

**LOHO Board of Directors  
Board Meeting Minutes  
Tuesday February 18, 2025 at 10 am  
At the Gathering Place and Via Zoom**

**Present at the Gathering Place:** LOHO Board Members Kip Greenthal, Barbara Orcutt, Shannon Wilbur, Nancy Wynen, & June Coover; Executive Director Heather Harrison; Cottage Manager Matt Newman; Hamlet House manager Amy Hatchel; Cottage residents Jim Thomas, Bill Evans, & Mari O'Shinn.

Board Member Mary Ann Cameron was absent.

**Present via Zoom:** LOHO Board Member Karen Gilbert

Chair Barbara called the meeting to order at 10:04 am.

**Declaration of Conflicts:** No conflicts declared.

**Announcements:** No announcements made.

**Approval of the January 21, 2025 Board Meeting Minutes:**

Meeting minutes from the January 21, 2025 board meeting had been distributed in advance of the meeting.

*Action: Shannon moved to accept the meeting minutes. June seconded the motion, and they were approved unanimously.*

**Hamlet House Report:**

As of February 10, the two Medicaid beds in the double occupancy room are filled, although we briefly had an opening after a hospice client passed away. Hamlet House has one open market rate room which we need to advertise in order to fill it soon.

In terms of staffing, an additional night staff caregiver has returned from overseas to work again. Thus, there are currently two full time night shift people, and Amy is not on the schedule for night shift for the rest of the month. Ideally, Amy would have 2.5 full time night shift caregivers. Hamlet House continues to be short staffed overall, and Amy is working on recruiting.

Financially, Hamlet House is operating in the positive.

**Cottages Report:**

The Cottages continue to be fully occupied. Matt reported starting his fourth week at The Hamlet and that it is going great. He is getting to meet the residents, in addition to learning about the cottage's policies and procedures and working to revise some of those. He has also started to get more comfortable with QuickBooks, and is writing checks and doing deposits. He also initiated a hot chocolate bar, which almost all of the Hamlet House residents attended as well as many of the Cottage residents. He will generally be working on-site Monday through Thursday.

**LIHHS Report:**

June reported as a joint member of both LIHHS and Hamlet boards. She stated that LIHHS has a job posting for a new Client Service Manager and that the organization has received several candidates. The organization just had their annual meeting and issued their annual report. LIHHS made charitable grants to three non-profits on Lopez Island (Hamlet, Creaky Yoga and Sweetbriar Farms) and awarded three Safety Grants. In 2025, LIHHS plans to partner with Lopez Fit as part of Give Lopez to purchase new fitness equipment identified by Lopez Physical Therapy to support PT rehabilitation. Heather gave a special thank you to

LIHHS for their safety grant that allowed The Hamlet to pay the landscapers to shovel and salt during the snow. Barb advocated for something other than salt to put down when it snows, and stated that she can suggest an alternative.

## **OLD BUSINESS**

### **Investment and Finance Update:**

Heather reported that the LIHHS Rental Assistance of \$40,000 was put into a T-bill as The Hamlet moves forward with envisioning the Founder's Fund. Heather moved funds out of Banner Bank into Vanguard and T-bills to keep the total below the insured amount of \$250,000.

### **Board Governance Update:**

The Governance Committee met this past month. Chris Wiscomb will be moving abroad with his family and the Board will need to recruit a new Treasurer. Nancy will also have put in her six years on the Board and will be going off the Board in April. Last month, Shannon asked for input on possible new Board members, but she received very few responses. This month, she has sticky notes and requests that each Board member write a suggestion down on a sticky note and give it to her. The Hamlet is also looking for folks to be on the Governance Committee and Fundraising Committee. Kip will write a letter that can go out to prospective Fundraising Committee candidates. The Hamlet House, Finance, and Cottage Committees are staffed and are meeting regularly.

### **Fundraising Update:**

Kip is very grateful to have Randall and Pamela helping on the Fundraising Committee. The thank you event was well attended, and Kip hopes that people were pleased with it. She is considering other events, including possibly hosting a fundraising event like what has been done at the Family Resource Center. Kip will further explore scheduling a speaker (perhaps a woman that writes about aging in positive ways) and securing a location by the next Board meeting. It was suggested that Megan Crandall could potentially help with an event, and that perhaps there could be a special cocktail hour the night before. The Hamlet would also want to have event sponsors, which is where the majority of the donations from the event would likely come from.

### **Strategic Plan Tasks for February:**

Shannon reviewed the tasks listed and color coded on the Strategic Plan.

### **Task A: Satisfaction Survey**

The survey has been completed, and the committee (June, Nancy, Kip) will meet to determine next steps in implementing the employee survey.

### **Hamlet House Manager Salary Review:**

June indicated this will be available for review in March, along with the update on the Executive Director's salary review.

### **Founders' Fund Update:**

Ann Grech is helping to identify potential grants, and Shannon is working with Heather to review them and determine which ones we actually want to apply for.

## **NEW BUSINESS**

### **Resident Handbook Review:**

Heather reported that extensive changes were made to the Hamlet Cottage Resident Handbook. The Board is

asked to review the Handbook (if they have not already done so) and provide comments by the end of the week.

**Bank Authorization:**

Heather stated that Matthew Newman should be added as a signer to all of the Banner Bank accounts for The Hamlet. All current signers should remain on the accounts: Heather Harrison, Amy Hatchel, Mary Ann Cameron, Barbara Orcutt, and Shannon Wilbur.

**FLIP Request of Support:**

Matt reported that he is on the Friends of Lopez Island Pool (FLIP) Board and is requesting that the Hamlet Board send a letter supporting that FLIP receive funding from Washington State. Although some Board members wouldn't personally give funds to the pool, they felt that the pool would be beneficial for seniors.

***Action:** Nancy moved to have Executive Director Heather Harrison, on behalf of The Hamlet, send a letter to the state legislature asking them to support funding for FLIP. Kip seconded the motion, and it was approved unanimously (with the abstentions of the directors who were not present at that meeting).*

**Public Comment:**

Residents present at the meeting expressed interest in reviewing the draft Resident Handbook and will provide feedback, if any.

The Board went into Executive Session at 11:45 am.

The Board came out of Executive Session at 11:57 am.

It was reported that Matt Newman was approved to be a salaried employee at 20 hours a week (instead of an hourly employee).

**ADJOURN**

Next Board Meeting: March 18, 2025 from 10 - noon