

**Declaration of Conflicts:** Gayle (GGK) Kellner stated that she has a conflict of interest with an agenda item concerning Cottage 230 and will excuse herself before the Board goes into Executive Session (and recuse herself from any vote on the topic). She also noted that she had asked for more time, but assumed that her request had been denied. Shannon responded that we would be discussing this later in the meeting.

**Announcements:** Shannon announced the meeting agenda was being modified to include 10 minutes of open comments from the residents/public, and a five-minute presentation on Cottage 230 Fencing under New Business at the end of the regular meeting. Due to this, the Executive Session will begin at 11:45 am and last fifteen minutes.

**Approval of August 20, 2024 Board meeting minutes:**

*Action: Kip moved that the August 20, 2024 Board meeting minutes be approved as amended. Nancy seconded the motion. The minutes were unanimously approved.*

**Hamlet House report:**

Amy reported that she currently has six residents with one room available at the present time. She anticipates another room will be available at the end of the month. She has contacted those on the waiting list without success so far. The room could be filled by a private or Medicaid client, or by someone who would need short term care for two to four weeks.

She also said that new flooring had been installed and a new couch had been purchased. She has been looking for a RN and has found a good prospect.

Shannon reviewed the budget and said it looks good.

Hamlet House staffing is problematic right now, as there is almost no night shift staff at the present time with one person on leave and another on vacation. Amy is covering until the staff members are able to return. Amy said she has a terrific staff and they are all working together to get through this difficult staffing period.

**Cottages report:**

Heather said all Cottages are currently occupied and there is much interest from people who would like to move in. Appliances are needing to be replaced. The landscapers will be cutting back trees that are overlapping roofs, clearing out the gutters, and removing the compost pile. More flooring will be ordered to install in a Cottage in November.

The budget is looking good. Shannon says revenue is lower than expected, but that expenses are also down. Heather isn't concerned about the revenue because it included \$55,000 in donations, but all donations have been instead going to the LTM account. She has received all rental income as expected with very few vacancies.

**Residents report:**

GGK thanked Mary Ann for the weekly recap email she sends out to the residents. She indicated the social events seem to be going well. She reported that there recently had been a record attendance at Sunday Social. She suggested that a regular forum be established so residents can have discussions about things. One of the Board members asked her a question about a Qi Gong. When the weather gets colder, they will move inside. There are usually three or four people who are attending these sessions.

**Old Business:**

**Investment/Finance:**

Heather said the committee had not met, so there was nothing to report from the Committee itself. She stated that a treasury bill came due, and she added \$15,000 to it from unrestricted donations and invested \$40,000 more of the LTM in Vanguard. She reported that all funds in Banner Bank are now insured.

**Governance:**

Shannon reported on Karen's behalf that a letter had been sent out about the Hamlet House Committee. Four community members are interested in serving on this committee, including Robin Van Hynning, Heather Arps, Cathy Doherty, and Kai Sanburn. She also said the Governance Committee plans to meet on November 11.

**Fundraising:**

Kip said she has been working with Pamela McCabe. They will meet soon with a potential large donor. The hope is we will meet our goal very soon.

**Updated Holiday Premium Pay Proposal:**

The proposal has been updated to say if any employee works on any of the 10 approved holidays, they will receive holiday premium pay. It was circulated prior to the meeting.

*Action: Kip moved the Updated Holiday Premium Pay proposal be approved. GGK seconded the motion. The motion was unanimously approved and the policy will be implemented as of September 17, 2024.*

**Paid Time Off Proposal:**

The proposal had been circulated prior to the meeting.

*Action: Barb moved the Paid Time Off proposal be accepted. Kip seconded the motion. The motion was unanimously approved and the policy will be effective with the first October 2024 pay period.*

**Strategic Plan tasks for September:**

Shannon indicated Rebecca Chao had been asked to review the budget to see if the budget could accommodate the proposed new positions for Cottage Manager and Hamlet House Resident Manager. She reviewed the letter received from Rebecca indicating the budget can handle the new positions.

**Task 3: Review job descriptions.**

**Cottage Manager:**

The Cottage Manager will be paid up to \$30/hr. Heather plans to post the position on Lopez Rocks, Facebook, on flyers around town, and perhaps advertise on other islands. She also plans to coordinate with others who are

advertising for similar positions. She will have a committee to help interview applicants. Mary Ann, Kip and Barb volunteered to help.

*Action: Nancy moved the Cottage Manager job description be approved. Mary Ann seconded the motion. The motion was unanimously approved.*

**Hamlet House Resident Manager:**

It was determined that the person hired needs to be at least 21 years old to fill the position, and this needs to be added to the description. Also, the tasks need to be condensed and reorganized in the description.

Shannon indicated we will have a special Board meeting by Zoom on September 24 at 11 am to consider the Hamlet House Resident Manager and Executive Director job descriptions.

**Executive Director:**

Discussion on this job description was tabled until the September 24 special Board meeting.

**Objective 2:**

**Review pay and benefit levels:**

Nancy said these will be reported on in October and November.

**Objective 3:**

This objective is being worked on and we will receive a report in October.

**Objective 5:**

**Succession:**

Karen sent out information on the plan this morning and Amy explained we need to have a legal document in place if something happens to her. The plan is stored in the Policy and Procedures notebook. Shannon stated that the plan should be dated, since it refers to specific people. Amy will also keep a more generic plan in the notebook that has fewer specifics.

**Objective 2:**

**Revenue sources:**

The deadline for funding for a Medicaid bed is now October and November.

**Facilities and Grounds Management:**

Bill Johnson has provided the names of some appraisers and inspectors to use. Heather should have information in October or November for next year's budget.

**New Resident's Process:**

What has been developed has been sent to the lawyer for review. When it is returned, the Board will need to review it.

**New Business:**

**Form 990 Review and Approval:**

The Board had received copies of Form 990 in advance of the meeting so Board members had time to review it.

*Action: Kip moved Form 990 be approved and accepted. Nancy seconded the motion. The motion was unanimously approved.*

**Public Comments:**

Shannon explained a total of 15 minutes would be allocated for public comments. This would include a five-minute presentation on Cottage 230 Fencing and 10 minutes of open comments from the residents/public.

GGK wanted more of a conversation rather than a presentation, and she began by reading Mary Ann's emailed statement. She noted that that she is hurting too and never meant to cause conflict. Shannon stated that there was only 15 minutes allocated and emails were part of the Board minutes. Comments have been heard through emails and we need to start the healing process over the fence issue.

Ed indicated he and Diana had lived in the Hamlet community for 11 years, and GGK's fence affects everyone who lives here because it affects us visually.

Becky said she felt she was invited into a community when she arrived and she wanted to be part of the community. She thinks GGK felt like she was a renter.

Bill said one fence can't be grandfathered in. The Hamlet is a beautiful community and you must value that community.

GGK apologized and said she didn't design the fence. She stated that it was suggested by Dave and approved by Heather. She did not mean to hurt feelings or make something disagreeable. She gets lots of comments from people who love it. She was trying to make The Hamlet a better place. She planted 73 plants to make it more beautiful and a better place for others.

Diana said when they moved in they experimented with plants. They lived with deer and rabbits. They didn't need fences. She said The Hamlet is our version of a city. With the fence, GGK has cut out everyone.

Karen added that GGK knew she was moving into an end cottage when she moved to The Hamlet and she knew end Cottages come with some challenges.

Shannon ended the conversation. She thanked the residents for coming and expressing their thoughts. She said the Board has heard from all parties involved and asked for everyone to be patient while the Board decides on how to proceed.

The residents left the meeting and GGK excused herself so the rest of the Board could go into Executive Session to continue discussing the Cottage 230 fence issue.

The Board entered Executive Session at 11:48 am.

No decision was made during the Executive Session, but the discussion will be continued at a special Board meeting held on zoom on September 24, 2024 at 11 am.

Nancy and Mary Ann will consider a fencing policy and will request input from Marlene. Shannon had worked on a draft policy and will share it with Mary Ann.

The meeting adjourned at 12:30 pm.