

**LOHO Board of Directors  
Board of Directors Meeting  
Tuesday, May 20, 2025  
At the Gathering Place and via Zoom**

**Present at the Gathering Place:** LOHO Board Members 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 Becky Munro, Mari O’Shinn, Karen Petersen, and Colleen and Jim Thomas were also present.

Board Members Mary Ann Cameron and June Coover were present via Zoom. Board Member Kip Greenthal was absent.

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

**Declaration of Conflicts:** There were no declarations of conflicts.

**Announcements:**

Because of several schedule conflicts, the June meeting will be held on Wednesday, June 25.

Kip is not in attendance due to sickness.

It was decided that the agenda would be modified to have the Public Comments moved to the beginning of the agenda instead of waiting until the end of the meeting, and that this will be the typical structure for upcoming Board meetings as well. Board members were reminded that public comment is a time to listen and not respond, since the Board needs to have time to formulate a cohesive response.

Resident Becky Munro asked whether the Board had any responses to comments that had been made by the residents to the Board and staff over email regarding the updated lease. Mari O’Shinn agreed with Becky and voiced concern on behalf of the residents. Mari asked that Bill Evans’ email be looked at and seriously considered, and Barbara stated that it will be. Jim Thomas asked why Executive Sessions take place since the residents all have a vested interest in what is going on, and Executive Sessions seem secretive. Barbara stated that it’s typical for sensitive information to be discussed in Executive Session. Becky noted that it seems the Board isn’t having a genuine response to what residents have brought forward. She understands that a Board has its rules, but resident comments/concerns don’t seem to be getting fully addressed.

**Approval of April 15, 2025 Board meeting minutes:**

*Action: Shannon moved that the April 15, 2025 Board meeting minutes be approved. Karen seconded the motion. The minutes were unanimously approved.*

**Approval of May 1, 2025 Board Executive Session meeting notes:**

*Action: Shannon moved that the May 1, 2025 Board Executive Session meeting notes be approved. Barbara seconded the motion. The notes were unanimously approved.*

**Hamlet House report:**

Amy reported that all beds are currently occupied and there are eight Hamlet House residents. She has been in touch with other organizations, and she said the residents recently had a chair yoga class. The residents are looking forward to a brunch on May 31. She has had several people apply for open staff positions. One person would like help finding housing before they are hired. Amy is working on an electronic patient care documentation system, as well as quality assessment measures for the Hospital District.

**Cottages report:**

Matt reported that a new resident will be moving into the Cottage vacated by the Sheridans and the Cottage is being prepared for occupancy shortly after June 1. It's lease signing time for the Cottage residents and 11 of 13 leases have been signed. The deadline for signing is June 1. The process is time consuming, but necessary. Upcoming social events for the residents include a children's ballet demonstration next week, plus Hawk Arps in June and a quintet referral from Hospice and Home Support in July that will be confirmed soon.

**Financial report:**

Heather reported the financial status of the Cottages and Hamlet House are fine. She's trying to keep expenses low as we see what the economy does. We are over budget in legal fees. Real estate taxes are over budget as well. Insurance is higher for Hamlet House because of new liability insurance requirements for staff and slightly lower than expected for Cottages.

**LIHHS report:**

June reported the recently held workshop went well, and their new staff is doing a good job. They met their goal on Give Lopez. They are teaming with Lopez Fit and others to get new exercise machines for Lopez Fit.

*(Members of the public left the meeting at this point.)*

**OLD BUSINESS****Investment and Finance update:**

Heather has contacted a part-time Lopezian who works for Morgan Stanley and may be able to provide guidance regarding investments. Heather also said another T-bill is coming due and she will roll it over into another 6-month treasury bill. She is leaving the funds invested in Vanguard as they are.

**Governance update:**

Shannon stated that the group will meet on June 4th. At that time, they will discuss adding a resident to the Board of Directors. Matt wanted clarification on what role the resident would play on the Board as the resident representative. There is nothing in our bylaws about this. Amy noted that in the past, they bridged the gap between the Board and residents, and Barbara stated that they were a voting member of the Board. Shannon said the Governance Committee will work on determining a resident representative.

There have been discussions about adding to committees. However, most who have been contacted have been too busy to consider joining the Board or committees.

**Fundraising:**

Heather talked with Kip, and they are looking at October for a fundraising event. They are considering hiring someone to help with it. Give Lopez still needs more to meet the match, so spread the word. Heather is working on the summer newsletter.

In addition, a rental assistance grant application has been submitted to the Max & Victoria Dreyfus Foundation requesting \$20,000. Heather is working on a rental assistance proposal to give to Rip Van Camp who has expressed interest in this project.

**Review Strategic Plan Tasks for May:**

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

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

**Objective 2:** Increase staff satisfaction and retention:

Task 1.1 Begin scheduling and monitoring results.

Task 1.2 Develop an exit interview procedure. **Action:** Amy has a staff member leaving soon, and she will evaluate the exit interview procedure.

Task 2 Review pay and benefit levels for similar organization and determine if the Hamlet's pay and job conditions are competitive. **Action:** June said she finalized what was done before regarding Amy's Pay and consulted with Joseph Spada. She feels the proposed range is appropriate based on her research, and hopes that Amy feels good about it. A recommendation will be made in the Executive Session. Executive Director salary was discussed, and Heather was asked if she was comfortable with the range, and she said she was. **Action:** Based on that, June will finalize.

Task 5 Develop a plan to express appreciation to staff. Confirm budget line item. **Action:** Moving forward, staff appreciation will be a permanent part of the budget.

**Objective 3:** Identify additional nursing or medical services for HH.

Task 2 Develop triage guidelines **Action:** There cannot legally be triage guidelines, but there does need to be support for staff after potentially traumatic events. A program will be developed to support the staff in these types of situations.

**Objective 4:** Explore partnering with other agencies to jointly provide services.

Task 3 Identify services most needed and most viable potential partners. Revise and edit handout.

**Objective 5:** Develop a succession plan.

Task 2 Identify potential current staff positions and staff who could move into key positions.

Task 3 Identify training needed to prepare movement of a current or new staff position to move into key position. **Action:** Amy will continue to train one of her staff members and help her move into a resident manager position.

**Priority B: Improve financial management and monitoring and fundraising capabilities.**

**Objective 1** Increase Board financial expertise

Task 1 Recruit a new treasurer. **Action:** The Governance Committee will continue to discuss this.

**Objective 4** Develop a long-term fundraising strategy and plan.

Task 1 Review expertise on fundraising committee and determine needs. Follow-up with letter recipients.

Task 3 Develop an annual fundraising cycle with events and milestones. Develop timeline.

Task 4 Plan for future major campaigns and fundraising targets **Action:** Since Kip is not in attendance at this meeting, they will be addressed at the following Board meeting.

**Priority C Review and update policies for facility and grounds management and operations**

**Objective 2** Plan for climate change and organization resiliency. **Action:** Will be discussed by entire Board once a new Resident Board member is appointed.

**Priority D Review and update policies addressing selection process for new residents and expectations for existing residents.**

**Task 2** Update Cottage leases document and resident handbook. **Action:** Draft submitted to legal by Heather. She is waiting for comments.

**Founders' Fund update:**

The Founders' Fund was discussed under fundraising.

**NEW BUSINESS**

**Employee Sick Time Sharing:**

Amy said she had an employee approach her recently about sharing sick time with a fellow employee who was hospitalized. Heather developed guidelines so staff can share a certain amount of sick time with another employee, while also ensuring that they don't give it all. People are more willing to share sick leave than vacation.

**Action:** *Karen moved that staff be allowed to share paid sick leave following the proposed guidelines. Shannon seconded the motion, and it passed unanimously.*

The Board then entered Executive Session at 11:13 am.

The Board left Executive Session at 12:14 pm.

Karen Gilbert will draft a letter to send to the Cottage residents, and Board members will then edit/add to it.

The regular Board meeting was adjourned at 12:15 pm.

The next Board meeting will be Wednesday, June 25 from 10 am to 12 noon.

Respectfully submitted by

Mary Ann Cameron  
Secretary  
LOHO Board of Directors