



**Board of Directors' Meeting Minutes
July 24, 2019**

The Board of Directors of the San Francisco Ladies' Protection and Relief Society (the Board) held its monthly meeting on Wednesday, July 24, 2019 at Heritage on the Marina (the Heritage), Stucky Library.

Directors Present: Deborah Avakian, David Gruber, Molly Hauser, Jane Hickerson, David Hines, Randy Gridley, Margaret Jacobs, Jeanie Kayser-Jones, Trish Otstott, Laura Pilz and Leslie Van Houten

Directors Absent: Paul Cesari and Connie Tiret

Staff Present: Ken Donnelly, Chief Executive Officer

Residents' Representative Present: Tony Hanley, Residents' Council President

I. Call to Order

Chair Hines called the regular meeting to order at 4:08 p.m.

II. Consent Agenda

The Board approved the Consent Agenda: the June 2019 minutes, the Marketing Report, the April 2019 Financial Snapshot, the May 2019 Financial Snapshot and Health Committee and Task Team Reports.

III. CEO's Report

CEO Donnelly reported on the following:

- Octavia Project. The project is 95% completed and new residents have been secured for both flats; the garden apartment is still available.
- Friendship Hall. The renovation is on track to be completed in August subject to OSHPD approval.

- The Atrium. The permit for the proposed atrium expires in 2019. The permit can be renewed for two years for approximately \$5,000. CEO Donnelly recommended that the permit be renewed for two reasons: 1) funds have been expended to obtain the report and 2) this work would have to be re-done should the Board determine to go ahead with the project. The Board endorsed CEO Donnelly's recommendation to renew this permit.
- Surveys. The resident and employee satisfaction surveys are to go out this week. Once the results are in, CEO Donnelly will present them in detail to the Board.
- Physician Coverage. Dr. Richard Moskowitz is now seeing patients in the Health Center. Dr. Moskowitz is associated with Brown and Toland. In addition, there are on on-going negotiations with Verity Medical Group for additional physician coverage.

IV. Resident Communications and Relations Report

Residents' Council President Hanley reported that most residents are delighted that the American Flag is once again being flown now that the proper signage is in place. He noted that a house committee has formed.

Council President Hanley also reminded the Board that a residents' fund raiser, Open Door, will feature the Francisco Flats and will take place on September 20, 2019 from 2 to 4 p.m. Board members, upon making the required donation, are invited to attend. Council President Hanley also noted that the Board Appreciation Dinner will take place following the September 25, 2019 Board meeting.

V. Strategic Planning Update

Dave Gruber, Chair of the Committee, informed the Board that there will be four main areas for further pursuit: joint ventures/partnering; marketing; volunteering and fundraising. The plan is to hire a consultant to help address the strategic planning process in which all of these areas will be considered.

CEO Donnelly noted that he has talked to a consultant whom he recommends and a meeting with her is to be scheduled for August. He also reported that he has met with management of COVIA about utilizing a jointly owned and operated employment agency.

VI. Other Business

a. Compliance Program Training

Jennifer Elko, a consultant hired to advise the Heritage on its federally required Compliance Program, presented a training to the Board entitled “The Board’s Role: Oversight of the Compliance Program.” The power-point presentation had been presented to the Board in advance of the meeting.

b. Resolution Adopting Program

Consistent with the requirements of federal law, the Board of Directors moved and approved the Resolution on the Board’s role in the Heritage’s Compliance and Ethics Program. The Resolution was also presented to the Board in advance of the meeting.

VII. Adjournment

The meeting was adjourned at 5:58 p.m. The next scheduled Board meeting is to be held on August 28, 2019.

VIII. Executive Session

The Board met in Executive Session from 6:00 p.m. to 6:40 p.m. at which time the Executive Session was adjourned.

Respectfully submitted,

Leslie L. Van Houten