CARIE Board Meeting

July 21, 2016

Present: Carolyn Cristofalo (phone), Joan Davitt, Jaqueline Jefferson, Rebekah Horowitz (phone), Emily Amerman, Lucy Amerman, Michelle Sahl, Stuart Jasper, Randi Siegel

Absent: Joe Kelley, Justine Stehle, Yvette Green, Ryan Miller, Mary Fallon

Other: Diane Menio (staff), Michele Mathes (staff)

Meeting called to order at 6:10 PM.

Previous meeting minutes approved. Rebekah will reach out to Charmel and the board to gather board feedback and discussion questions from the Compass presentation as a reference.

Report of the Chair – Carolyn

- Executive committee met, discussed Compass project. The executive committee was pleased with the presentation and wants to largely move forward with their recommendations.
- We are discussing board retreat and strategic planning as the two main action items coming out of the project. Diane and Carolyn have met with 2 consultants (one who was a member of the Compass team) who can help to guide us through the process of board retreat and strategic planning, and they've both submitted proposals, which we are reviewing now.
- We also discussed having the Wharton board fellow help to implement some of the Compass suggestions on an ongoing basis. We will discuss this with her when she is officially back and on the board in the fall.

Finance Committee – Diane & Joan

- Diane briefly reviewed the financial documents for FY16. Great news – we ended the board with a surplus for the third year in a row, and with the healthiest surplus yet. It's the result of significant austerity measures across the board, which have been somewhat painful but quite effective at helping the organization to build a strong financial foundation.
- Ending the year in a fairly strong cash position as well, though receivables are down slightly. This reflects better collection in general.
- The auditors will be in at the end of July to begin their review.
- Joan discussed the revised financial and audit committee charter. A number of small changes have been made, and the board voted to approve the changes.

Board Development – Rebekah

- Rebekah has reached out to James Bullock of our Compass team to make contact about potential involvement with CARIE.
- Michele Szkolnicki is staying in Philadelphia, and is interested in moving forward toward joining the board.
- The Board Development committee met and discussed a number of changes to increase board member engagement and commitment. These changes will cover everything from revising the board member commitment and re-implementing a skills analysis form to introducing board report cards and annual self-evaluations. Rebekah will work with Gayatri Sedhev, the new board

fellow from Wharton, and the board development committee to implement changes and improve the onboarding process. We'll review proposed changes in detail throughout the fall.

Emily suggested having a board consent agenda whereby board members review any documents to be voted on ahead of the meeting and if no questions then the packet of documents can be simply approved.

Human Resources Committee Report - Emily

1. Employment Policies and Procedures Manual much of the changes were a matter of reorganizing rather than substantive changes. Added piece on Work performance to deal with behaviors in the workplace.

Fair Labor Standards Act amendments – there is a questions about whether CARIE is an enterprise or not, defined as sales of more than $500,000 per year. Morgan attorneys are checking to see if our federal grants amount to a fee for service arrangement which would fall under the category of "sales". Hoping that the attorneys say we are not an enterprise and that they give us a letter to that fact. The policies include a clause stating that CARIE will comply with any local state or federal laws.

There was a question about whether the manual should include health and other benefits that are not currently in there. Movement to accept the policies as stated with the future suggestion of adding a statement regarding the fact that CARIE offers health and other benefits which will be described in the employment packet. The committee will take this up at a future meeting. The motion to approve the policies as presented was approved.

2. Review of document on "Executive Decision Making Controls for Risk Management" – Emily reviewed this document and its purpose and areas of coverage. The committee thought this would be a useful document for the board and any future ED, etc. The motion to approve the document was unanimously approved.

3. ED performance review. Emily now has feedback from more than 50% of board members and will get together with Board Chair to review feedback and then they will meet with Diane to review the feedback and develop goals for the next year.

Emily has suggested that we do the survey on survey monkey in the future, and that we consider doing a 360 review including staff input. The 360 review could be done less than annually.

Development & Marketing Committee Report - Mary

Next meeting is Tuesday August 16 at CARIE.

Auction made about $6,000 less than last year. Auction for next year is April 20th, which is a Thursday. Will move up the selection process for Spirit of CARIE awards.

Endowment fund fundraiser because of 40th anniversary year. Bernice Soffer birthday party will also help to generate to the endowment fund.

Do we need a blurb for board to say here is what the endowment is for? Development committee will develop a brief description of the endowment for board members to use in recruiting donations to the endowment.

Question about donations to the endowment – how are we going to encourage donations to the endowment in addition to regular donations for programs and operating costs. The development committee will review this question at the next meeting in August.

Planned giving – maybe we can establish a club for those who have named CARIE in their will. Maybe the 1977 club, this could also be something to discuss at the development committee.

Do we want to keep track of any donations that are made to Bernice endowment prior to party and we can report to Bernice and attendees how much has been raised so far. This might incentivize more giving at the party.

Executive Director's Report – Diane

Kathy Cubit is working very hard, she is now the Chair of the Long Term Care subcommittee of the Medical Assistance advisory committee, so she is attending all of these meetings.

CARIE is doing a lot of work around Managed Long Term Supports and Services (MLTSS) issue.

Diane reported on the transition to Maximus for enrolling Pennsylvanians in the Aging Waiver program. See Diane's report for further details on this situation and the access challenges created by this transition to Maximus.

See Diane's report for an update on staff changes which were minimal this quarter.

Grants – approval for PCCD grant for 3 years with a 25% increase; pending a competitive grant with PCCD as well.

Submitted a proposal for a guardianship program Special Advocates for the Elderly. Volunteer based program to advocate for someone who has a petition filed for guardianship along with this is an evaluation to determine outcomes of project. We received letters of support from many key individuals and organizations for this. We will know mid-August. Funded at just over $400,000 per year if received.

Independence Foundation has asked us to submit a proposal for policy work focused on MLTSS for up to $50,000.

Next board meeting: Thursday, September 15, 2016, 6PM @ CARIE Offices

Meeting adjourned at 7:50 pm.