

**LOHO Board of Directors
Board of Directors Meeting
Tuesday, April 15, 2025
At the Gathering Place and via Zoom**

Present at the Gathering Place: LOHO Board Members Mary Ann Cameron, June Coover, Karen Gilbert, Barbara Orcutt, and Shannon Wilbur, plus Hamlet Cottage Executive Director Heather Harrison, Cottages Manager Matt Newman, and Hamlet House Director Amy Hatchel. Cottage residents Bill Evans, Mari O'Shinn and Jim Thomas were also present.

Board Member Kip Greenthal was present via Zoom.

Chair Barbara called the meeting to order at 10:01 am.

Declaration of Conflicts: There were no Declarations of Conflicts.

Announcements: There were no announcements.

Approval of March 18, 2025 Board meeting minutes:

Action: June moved that the March 18, 2025 Board meeting minutes be approved. Karen seconded the motion. The minutes were unanimously approved.

Approval of March 26, 2025 Board Executive Session meeting minutes:

Action: Shannon moved that the March 26, 2025 Board Executive Session meeting minutes be approved. June seconded the motion. The minutes were unanimously approved.

Hamlet House report:

Amy reported that Hamlet House is at full capacity as of April 1 (two Medicaid and six private pay beds). She will be losing two staff members, so she is looking to replace them. She has been working with Jim Orcutt at the Hospital District to come up with Quality Assessment measures, such as establishing more exercise and social programs for the residents.

Cottages report:

Matt reported that all Cottages are currently occupied. Many fun events have been planned for the residents, including a Gardening Happy Hour with Barbara. Coming up will be a day for making May Day baskets with Debbie Collins on April 28 and a dinner with Elizabeth and Rick on May 7. Ballet dancers will be coming to do a performance as well in late May. Becky Munro is taking the lead in maintaining the garden spot behind the Gathering Place. Matt is aware there may be a need in the future for outdoor storage space for garden tools and bikes, and Matt and Heather are looking at potentially putting a shed behind the Gathering Place for this purpose. Amy indicated that she would like to coordinate her events with Matt so they can be included as well on the monthly Hamlet calendar.

Financial report:

Heather said we are doing well with rental income. We are a quarter of the way through the year, so we want to be at 25 percent, and she is looking at that. Right now, we are ok on payroll, but we will likely end up being about \$40k over our budget on this. Hospital District funds will be used to supplement that, and we will end up using the full allotment available. About \$10k is being submitted to the Hospital District for this quarter. A maximum of \$12k can be submitted each quarter, plus any extra that wasn't used during the previous quarter. Amy indicated we have a little buffer in our budget, but we don't want to start a downward spiral. She is looking for alternatives, especially with her night shift staff. She said she will be raising the rent \$100 in June, but she doesn't feel that she can raise it more than that without residents potentially moving out. Staff is being encouraged to take CNA classes to reduce insurance costs.

For the Cottages, the budget is looking good. Appreciation is high because of the gift cards given to staff. Real estate taxes are one of the Cottages' big expenses that are coming up.

The Hamlet will participate in Give Lopez in May. People want to fund projects, not operations. We have applied for a grant from the Thrift Shop for repairs to the walkways. Funds from GiveLopez will go towards the walkways and the ventilation system at Hamlet House.

Barbara asked about the possibility of getting some funds from Catherine Washburn. Heather and Barbara will discuss this, and Heather may attend their annual meeting, which is coming up.

LIHHS report:

June said that Stephanie Vallejo has been hired as the Client Services Manager. Megan Ogston is the new Office Manager. The Soggy Bottom golf event was a big success and is a huge fundraiser for them. They are having a fall prevention workshop in May at Grace Church.

OLD BUSINESS:

Investment and Finance update:

Heather stated that John Bredeson is joining the Investment and Finance Committee, and that she is also planning to reach out to Stephanie Dallas to see if she might join. Kip will help with reaching out to her, since they are neighbors in Seattle.

We are staying the course with our Vanguard funds. Peggy said we could hire someone to advise us, but that we basically need a plan that we feel comfortable sticking with. One of The Hamlet's T-bills came due. A small amount of funds were pulled out of the Hamlet House T bill and put into the Hamlet House checking account. Heather is running the T-bill investment choices by Rebecca Chao, Bruce Creps, and our LPL advisor, Damon. Our Long-Term Maintenance Funds are in six-month T bills, and these funds should last us for the next two years. Bill Evans asked what the amount was that was left on the Hamlet Cottages mortgage, and what rate The Hamlet is paying on it.

Board Governance update:

Shannon said the Governance Committee met at the first of the month. Barbara Thomas attended the previous Board meeting and is considering joining the Board. Gretchen Wing is a new member of the Governance Committee, and she provided many suggestions. Amy said Gretchen often volunteers her time at Hamlet House. Shannon said the Finance/Investment Committee is actively looking for members and one candidate being considered has declined. The Fundraising Committee needs members also. The Hamlet House Committee has a good group right now. However, Karen said there were only three at their last meeting. They would like to collaborate with LIHHS and Robin VanHyning regarding end-of-life training for Hamlet House caregivers. Robin has developed a four-hour continuing education course relating to this. Karen will look at the materials for that course. Amy said all staff need 12 hours of continuing education every year and this course could likely be part of that. Karen said they could use at least one more member on the Hamlet House committee. Shannon indicated she has a list of potential members that she will share with her. The Cottages Committee is fully staffed. The Governance Committee will meet again in early June. Shannon will touch base again with Kip regarding Fundraising.

Fundraising update:

Kip indicated that four letters had been sent out and that a response had been received from Sandy Melzer. He is willing to talk with Kip in May and Kip wants to talk to Shannon and Heather before talking to him. Kip would love to have Megan Crandell work with us. June indicated that Megan is working as a contractor for LIHHS to help with Jingle Bell Dinner. Shannon encouraged Kip to follow-up with those she's contacted, and she will talk with Kitty Harmon. Kip will plan another Fundraising Committee meeting soon.

There was discussion about a speaker on aging for a Hamlet fundraiser. Kip asked for feedback from the Board about this. Heather asked Kip to reach out to Wendy Lustbader to see if she is available in September. Karen feels she could be popular as a speaker on aging. This could be combined with a workshop. We would have to make sure it doesn't take away from any fundraising. Heather said she did a lot of fundraising when she worked at the Resource Center. We might be able to hire Megan on a contract basis to help us.

Strategic Plan Tasks for March:

Shannon reviewed what needed to be done this month. She had sent the document to the Board in advance of the meeting to review.

Strategic Priority A: Develop succession plan for key staff positions and strategy to maintain adequate staffing levels

Objective 2: Looking at ways to increase staff satisfaction and retention was moved to May. She noted we had a fabulous survey in March with great results.

Task 1.3 called for including the staff survey procedure in the employee handbook.

***Action:** Shannon moved to adopt the staff survey procedure and include it in the employee handbook. Karen seconded the motion. It was unanimously approved.*

Task 2 regarding compensation for the Hamlet House Manager was moved to May. Amy added that it would be best to compare compensation to AFH managers. June indicated she did the best she could to find good comparisons. It was suggested that Robin VanHyning be consulted as well as Joseph Spada. Amy reviewed the figures and indicated they were close to what she would expect. Karen suggested that June run her figures past Joseph. Amy indicated she would like to be included on a call with Joseph and said he would be the best resource for this.

Executive Director compensation will be reviewed in June.

Task 5 regarding developing a plan to express appreciation to staff was moved to May.

Objective 4, Task 3 involves identifying services most needed and most viable potential partners. Some have been already added, including Cornerstone; classes for residents, including Creaky Yoga and online yoga classes; Heart and Soul Café; and social hours. Grants are being pursued to fix equipment and to be able to store hospital beds upstairs at Hamlet House. Amy will be meeting with Robin VanHyning regarding WorkForce training for high school students who are interested in working in the health care field. However, those under 18 can't work at Hamlet House. We are also exploring continuing education training. Robin is looking at high school outreach as well as for funding for post-high school training for those interested in the health care field. Now that we have a Medicaid bed, training opportunities are available.

Regarding training to increase resident mobility, we can partner with Home and Hospice Support on some of these. We also have reached out to the Preschool to increase socialization.

Hamlet House is also providing some meals to Cottage residents on an emergency basis. We can't charge for this service right now. However, in the future, we would like to formalize this. Kip suggested that meals and medications could be part of our fundraising goals. Barbara indicated funds need to be raised for operations. Amy would like to add another income source to The Hamlet and wondered if this might be a way to do that. She said we are struggling with operations and need to focus on that. But if Cottage residents want to purchase meals from Hamlet House, we should find a way to make that possible. Bill Evans said if Cottage residents had been aware of the emergency situation, they would have stepped up to help.

Strategic Priority B: Improve financial management and monitoring and fundraising capabilities

Objective 1, Task 1: We are still looking for a new treasurer for the Board.

Objective 2, Task 3: Matt has a summary of rents for apartments comparable to our Cottages now on file for comparison purposes. Heather said we obtained numbers from HUD about what we were able to charge. We would like to be able to set different rates. We can charge up to \$600 more than the \$1,250 we charge now. She is proposing that any new resident pay \$1,500/month for a one-bedroom Cottage.

Action: Mary Ann moved that the rent for a new resident moving into a one-bedroom Cottage be raised from \$1,250 to \$1,500/month. Karen seconded the motion. It was unanimously approved.

Objective 4: Develop long-term fundraising strategy/plan

Task 1: They are currently looking for new folks for the committee.

Task 3: Planning for new campaigns has been moved out a few months.

Strategic Priority C: Review/update policies for facility and grounds

Task 2: Matt has been added to the work plan for major renovations, and this will be reviewed in June.

Task 3: Heather is waiting for comments from the lawyer about the revisions to the handbook. She requested Board approval to use the lease, pending lawyer review. She doesn't expect any major changes from what is currently approved.

Action: Karen moved that the pending lease document and Resident Handbook be approved. June seconded the motion. It was unanimously approved.

Founders' Fund Update

Shannon reported that work is being done on a grant to assist with rent for those in the Cottages who might need it. Heather is working on this as well. Any grant funds received would go into the Founders' Fund. If we can show progress with this Fund, a major donor may provide additional funds.

NEW BUSINESS:

Amy's updated job description:

Heather says we don't want to change the Bylaws. However, we do need to change who she reports to.

Action: June moved that the Hamlet House resident manager report to the entity representative and the entity representative report to the Hamlet Board chair. Karen seconded the motion. It was unanimously approved.

All Hamlet House documents will be revised to agree with this. Amy will report to the Board Chair, since she is both the resident manager and the entity representative

PUBLIC COMMENTS:

Mari O'Shinn noted that GGK had said that she was taking her bamboo fence down and putting up a new fence. She asked if the new fence had been approved. Barb stated that it will be discussed in executive session and that it has not yet been fully approved, but is in process. Bill Evans stated that he felt that this was important since Ed and Diana went through quite a process to have their handrail approved, and he felt strongly that it shouldn't be an easy process for GGK. Her fence shouldn't be put up and then approved afterwards. He also stated that he thought the numbers in the last meeting on the list for comparative rents were unusually high. He noted that he follows the rents, and he thought \$3,500 for two bedrooms was high and that you could buy a house with a mortgage payment for this amount.

Mari O'Shinn said if rents for a one-bedroom Cottage continue to go up at the present rate, she won't be able to afford to continue to live at The Hamlet. Barbara clarified that rents are only going up by 5% for residents who currently live here. The larger rent increase is for those who will be renting here in the future. She also said that the Board is always juggling the budget and trying to keep rental costs as affordable as possible. Mari said she understood this, but with rates going up each year, it will be hard for to continue living at The Hamlet in the future. She wants to be able

to live here on her nest egg and her social security. Bill added that The Hamlet is an incredible asset to the community.

The guests left at 11:54 am, and the Board went into Executive Session.

The Board went out of Executive Session at 12:52 pm, and the regular Board meeting was adjourned then.

The next Board meeting will be Tuesday, May 20, 2025, from 10 am to 12 noon.

Respectfully submitted by

Mary Ann Cameron
Secretary
LOHO Board of Directors