



THE HAVEN BOARD OF DIRECTORS ANNUAL AND MONTHLY MEETING

Minutes – January 23, 2024, 3:30pm
via Microsoft Teams and in person at
2601 N 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 toward their best mental health.

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

Staff members present: Sharese Bailey Harris, Erisha Green, Cynthia Duncan, Vondi Grijalva, Latricia Clary, Emilia Honkasaari, Aimee Graves, Kelli Gacic, Marcy Kumer

Meeting called to order at 3:30pm

Approval of Minutes of Annual Meeting of January 24, 2023

Discussion – motion by Phyllis to approve the minutes and seconded by Colette. All in favor. Unanimous approval.

Election of Board Members:

- A. The following Board Members have completed the third year of a three-year term:
 - a. Phyllis Howell, Member at Large – 3rd of 3-year term 11/17/2021 – 1/23/2024
- B. The following Board Members have completed the second year of a three-year term:
 - a. Judith Francis, Member at Large – 2nd of 3-year term 11/29/2022 – 1/28/2025
- C. The following Board Members have completed the first year of a three-year term and continue to serve their term:
 - a. N/A
- D. The following Board Members have completed the first year of a two-year term and continue to serve their term:
 - a. N/A

E. The following Board Members have completed the second year of a two-year term and are nominated to serve a one-year term:

a. N/A

F. The following Board Members have completed a one-year term of a one year term:

- a. Barbara Sattler, President – 1 year term 1/24/2023 – 1/23/2024
- b. Vanessa Seaney, Vice President – 1 year term 1/24/2023 – 1/23/2024
- c. Jeannie Gadea, Treasurer – 1 year term 1/24/2023 – 1/23/2024
- d. Jacqueline Wohl, Secretary – 1 year term 1/24/2023 – 1/23/2024
- e. Colette Barajas, Member at Large – 1 year term 1/24/2023 – 1/23/2024
- f. Fran Moore, Member at Large – 1 year term 1/21/2021 – 1/23/2024
- g. India Davis, Member at Large – 1 year term 1/24/2023 – 1/23/2024
- h. Kimberly Bond, Member at Large – 1 year term 11/28/2023 – 1/23/2024

G. The following people have resigned from the board of directors:

After 15 months of dedication to The Haven, Rebecca Smith, Member at Large, resigned on 8/9/2023. She was serving her 2nd year of a 3-year term at the time. Rebecca Smith gave notice to Chair Barbara Sattler that she was stepping down from her board service, effective immediately. Rebecca expressed that she would remain a supporter of the members we serve and the organization.

In order to create staggered board terms, per the Amended and Restated Bylaws of The Haven (May 23,2023):

H. The following people have been nominated to serve the first year of a three-year term:

- a. Colette Barajas, Member at Large – 3-year term 1/23/2024 – 1/26/2027
- b. India Davis, Chair – 3-year term 1/23/24 – 1/26/27
- c. Jacqueline Wohl, Secretary – 3-year term 1/23/24 – 1/26/27
- d. Kimberly Bond, Member at Large – 3-year term 1/23/24 – 1/26/27

I. The following people have been nominated to serve the first year of a two-year term:

- a. Barbara Sattler, Immediate Past Chair – 2-year term 1/23/24 – 1/27/26
- b. Judith Francis, Member at Large – 2-year term 1/23/24 – 1/27/26
- c. Vanessa Seaney, Vice Chair – 2-year term 1/23/24 – 1/27/26

J. The following people have been nominated to serve the first year of a one-year term:

- a. Fran Moore, Member at Large – 1-year term 1/23/24 – 1/28/25
- b. Jeannie Gadea, Treasurer – 1-year term 1/23/24 – 1/28/25
- c. Phyllis Howell, Member at Large – 1-year term 1/23/24 – 1/28/25

Discussion: Reviewed board terms and explained that they are being staggered based on the new by-laws that were accepted in 2023. No questions regarding the board terms.

Acceptance of nominations from the floor

Discussion: No further nominations from the floor. Current Slate of Officers is:

India Davis – Board Chair

Vanessa Seaney – Board Vice Chair
Jean Gadea – Treasurer
Jacquie Wohl – Secretary

Motion by India to approve the Slate of Officers. Seconded by Fran. Unanimous approval and no further discussion.

Signing of Conflict of Interest forms and Letter of Commitment

Discussion: Forms are signed annually by each board member. No questions regarding the forms. The forms have been uploaded to the board portal and will be emailed separately from the board packet email to each board member.

The Annual Report of the Chief Executive Officer

Discussion: Hired new Clinical Director after the position was vacant for eight months. Additionally, hired a QM/Compliance Director after approximately five months with the position being vacant. We've promoted two therapists to Program Managers. We had Fahrenheit conduct a market rate analysis and compensation philosophy was adopted. We had our first new performance reviews and employees could receive a merit based raise or bonus. The first revision of the employee handbook was completed. The Haven's development dashboard was completed and we held The Loft movie screening in September. We also reorganized our outreach teach and began the alumni program. Our first Chrysalis luncheon was held in three years and we honored Margaret's 17 years of service at The Haven. Due to the AHCCCS rate change in early 2023, we lost approximately \$500k in revenue. We had our first A-133 audit with no significant findings. We had several meetings around The Butterfly Foundation and adopted by-laws and Articles of Incorporation. We also restated The Haven's by-laws and Articles of Incorporation, adopted Governing policies and began the 2024-2026 Strategic Planning process.

Staff Appreciation

Discussion: No staff appreciation for January

Consent Agenda

- A. Minutes from November 28, 2023
- B. CEO's Report

Discussion: Motion by Jacquie to accept the consent agenda and seconded by Fran. Unanimous approval.

Education Minute - Haven Outreach Program

Discussion: Viewed Power Point Presentation by Marcy Kumer

Committee Reports

Please review the committees' meeting notes, in the board packet on the Board Portal on The Haven website.

Executive Committee

Discussion: Lawsuit was settled in late November 2023. We are still expecting paperwork before we inform staff of the outcome. We expect the paperwork later this month. PHI employee/member breach is underway. We are following a timeline provided to use by our legal counsel and JNR. By mid-February everything will be completed. A133 audit presentation will be January 22 at 4pm in the finance committee. The holiday parties in December were wonderful. It's always great to talk to the members and hear their stories.

Finance/Audit Committee

- a. November 2023 Board Bullets
- b. December 2023 Board Bullets

Discussion: Reviewed trended statement of activities and balance sheet for October through December. We had about a \$73k loss for the 1st quarter. January financials will look bleak because of the issue with the fire suppression system, but we're still hopeful. Our executive leadership team had a goal to cut \$180k from the budget. Latricia proposed a new residential technician model with moving staff from an 8 hour shift to a 12 hour shift and it will save approximately \$330k annually. Additionally, only staff who work more than 30 hours per week will receive holiday pay unless they work on the holiday. This is a cost saving as well.

Development Committee

Discussion: The main focus currently is the Chrysalis Luncheon. Our goal this year is \$20k in sponsorships and 150 seats filled. Invitations have been mailed, emailed and posted on social media. We encourage all board members to sponsor a table or purchase tickets. Any friends or business connections you want to send an invitation to please let us know. We will be raffling baskets again this year in addition to the around the world gift cards.

Board Growth and Advancement Committee

Discussion: We are continuing to work on the orientation manual and Kimberly will be our test subject. The manual will be available online through the board portal and in print format for those who request a printed copy.

Information, Discussion and Action Items

Approval of the Strategic Plan

Discussion: Motion by India to approve the Strategic Plan and seconded by Jacquie. Unanimous approval.

Acceptance of the Annual Audit

Discussion: Reviewed audit report. It was a clean audit and accurately reflects our financial information. This was our second A-133 audit and after our third, we can be considered a low risk auditee. This is a good label to have. Motion by Jeannie to accept the audit. Seconded by Phyllis. Unanimous approval.

Chrysalis luncheon

Discussion: Luncheon is March 5th from 11-1pm at Tohono Chul. All board members are encouraged to sponsor a table and spread the word to friends and business connections.

March board meeting date

Discussion: The March board meeting conflicts with Fast Pitch. Suggestion was to move the meeting to March 19th. Unanimous approval.

Fast Pitch

Discussion: The event is March 26th at 7pm at the Fox Theatre. All board members are encouraged to attend to show their support for The Haven.

Elevator Speech Workshop Talking Points

Discussion: Two workshops are scheduled on January 31st and February 21st both from 3-5pm. Included in the board packet was “homework” to offer some food for thought prior to the workshops.

Meeting adjourned at 5:25pm

DATES TO REMEMBER

- Development Committee – February 6, 11am via Microsoft Teams
- Executive Committee – February 7, 12:15pm via Microsoft Teams
- Board Growth and Advancement Committee – February 7, 1:30pm via Microsoft Teams
- Finance/Audit Committee – February 26, 4pm via Microsoft Teams
- Board Meeting – February 27, at 3:30pm, hybrid (in person and via Microsoft Teams)
- Elevator Speech Workshop - January 31, 3pm to 5 pm via Microsoft Teams
- Elevator Speech Workshop - February 21, 3pm to 5pm, 2601 N. Campbell Ave
- Chrysalis Luncheon, March 5, 11am – 1pm, Tohono Chul
- Fast Pitch – March 26, 7pm, The Fox Theatre
- Annual Meeting - January 28, 2025, 3:30pm