



## **Board of Directors' Meeting Minutes April 28, 2021**

The Board of Directors of the San Francisco Ladies' Protection and Relief Society (the Board) held its monthly meeting on Wednesday, April 28, 2021, via Zoom Conference

**Directors Present:** Deborah Avakian, Charles Dicke, Susan Gearey, Randy Gridley, David Gruber, Tony Hanley, Scott Hindes, Margaret Jacobs, Dennis Mooradian, Trish Otstott, Leslie Van Houten and Laura Wagner.

**Director Excused:** Laura Pilz

**Staff Present:** Mary Linde, CEO; Ken Donnelly, Chief Strategy Officer; and Joe Conroy, Controller.

**Residents' Representative:** Bernie Burke, Residents' Council President

- 1. Call to Order:** Chair David Gruber called the meeting to order at 4:02PM.
- 2. Consent Agenda:** Motion by Randy Gridley, second by Deborah Avakian to approve the minutes of the March 24, 2021 Board meeting, the Audit Committee Meeting Minutes of April 13, 2021, the Financial Reports, the Report on QAPI by Laura Wagner and the 2021 Board Committees.  
Approved

**3. Residents' Council Report:** Council President's Report by Bernie Burke was included in the Board packet. Bernie added, we had our Semiannual Residents' Council meeting, via zoom on April 26, 2021. We will now resume monthly meetings, the last Friday of the month via zoom and channel 998. Board members who are interested will be provided the link. Bernie mentioned that Mary Linde has been well received by residents.

**4. CEO Report:** Mary Linde reported that after a flawed test of our water supply, another firm was brought in and re-tested the water. The results were two minor discrepancies which were corrected. Residents were notified after the first test and provided bottled water until the second test proved negative for lead. A second semiannual council meeting will be held in August with a report from the Investment Committee. Mary reported the establishment of a Financial Variance Review Committee, composed of residents lead by Bernie Burke. Mary then discussed the progress with staff regarding the Aging-In-Place model. Mary introduced her thoughts on Board Best Practices: (a) change Board meetings to every other month. After much discussion, this suggestion will be taken up at a future date. (b) Meet with Committee chairs in person annually. (c) Provide education to Board quarterly (d) Mary requested that the Board review the Continuing Care Contract status. A Committee of the Board was formed to review the contracts with Mary and Janet Howell. (e) Mary suggested that one Board Committee be highlighted at each Board Meeting, at the discretion of the Chair and CEO.

Finally, the Board agreed, the CEO has discretion as to how many residents can occupy one and two-bedroom apartments.

- 5. Financial Results through February 2021:** Joe Conroy reported on year-to-date operating results (in Board packet), noting that no new residents were admitted to date 2021. We have 16 apartment vacancies. Our revenue is down and we continue to draw down from the portfolio to meet operating expenses.
- 6. Audit Committee Report:** Chair Randy Gridley reported that our annual audit resulted in a clean report. The Audit information was included in the Board packet.
- 7. Strategic Planning Committee Report:** Chair Randy Gridley reported movement on establishing our Aging-In-Place model. He noted that Ken Donnelly and Mary Linde have been working with staff to deliver aging-in-place care. Ken then presented a comprehensive presentation regarding staff requirements and cost.
- 8. Adjournment:** The meeting was adjourned at 5:59PM.

Respectfully submitted,

Tony Hanley, Secretary