



THE HAVEN BOARD OF DIRECTORS MEETING

AGENDA – January 24, 2023, 3:30pm

via ZOOM and in person at

2601 N. Campbell Ave.

Our mission is to provide professional, holistic services to all women as they unlock their potential while recovering from substance use and while moving towards their best mental health.

Board members present: Phyllis Howell, Rebecca Smith, Jeannie Gadea, Colette Barajas, Barbara Sattler, Jacquie Wohl, Fran Moore, Judith Francis, India Davis, Vanessa Seaney

Staff members present: Cynthia Duncan, Amber Santa Cruz, Sharese Bailey, Latricia Clary, Lalita Arnold, Aimee Graves, Emilia Honkasaari, Kristin Lindberg, Allison La Croix, Ryan Olsen, Julie Mairs

Called to order at 3:33pm

Staff Appreciation – Shane Yanez, Residential Technician

Discussion - Shane was unable to attend the meeting because she works overnight. She was very surprised and shocked and exclaimed “are you sure you have the right person?”

Shane is now our sole full time overnight RT and has been such an amazing team player. She has always been willing to help cover shifts for her peers, has literally worked all the shifts, and has been no stranger to working overtime to ensure that we have appropriate coverage. Her coworkers really enjoy working with her because they know that she is such a great team player. She is passionate about this work, and motivated to make sure our clients needs are being met.

Education Minute – Elevator Speech How-To with Emilia Honkasaari

Discussion – Emilia attended a workshop at Alexander Carrillo and they learned how to share a personal story that focuses on “the why”. Sharing client success stories, stories with the board, be able to speak to what the haven does. Emilia will provide a workshop so everyone can learn this technique.

Consent Agenda

1. Minutes from November
2. Executive Director’s Report

Discussion – Reviewed the key points from the executive director’s report. Motion by Jacquie to approve the consent agenda and 2nd by India. All in favor. Unanimous approval.

Committee Reports – *Please review committees’ meeting notes, which are part of the board packet, through the Board Portal on The Haven website.*

Finance/Audit

Discussion – reviewed the December financials provided by Cynthia. We are currently down a therapist in IOP so census is low. Residential census is at 36 and we budgeted higher numbers. We still

have challenging numbers in regards to finances since the census has been so low. However, the census is increasing. Reviewed the audit – letters and reports provided by the auditors. Intake team is fully staffed. We are working with agencies for referrals and relationship building.

Development

Discussion – Chrysalis Luncheon is April 18th at Tohono Chul. All board members are encouraged to host a table. We are building baskets for a raffle – Rebecca is spearheading this. Board members will be encouraged to sit at different tables in order to socialize with the guests. We are still looking for sponsors. Centra Realty (Colette) will sponsor at the \$3,500 level and Barbara will purchase a table as well.

Information, Discussion and Action Items

Board Committee Service

Discussion – all board members need to serve on a committee. The Governance Committee will discuss adding additional committees.

Annual Board Assessment

Discussion – each board member has the responsibility to determine how they are performing their duties as a board member as stated in the by-laws. Barbara will be reviewing this topic further.

Officer Elections

Discussion – Slate of Officers was presented. Motion by Colette to approve and 2nd by Phyllis. All in favor. Slate of Officers passed.

Annual Board Calendar

Discussion – Calendar will be reviewed and approved in February. The calendar includes what tasks need to be performed and when.

Adopt Compensation Philosophy

Discussion – We have been working with Fahrenheit looking at salary ranges to ensure our compensation is fair and comparable with other similar organizations. We will be rolling out a new merit based compensation philosophy in the fall. We are starting to work on the performance management model and the board will be involved in this process when the annual budget is completed. Human Resources will provide checks and balances to ensure the process is balanced. Motion by Rebecca to approve the compensation philosophy and 2nd by Jacquie. All in favor.

Update on Native Ways Program by Amber Santa Cruz

Discussion – Amber presented the Native Ways Program. The presentation talked about where we were, where we are and where we want to go. Amber will continue to present the program to the board at future meetings.

Dates to Remember

- Governance meeting – February 1, 12:15pm via zoom
 - Bylaws & Articles of Incorporation for The Haven & The Haven Butterfly Foundation – Presentation by Kendis Muscheid, Ballard Spahr at February Governance Committee Meeting

- Haven Tour – February 17, 8:30am
- Development Committee – February 27, 12pm via zoom
- Finance/Audit Committee – February 27, 4pm via zoom
- Board Meeting – February 28, 3:30pm hybrid (in person and zoom)
- Chrysalis Luncheon – April 18 at Tohono Chul
- Board Enrichment – May 9, at Barbara house, 1601 E. Kleindale
- Personnel Committee – ad hoc

Meeting adjourned at 5:51pm