

**LOHO Board of Directors  
Special Board Meeting Minutes  
Tuesday September 24, 2024 at 11 am  
At the Gathering Place and Via Zoom**

**Present at the Gathering Place:** LOHO Board Members Mary Ann Cameron, June Coover, Gayle (GGK) Kellner, Barbara Orcutt, and Nancy Wynec; plus Hamlet Cottage Executive Director Heather Harrison and Hamlet House Administrator Amy Hatchel

Board Members Karen Gilbert and Shannon Wilbur were present via Zoom.

Board Member Kip Greenthal was absent.

Chair Barbara called the meeting to order at 11:00 a.m.

**Declaration of Conflicts:** Gayle (GGK) Kellner stated she has a conflict of interest with an agenda item concerning Cottage 230 and will excuse herself before the Board goes into Executive Session.

**Announcements:**

**Hamlet House Resident Manager:**

The job description had been circulated in advance of the meeting.

*Action:* Karen moved the job description for Hamlet House Resident Manager be approved. Nancy seconded the motion. It was unanimously approved. Amy will be the one hiring the Resident Manager.

**Executive Director:**

The job description had been circulated in advance of the meeting.

Heather said some Board members have reviewed the description and provided input to her. She said she doesn't know what to post as the salary for the position. June will have someone do a salary review. Nancy noted that headings should be consistently underlined or not underlined. June had suggestions for some things to add to the description. GGK expressed concerns about where the job will be advertised (only on-island, or off-island as well?). We need to be aware of the unreliability of the ferries. It might be better to have someone who lives on-island for this position. Nancy thinks the Cottage Manager should live locally, but the Executive Director could live off island.

Heather has posted the job on our website, and she would like to post it locally and elsewhere. But nothing can be done until the Executive Director job description is approved.

*Action:* Mary Ann moved the Executive Director job description be approved. Karen seconded the motion. It was unanimously approved.

**Hamlet House Medicaid Room:**

Amy would like to again offer a Medicaid room at Hamlet House. She has two people who are okay with sharing a room. That would mean she would have six private pay clients at \$8.25k/month and two in the Medicaid room. Medicaid would reimburse for one of these clients at \$4.5k/month, but we don't know the amount for the other. She would like to have either two Medicaid or one Medicaid and one private pay, as the shared room isn't limited to just Medicaid. There are options for dividing the room, and she likes the idea of a curtain to divide it.

*Action: June moved Amy be authorized to re-establish a Medicaid room at Hamlet House. Nancy seconded the motion. It was unanimously approved.*

GGK left the meeting.

The Board went into Executive Session at 11:50 am to discuss the fence at Cottage 230.

Barbara adjourned the Executive Session at 1:12 pm.

It was reported out that the existing fence around Cottage 230 must be completely removed by October 31, 2024. Alternative screening will be considered for the east-side exposure of the Cottage. The Board will provide appropriate assistance with the removal of the fence in a manner to be determined once all information is submitted to the Board. The Board will convene a committee to update the policies dealing with the exterior elements of the Cottages. Barbara will write a letter to the resident in 230 to let her know of this decision.

Respectfully submitted,

Mary Ann Cameron  
LOHO Board Secretary-Treasurer