

**LOHO Board of Directors
Board of Directors Meeting
Tuesday, January 21, 2025
At the Gathering Place and via Zoom**

Present at the Gathering Place: LOHO Board Members Mary Ann Cameron, Kip Greenthal, Barbara Orcutt, Shannon Wilbur, Chris Wiscomb, and Nancy Wynen; plus Hamlet Cottage Executive Director Heather Harrison, Cottages Manager Matt Newman, and Hamlet House Director Amy Hatchel. Cottage residents Bill Evans and Jim Thomas were also present.

Board Members June Coover and Karen Gilbert were present via Zoom.

Chair Barbara called the meeting to order at 10:02 am.

Declaration of Conflicts: None.

Announcements:

Matt Newman will officially be starting as the Cottage Manager next Monday.

Approval of December 17, 2024 Board meeting minutes:

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

Hamlet House report:

Hamlet House currently has seven residents. One moved to another facility to be closer to family. Another partial pay/Medicaid bed will likely be opening up soon.

Hamlet House is currently short staffed on the night shift, and Amy continues to have to work some nights. She expects that a night shift staff member may return in February or March. The Hamlet House Committee is assisting with trying to find additional staff, but Amy believes that staffing is always going to be an issue. Caregivers are aging and the problem is not just on Lopez. Karen said it is a national problem and it isn't a job that many people want. They are working on ideas. Right now, there are always at least two caregivers on day shift, one caregiver on night shift, plus a cook three days a week, and Gaby sometimes cleans on the weekend.

Amy indicated there will soon be several beds open at Hamlet House and she will be looking for folks to fill those beds.

Cottages report:

Heather indicated the Cottages continue to be fully occupied. At the present time, flooring is being replaced in one of the Cottages, and flooring was just redone in another. This is the first time that something like this has been done while a Cottage is occupied. Usually this work is done before new occupants arrive.

All buildings were recently inspected. Some issues were discovered which need to be dealt with soon. She will be discussing these with our maintenance person, Dave. She hasn't reviewed all

of the inspector's reports. However, she feels that the money spent for the maintenance inspection was well worth it.

Recent events held for the residents were reviewed, as were the budgets for both Hamlet House and the Cottages. Budgets for both look good at the present time.

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Investment and Finance Update:

Heather will likely be adding the LIHHS Rental Assistance of \$40,000 to a 6 mo T bill in order to start earning interest on it.

Board Governance Update:

The Committee will meet on February 6. Nancy will be leaving the Board and a new Board member will be needed to replace her. A sheet was distributed so that current Board members could provide thoughts on potential new Board members.

Fundraising Update:

Kip indicated that we have exceeded our fundraising goal and we will be having a thank you event on February 1 for donors who contributed \$500 or more. The event will be held at the Gathering Place. As a thank you gift, donors will receive a wooden box filled with art cards by local artists.

Strategic Plan Tasks for January:

Shannon reviewed the tasks listed:

Task A: Satisfaction Survey

Nancy said gift cards of \$10 or \$15 could be given to staff members when they complete the survey. Those who get diplomas or certificates for getting additional education should receive a gift or acknowledgement for that achievement as well. Nancy indicated she would like to continue working on this after her Board term is completed.

Hamlet House Manager salary review:

June indicated this would be available in February, at the same time that she redoes the Executive Director's.

Partnering with other agencies:

It was noted that a couple of other agencies should be added, including the proposed Parks and Recreation District. The chart was updated with names and dates. Mary Ann provided some information about the Parks and Recreation District. Heather indicated we have a contract with the Hospital District and she will attend their meeting tomorrow. Funds have been approved and we must follow through with what they expect.

Shannon suggested we have monthly conversations about our work with our community partners. Barbara feels that it would be beneficial to have more Home and Hospice support at

Hamlet House. Amy talked about the possibility of storing some of their equipment upstairs at Hamlet House. Home and Hospice has given us a \$2k donation to be used for snow removal if needed.

Task 2: Increases in ongoing revenue:

This group hasn't met yet, but will be investigating grants. This task will need to be updated quarterly and will involve Chris, Heather, and Matt.

Long-term fundraising strategy:

Kip met with Shannon. Shannon referred to a letter that Karen put together for the Hamlet House Committee that was so successful. She would like a copy sent to Kip so one can be developed for fundraising. Kip will develop the letter and work with Shannon to determine who to send it to. Shannon indicated we will be looking for folks who can help implement the plan.

Maintenance reserve study:

Heather indicated this will be put into a spreadsheet so that it is clearer what needs to be done, how soon, and what the likely budget implications are.

Review 2025 LOHO Budget

The Board discussed whether Cottage rental rates should be raised this year. Moderate rental rates are governed by HUD, but we do have some room to raise them. Residents need to be given two months' notice of any rent increase, so notices would have to go out in April.

Heather indicated our property tax is increasing dramatically this year and the budget needs to be amended. After much discussion, it was decided to raise moderate and market rate rent by 5%, and the following motion was made.

Action: Nancy moved that current Cottage rates be increased by 5 percent, that real estate expenses be increased to \$19,000, that donations be increased to \$95,000 and that the budget be amended to reflect this. Kip seconded the motion and it was unanimously approved.

Founders' Fund Update:

Heather indicated that she will be looking for grants for the Founder's Fund with the help of Ann Grech. She has already received \$40,000 from LIHHS toward it.

Mary Ann said she will miss the next two meetings. June, Karen, or Heather will take minutes in her absence. Mary Ann also strongly encouraged Board members to attend Cottage resident events, since the residents have been requesting this.

Public Comments:

Jim Thomas inquired about the timing for having a Cottage representative on the Board. Barbara indicated that the Governance Committee has been having discussions about this.

Bill Evans commented about the upgrades being done to Cottages while they were occupied. He was glad to see them being done.

Bill and Jim left the meeting at 11:48 am.

The Board went into Executive Session at 11:50 am.

The Board returned from Executive Session at 12:05.

The meeting adjourned at 12:05 pm.

The next Board meeting will be held on February 18, 2025. The annual meeting will begin at 9:30 am, followed by the regular Board meeting at 10 am.

Respectfully submitted by

Mary Ann Cameron

Secretary

LOHO Board of Directors