

**LOHO Board of Directors
Board Meeting Minutes
Tuesday October 15, 2024 at 10 am
At the Gathering Place and Via Zoom**

Present at the Gathering Place: LOHO Board Members June Coover, Kip Greenthal, Gayle (GGK) Kellner, Barbara Orcutt, and Nancy Wynen; plus Hamlet Cottage Executive Director Heather Harrison and Hamlet House Administrator Amy Hatchel. Cottage resident Bill Evans was also present and Chris Wiscomb was visiting as a potential new Board member.

Board Members Mary Ann Cameron and Karen Gilbert were present via Zoom.

Board Member Shannon Wilbur was absent.

Chair Barbara called the meeting to order at 10 am.

Declaration of Conflicts: None.

Announcements: First, it was noted that it was very helpful to have the Board meeting documents online in one place, where they could easily be found. Next, Chris Wiscomb was introduced as a potential new Board member. He talked about his interest in The Hamlet and his background and qualifications.

Approval of September 17, 2024 Board meeting minutes:

Action: Kip moved the September 17, 2024 Board meeting minutes be approved. Nancy seconded the motion. The minutes were unanimously approved.

Approval of September 24, 2024 Special Board meeting minutes:

GGK reported a change to the Executive Director portion of the minutes. She feels that the Cottage Manager and Executive Director should both live on island.

Action: GGK moved the September 24, 2024 Special Board meeting minutes be approved. Kip seconded the motion. The minutes were unanimously approved.

Approval of September 24, 2024 Board Executive Session minutes:

Action: Nancy moved the September 24, 2024 Board Executive Session meeting minutes be approved. June seconded the motion. Those that attended the session voted and the minutes were approved.

Hamlet House report:

Amy reported one resident had been discharged to a more appropriate facility. Amy has also admitted two folks that are in a double occupancy room. One room is still available. Options for filling it are being explored. A respite person would be an option if Amy is unable to find a longer-term resident.

Amy is dealing with staffing challenges, but she hopes things will improve soon.

Heather talked about the Hamlet House financials, which are good especially when compared to the past few years. Amy indicated she has been very conservative in the last two years and has been using the Food Share to keep food costs lower. She said it would be good to keep this in mind when looking at the budget for 2025.

Cottages report:

Heather indicated even though all Cottages are currently occupied, she still receives considerable interest from those who would like to live in The Hamlet. The landscapers have been busily trimming trees around the

property, and our maintenance person has been replacing trim where it is needed on Hamlet House and a couple of the Cottages.

In response to her advertisement for a Cottage Manager, Heather has received cover letters and resumes from several applicants and she has scheduled interviews. She is also updating the residents' handbook.

Bill Evans asked about the waiting list for the Cottages. Heather explained there isn't a formal "waiting" list, but an "interest" list. She said there are criteria used for filling Cottages. Those considered first need to have a connection to Lopez, and the need to be near the Village is taken into consideration as well. Nancy added that a small committee selects new residents. One-bedroom Cottages are easier for folks to get than two-bedroom ones, primarily because there are no restrictions on who can apply for a two-bedroom Cottage.

Residents' report:

GGK talked about the recent dinner held for the residents in the Gathering Place. She also expressed appreciation to Mary Ann for the weekly letter she sends to the residents informing them of upcoming happenings.

GGK also talked about the recent display of Whimsical Birds in the GP. Heather added that Debbie Collins will be coming on October 22 to help residents make luminaries for the Lopez Village lighting project.

Old Business

Investment and Finance Update:

Heather reported that another \$30,000 from long-term maintenance had been moved into Vanguard.

Board Governance Update:

The Committee has not met since our last Board meeting, but they will have a report next month.

Fundraising Update:

Kip reported that the fundraising committee is continuing to meet with potential donors, but no additional commitments have yet been made. However, a plan is being put into place to hopefully raise the \$27k needed to meet our goal by the end of the year.

Strategic Plan Tasks for October:

Barbara reviewed the tasks that needed to be done this month.

Nancy talked about Staff Appreciation and gave a few examples that had been considered, including snacks, individual gift cards, cards or notes to acknowledge of out-of-the-ordinary things.

Amy indicated any questionnaire sent out relating to staff satisfaction should not be more than 10 questions. Heather suggested giving a gift card if it was completed.

A paid nurse has been found to provide services to Hamlet House residents.

Hamlet House Budget:

Heather explained that Rebecca Chao helps prepare the budgets. The budget for Hamlet House is based on seven beds with these assumptions: six market rate beds and one Medicaid bed, no hospital district funds, and 92% occupancy. Payroll accounts for about 75 percent of the budget. Professional services include appraisal fees and inspection fees. The budget includes a Resident Manager.

Action: June moved the 2025 budget for Hamlet House be approved. GGK seconded the motion. It was unanimously approved.

Cottage Budget:

Heather explained all unrestricted funds have now been combined. The 2025 Cottage budget is based on 92% occupancy. Market-rate Cottage rents have increased 4%. Rent for moderate rate Cottages have increased 3%. Rental rates for new renters will increase 5%. The Cottage budget will be considered later.

Strategic Plan Tasks (Cont.)

Barbara reviewed the rest of the tasks for the month. Heather is having the Occupancy Criteria and Guidelines reviewed by a lawyer, and will send this out with the updated Interest Form once they have been finalized. She plans to have the Lease and Resident Handbook updated and reviewed once this is completed.

Chris Wiscomb left the meeting at 11:13 am.

PTO Policy Update:

The policy should be based on time worked rather than hours paid. New verbiage clarifies the policy.

Action: June moved that the Paid Time-Off Policy with updated and clarifying verbiage be adopted. Kip seconded the motion and it was unanimously approved.

The updated policy will become effective with the first October payroll.

Board Treasurer:

The Board has been functioning with a combination Secretary/Treasurer for a number of years. Now Chris Wiscomb has indicated he wants to join the Board and is willing to be the treasurer. Because of this, Mary Ann resigned as LOHO treasurer, effective immediately.

Action: Kip nominated Chris to serve on the LOHO Board and to be LOHO treasurer. Nancy seconded the motion. It passed unanimously.

June Coover left the meeting at noon.

New Business:**Hospital District Contract:**

Heather indicated she wrote to the Hospital District and proposed they provide funds that would make it possible for Hamlet House to accept Medicaid residents. She met with Hospital District commissioners and they were in favor of it. She has been asked to come to their next Board meeting, and she and Amy will attend it. Peggy Means has worked with the Hospital District and has prepared a draft contract, which our lawyer will review. Heather encouraged Board members to attend the Hospital District Board meeting, which will be held on October 23 at 4 pm.

There being no further business, the meeting was adjourned at 12:13 pm.

The next meeting will be held on November 19, 2024 at 10 am.

Respectfully submitted by

Mary Ann Cameron
Secretary
LOHO Board of Directors