



Board of Director's Meeting Minutes November 17, 2021

The Board of Directors of the San Francisco Ladies' Protection and Relief Society (the Board) held its monthly meeting on Wednesday, November 17, 2021, via Zoom.

Directors Present: Deborah Avakian, Charles Dicke, Randy Gridley, Tony Hanley, Margaret Jacobs, Dennis Mooradian, Trish Otstott, Laura Pilz, Leslie Van Houten and Laura Wagner

Directors Excused: David Gruber and Scott Hinds

Staff Present: Mary Linde, CEO and Joe Conroy, Controller

Residents' Representative: Bernie Burke, Residents' Council President

- 1. Call to Order:** Vice Chair Deborah Avakian called the meeting to order at 4:07pm
- 2. Consent Agenda:** A motion was made by Leslie Van Houten, seconded by Randy Gridley to approve the minutes of the October 27, 2021 Board meeting, the weekly Marketing Occupancy and Inventory Report of November 12, 2021 and President Bernie Burke's Letter to the Board. Motion Approved.

- 3. Residents' Council Report:** In addition to the written report, Bernie noted that residents are looking forward to the Holiday season. Bernie mentioned that the individual who was to become the next Residents' Council President has withdrawn her name due to personal reasons. We will have a new President named before the end of the year.
- 4. Healthy S.F. Medical Plan Audit Update:** Joe Conroy reported that the auditor should have the information wrapped up by the end of the month.
- 5. CaMP Update:** Joe Conroy reported the data is complete and we expect a separate payroll to be generated the week of December 17, 2021.
- 6. Employee Benefits:** Joe Conroy reported that Kaiser will raise premiums by 6% in January 2022. Heritage on the Marina pays 95% of the premium and employees 5%. Heritage also pays 100% of dental. There is consideration of passing the 6% increase to employees. There was discussion concerning passing the full amount to employees. Joe Conroy will have further discussion with the Finance Committee.
- 7. Budget Process and Timeline:** Joe Conroy reported that we are working with each department having them carefully look at staffing and proposed expenditures for 2022. We will finalize revenue and expense by December 7, 2021 and present to Finance Committee. The 2022 budget will be presented to the Board at the December meeting.

8. Nominating Committee Report: Chair Trish Otstott made the following motions: That upon the recommendation of the Nominating and Governance Committee, and with the approval of the Heritage on the Marina Board of Directors, Andrew (Andy) Cohen be approved to serve as a regular voting Director of the Board. No objections, motion approved.

That upon the recommendation of the Nominating and Governance Committee and with the approval of the Heritage on the Marina Board of Directors, Kevin Gerber be approved to serve as a regular voting Director of the Board. No objections. Motion approved.

Trish Otstott introduced the following resolution. Be it resolved that the Board of Directors of Heritage on the Marina agree to adopt an every other month meeting schedule. The resolution was approved. With our annual meeting in December, we would have our next meeting in February. The meetings will continue to be on the 4th Wednesday of the month starting at 4:00pm. It was noted that Mary Linde can always call for a meeting. Monthly financial reports, Mary Linde's Dashboard and the Residents' Council Report be available on the Board Portal every month.

9. CEO Report:

1. Mary Linde has revised the Grace and Favor policy and the Scholarship policy into one policy, called Resident Assistance policy.

Highlights: we will reduce studio entrance by 10% for singles who qualify for the monthly fee but not for the entrance fee.

If a Resident with a Type A, Life Care Contract has outlived their assets we will provide a monthly care fee reduction.

- Must be here 10 years. (Previously, this was 1 year)
- Must spend down to under \$20K in assets
- Must be reapplied for annually
- Consider: how do we handle Type C residents who outlive their assets.

2. Social Accountability Reporting: Pam Kaufmann says it is not a requirement, but good idea. Reference Covia as a great example of annual Social Accountability reporting.

- Delivered Thanksgiving cakes to our local fire and police departments.
- Making 100 cards for Little Brothers-Friends of the Elderly to distribute
- Making 10 Care Kits for Little Brothers-Friends of the Elderly to distribute.

3. Pets: Mary Linde reported that we had to turn away 4 potential residents with pets. In researching all other senior communities, we learned that they all accept pets under certain rules. Bernie Burke will work with residents to gain acceptance.

10. Adjournment: Vice Chair, Deborah Avakian adjourned the meeting at 5:08pm.

Note: Our next meeting will be held in person at Heritage on the Marina on Wednesday, December 15, 2021, at 4:00p.m. followed by the Holiday party.

Respectively submitted.

Tony Hanley

Secretary