



The Haven Board of Directors Meeting Minutes  
March 28, 2023, 3:30 PM  
via Microsoft Teams and in person at  
2601 E. Campbell, Suite 110

*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:** Jeannie Gadea, Barbara Sattler, Phyllis Howell, Jacquie Wohl, Fran Moore, India Davis, Colette Barajas, Rebecca Smith

**Board members absent:** Vanessa Seaney, Judith Francis

**Staff members present:** Amber Santa Cruz, Emilia Honkasaari, Nora Silvas, Vondi Grijalva, Aimee Graves, Allison LaCroix, Latricia Clary, Sharese Bailey, Lalita Arnold, Cynthia Duncan, Savannah Robbins, Julie Mairs

**Guests present:** Jenny Carrillo

Meeting called to order at 3:30pm

**Staff Appreciation – Nora Silvas, IOP Recovery Coach**

Discussion: From her peers - Nora is always willing to help staff and clients in any way she can. She is always willing to cover groups, transportation and provide support to clients. Most importantly she does it with a great attitude and a smile on her face. Nora has gone above and beyond assisting clients with obtaining their birth certificates, ID's and assisted them with the process of obtaining their SNAP Benefits. She has been a true source for client's success providing assistance with Childcare enrollment, taking client's to community events such as Career Fairs and even teaching them how to utilize free public transportation via Sun Tran. Nora is and has always been a Team Player, I am proud to have her on our IOP Team. she is always stepping up to cover groups for the therapist. She is willing to help anytime we need her. She cares about the clients and goes above and beyond to help them. She is consistent and amazing. She is an incredible recovery coach and such an asset to our team! She is always willing to help out her co-workers when needed, and she is AMAZING with our clients! She absolutely deserves extra praise. Nora used to be a client at The Haven and is very grateful for the support and care she received. The board acknowledges Nora's contributions.

**Consent Agenda**

- A. Minutes from February
- B. Executive Director's Report
- C. Approve Board Calendar

Discussion: Motion to approve by Rebecca and seconded by Fran. Unanimous approval and no additional discussion.

**Board Participation in Direct Services – Jenny Carrillo**

Discussion: Jenny is a partner at Alexander/Carrillo Consulting. Responsibilities of board members – board members who are interested in volunteering in other ways other than the board.



What is considered appropriate and not appropriate as it could possibly be a conflict of interest and too many risks which isn't a good practice. What is each board members role at any given time, concerns when a board member is in a volunteer role and "not doing a good job", or when a board member wants to volunteer in a role that won't be helpful to the organization. Board members have no special authority when they are not in a Governance role. The board member would need to be under supervision of a staff member. What happens if the board member is working along side a staff member who is not doing a good job. What is appropriate and not appropriate to share. Board members could use feedback forms. It is important to develop a procedure which includes how to handle each of these questions if they arise.

### **Education Minute – The Haven & Gender, Part 2 - Allison La Croix**

Discussion: Please refer to the power point presentation

### **Committee Reports**

*Please review committee meeting notes, which are part of the board packet, through the Board Portal on The Haven website.*

### **Finance/Audit**

Discussion: Reviewed financial reports. Revenue for February was \$481k which is approximately 78% of the budget for the year. Year to date revenue is \$2.6m which is about 80% of the budget. Expenses for February were \$495k which are about 78% less than budget. Year to date expense is \$2.8m which is 80% of the budget. The bottom line is February's operating deficit was \$15k which is a favorable varies of \$3k. Year to date operating deficit is \$230k which is unfavorable variance to the budget of \$186k.

### **Development**

Discussion: We need everyone to make contact with anyone they can so we can increase ticket/table sales. The venue has a capacity of 250 and so far we are at 80. We need to at least double this number so we don't have an empty room. Call lists for board members are being created. Please let us know if you can make any calls.

### **Information, Discussion and Action Items**

#### **Amending job title of Executive Director**

Discussion: Amend Aimee's title from Executive Director to Chief Executive Officer

Action: Motion by Rebecca and seconded by Jacquie. Unanimous approval.

#### **Board Assessment**

Discussion: A survey will be sent to each board member per CARF standards. The current concern is the questions are very long. They need to be readable and to the point. Created an Ad Hoc committee to review the questions and summarize for each board member. Judith will serve as the chair with Barbara and Rebecca as members. Each board member will assess their own abilities in the upcoming weeks.



**Other items:**

Discussion: Governance meeting will be changed from April 5<sup>th</sup> due to Passover. New date is April 3<sup>rd</sup> at the same time.

Meeting adjourned at 4:55pm

**DATES TO REMEMBER**

- Governance meeting – April 3, 12:15pm via Microsoft Teams
- Haven Tour – April 21 at 8:30am
- Development Committee – April 24, 12pm via Microsoft Teams
- Finance/Audit Committee – April 24, 4pm via Microsoft Teams
- Board Meeting – April 25 at 3:30pm, hybrid (in person and Microsoft Teams)
- Chrysalis Luncheon – April 18 11am – 1pm at Tohono Chul
- Board Enrichment – May 9, at Barbara's house, 1601 E. Kleindale
- Personnel Committee – ad hoc