



**Minutes of the CARIE Board Meeting
May 18, 2017**

Present: Carolyn Cristofalo, Joan Davitt (phone), Lucy Amerman (by telephone), Mary Fallon, Stuart Jasper, Jacqueline Jefferson, Randi Siegel (by telephone), Mia Rendar (by telephone), Justine Stehle

Absent: Emily Amerman, Yvette Green, Jethro Heiko, Rebekah Horowitz, Joe Kelley

Staff: Diane Menio, Michele Mathes

Guest: Heather Veleanu

The meeting was called to order by the Chair at 6:15 PM

The minutes of the March 16, 2017 Board meeting were approved without comment.

Report of the Chair – Carolyn Cristofalo

Carolyn deferred much of her report to the committees since committee work was discussed at the executive committee meeting.

Executive Director's Report – Diane Menio

CARIE has been very engaged in advocacy on the state level. Diane met with staff of the Auditor General's office to address concerns about Pennsylvania's use of independent enrollment brokers for enrollment in the Waiver program. Diane noted that the use of IEBs has resulted in delays in receiving Waiver services for consumers at a significantly higher cost to the state than enrollment through the AAAs.

Diane and other stakeholders met with members of Governor Wolf's staff to address the proposed consolidation of Pennsylvania's Departments of Human Services, Health, Aging and Drug and Alcohol Programs. The Governor is looking to set up a cabinet level position with responsibility for addressing aging issues across all departments. This would mitigate some, but not all, concerns that CARIE has with the consolidation.

Diane and Pam Walz, Esq., of Community Legal Services met with separately with the Governor's policy staff regarding the Long-Term Care Ombudsman Program. CARIE and CLS are advocating for making the Ombudsman program completely independent of government. The Governor's staff expressed interest in alternative models implemented in other states.

Today, Diane also testimony on consolidation before a Philadelphia delegation of the Pennsylvania Senate.

Human Resources Committee – Diane for Emily Amerman

The HR Committee report is short. A team of graduate students from the University of South Carolina reviewed and revised our personnel policies. The committee met to review the proposed changes and Emily will be revising the document for further review. A revised policy should be brought to the board at the July or September meeting. Emily has revised and updated the succession plan; this will be discussed at the next committee meeting.

Strategic Planning Committee – Joan Davitt

Joan noted that in reviewing the proposed 3-year Strategic Plan she was going to focus specifically on the Board's role in the implementation of the Plan. Joan then reviewed with Board members the three overarching goals of the Plan and the objectives to be achieved in reaching those goals. Board members identified the Board Committee(s) that would have primary responsibility for accomplishing the Plan's goals and objectives. Board members agreed that each Committee should create a yearly plan for itself based upon the Strategic Plan.

The Board voted to approve the Strategic Plan as written. Highlights of the plan will be provided to foundation funders and significant individual donors as appropriate and will be included in an upcoming CARIE newsletter and updates in subsequent issues.

Treasurer's Report – Stuart Jasper

Stuart also noted that the Finance Committee is meeting regularly. He reported that CARIE is in good financial shape and will end the year in the black. Stuart also noted that CARIE's cash flow is good. Based on an anticipated balance between income and expenses through the end of the fiscal year on June 30th, CARIE may end the fiscal year with a surplus of more than \$25,000.

Fund Development and Marketing Committee – Mary Fallon

Mary led a debriefing of the auction fundraiser. It was agreed that CARIE will go back to using 501 Auctions for the online auction platform next year. Board members noted that issues to focus on for next year include increasing Fund A Cause donations, capturing the number of people actually attending the event, using name tags more effectively, starting earlier to create both a guest list and a Sponsorship list. It was also agreed that we should hire a coordinator for the event.

Mary noted that the "marketing" side of the Committee's portfolio needs to receive greater emphasis. She emphasized that we should continue to publicize this year as CARIE's 40th anniversary year. CARIE staff will post the slide show that was shown at the event on the CARIE website. Mrs. Jefferson inquired whether the Bernice Soffer Endowment Fund has reached the goal of \$40,000 for our 40th year. Diane noted that the fund currently has about **\$36,000**. We will continue to solicit donations to the Endowment in honor of our anniversary throughout the year. Mrs. Jefferson generously offered to donate to the fund to cover any shortfall should the fund not meet the \$40,000 goal by the end of the year.

Mary also suggested that CARIE's 40th anniversary should be publicized through a newspaper article. CARIE staff will contact Sage Communications about the possibility of pitching an article.

Board Development Committee – Carolyn Cristofalo for Rebekah Horowitz

Carolyn presented the names of Karen Jackson and Jane Bonner Reitmeyer for election to the Board. Both were unanimously approved for membership by the members present. Carolyn will inform them of their election.

Sue Graydon continues to be a potential Board member.

Heather Veleanu attend the May 18th meeting and is considering becoming a member of the Board.

Carolyn informed the Board that John Butts has resigned from the Board but in his resignation message had noted his ongoing commitment to CARIE's mission and support of the organization.

Announcement: Diane announced that Kathy Cubit will be the recipient of a Community Service Award from the PCA Emergency Fund Coalition at a luncheon on June 15, 2017 at the Hilton Philadelphia City Avenue. Mary will send information about the event to board members.

Respectfully Submitted by Michele Mathes for Rebekah Horowitz, Secretary.