



Board of Directors' Meeting Minutes June 23, 2021

The Board of Directors of the San Francisco Ladies' Protection and Relief Society (the Board) held its monthly meeting on Wednesday June 23, 2021, via Zoom.

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

Directors Excused: Charles Dicke and Susan Gearey.

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

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

- 1. Call to Order:** Chair David Gruber called the meeting to order at 4:01PM.
- 2. Consent Agenda:** On a motion from Randy Gridley, and seconded by Laura Wagner, the Minutes of the May 26th Board meeting, the April Financial Reports, the Weekly Marketing Occupancy and Inventory Report and the Residents' Council President Bernie Burke's Letter to the Board were approved.

- 3. Residents' Council Report:** Council President Bernie Burke's report was included in the Board packet. Bernie added that we will be holding our first in-person Council meeting since the pandemic, on Friday May 26th. He invited the Board to attend.

- 4. Financial Update:** Joe Conroy reported that as of April 2021, combined revenue and expense, YTD, resulted in an operating loss of \$1.5 million. While revenue is down, expenses are better than plan. Covid expenses are down.
We have three potential new residents working through the application process. A question was raised regarding accepting new Medicare patients in our SNF. Mary Linde replied that our current staffing level cannot accommodate additional Medicare patients.

- 5. Strategic Planning Update:** Chair Randy Gridley stated that Frank Rockwood is just beginning his inspection of our facility and will provide a report of what Heritage on the Marina should look like in the future. Randy indicated that we should have more information at our next Board meeting.

- 6. CEO Update:** Mary Linde had the following reports:
 - A) CaMP:** We continue to work on gathering data regarding breaks, looking back 13 months. We will provide a cost update when the data has been analyzed.
 - B) San Francisco Health Care Safety Ordinance Investigation:** On June 11, 2021, HOTM was notified by SF Health Care Security Ordinance that they have opened an investigation for the period of April 1, 2018, through March 31, 2021, because they allege that HOTM may have failed to meet its legal obligation under the city codes. This has to do with quarterly fees we pay the City for employees who are ineligible for, or who elect not to take health benefits.

- C) Ad-hoc Contract Committee Updates:** We are working on second person Entrance Fees and the opportunity of establishing a 75% repayable Entrance Fee.
- D) Project Management:** Frank Rockwood update: Mary Linde stated that Frank Rockwood started today and we anticipate having his report by August.
- E) Leadership Changes: Organizational Chart Update:** Mary Linde presented two proposed organization charts. (included in Board packet). We are attempting to shift some of the directors' responsibilities. With our Aging-in-Place model we will need RCFE training of our nursing staff and the creation of an RCFE leader. That is why Proposal 2, with focus on health is important.

7. Adjournment: Before calling for adjournment, Chair David Gruber noted that the Board will not meet in July. The next Board meeting will be August 25th. The meeting was adjourned at 4:58PM.

Respectfully submitted,

Tony Hanley, Secretary