

**THE HAVEN BOARD OF DIRECTORS MEETING
AGENDA & MINUTES**

February 25th, 2025, at 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: India Davis, Judith Francis, Barbara Sattler, Colette Barajas, Jeannie Gadea, Kimberly Bond, Rosa Garcia, Casey Ramirez, Jacquie Wohl

Board Nominees Present: Wendy Million, Miguel Flores

Staff Members present: Allie Lippard, Cynthia Duncan, Vondi Grijalva, Lalita Arnold, Allison La Croix, Latricia Clary, Erisha Green, Aimee Graves, Violet Kreiger, Mary Castaneda, Melissa Sheely, Emilia Honkasaari

MEETING CALLED AT 3:33PM

Board Education- CARF presented by Judith Francis

Discussion: CARF (Commission on Accreditation of Rehabilitation Facilities) will be visiting either in May or June for a three-day survey. They were here three years ago, and Aimee has been one of the surveyors. The surveyors are peers from similar organizations. During their visit, they will conduct a kickoff, visit and talk to people, and hold a final exit discussion. Board members are encouraged to ask questions and describe the governance work done, as the organization is seeking certification for Governance in addition to the program. CARF will coordinate the dates and work with admin surveyors to create a schedule for the visit. There will be a 30–60-minute conference for board members to meet with the admin surveyor. It is important for board members to familiarize themselves with their roles in the committees and the board manual. In the handout provided there are suggestions of the topics that will be covered as well as being a little cheat sheet for the Board Members to prepare better for these three days in May or June.

Staff Appreciation- Mary Castaneda presented by India Davis

Discussion: Summary of all Mary has accomplished at The Haven in her 8 years as an employee. Her glowing review by colleagues of being the “best supervisor” was the common theme, as well as her dedication, compassion and positive impact on both staff and clients. And she even told her own personal story about The Haven and how this foundation is the reason she is here today, being a member back in 2005.

Consent Agenda-

MOTIONED BY BARBARA SATTLER AND SECONDED BY JUDITH FRANCIS

- A. Minutes from January 28th BOD Annual Meeting
- B. CEO’s Report

Discussion:

Program Highlights-

IOP-A decision with HR to expand IOP's educator team so that IOP can expand experiences to potentially afternoon and evening groups, mostly IOP wants to support the members with more programming and a lot of the members want to work during the day. And in the end with these changes, IOP hopes they can also catch more revenue, as well as the recovery coach team will not have to facilitate groups anymore, therefore, they can provide intensive case management for the members so that they can re-engage in society. For Black History Month IOP and Residential hosted Lalita for a presentation.

Residential- has had low census unfortunately, however trying to best figure how to utilize staff during the time, which involves sending some of the therapists to IOP to help with the case load. Trying to support all the members in treatment as long as possible while working through denials from Az Complete Health, and the treatment teams are doing an excellent job in intervening when a member is thinking about leaving. Another positive note is the celebratory lunch afterwards was a success, Soul Food Lunch, our res. Techs and dietary manager really spearheaded. Native Ways Members attended the leadership class over at Tucson Indian Center and White Bison Group has been implanted now that Sandra, Native Ways Therapist has completed her training. Onsite there are two kids, one 3 weeks and another 3 years old. A few events like the Lunar New Year's and a Lantern making group on Monday, also a guided museum tour will be attending 2/26 at African America History Museum.

A lot of activity with our partnership with Pima County Health Dep. And STI testing, and sexual health. Education through the new Dawn Program and the New Dawn Grant. Tony Redhouse has retired. January is a big month for HR, with OSHA and ACR, and in compliance with those fed. Regulations. Employment Verifications was also implemented for employees, making sure all the new requirements have been implemented. Working with U of A on some recruiting initiatives specially around the BHT's and our peer support because they have a peer support training program, therefore a good applicant pool for The Haven. Actively in search of ways to change the salary structure around so that it's not only retention possible but also attractive to recruits. Actively searching for a clinical director, working on a second round of interviews panel styling, just filled RT Supervisor positions, those individuals are in pre-hire process.

AIHP Updates- Allie has successfully accomplished getting payment for August and September 2024 claims, she's going to start the process in resubmitting denials soon, once they get their new website for that up and running. As of now she's going to continue to push through slowly but surely in the form that as of now they seem to accept. Miguel offered up a possible solution that Aimee and him will discuss in further detail later. There is also Finamore, and they represent the state of Arizona for some administrative clients and so they are going through the process right now with the attorney general asking for the go ahead to work with The Haven and represent/work with us on our AIHP claims. We also made contact with Senator Sally Ann Gonzalez and informed her about our woes with getting paid by AIHP.

MOTION ACCEPTED UNAMIOUSLY

I. Committee Reports

Executive

Discussion: Just the financial position The Haven is facing and how it can be handled, as well as filling the Clinical Executive position.

Finance/Audit

a. Board Bullets January

Discussion: Census is low with a loss of 93k this month, and expecting February to not be much different. The Have still has 6 months of cash on hand in between checking accounts and net

accounts, receivables and the total of investment funds, a big drop from December. Balance sheet is still strong.

Development

Discussion: JR came in at high level, 10k sponsor. Ticket sales are at 25 seats sold approximately. The push is now, just call and talk to people, work with your elevator pitch, and Jonathan bought 2 tables, we aim for 200. TMC has gave information to the decision maker, hoping to hear soon from them. Temp Connection can't do larger sponsorship but bought two tickets meant for members which we sold about 6-7 of those. Sarah retired as well as Lisa Cox, left a message with Stephanie but haven't heard back. Pam from Gadabout hasn't called either. Basket Goal is 5 and so far, 2 from Kimberly, 1 from Barbara, 1 for a mural spa, and one for dynamodorous art, 1 pet gift basket Wendy, and Tohono Chul gift basket, have been committed. Once basket is completed send a pic to Emilia so she can promote it. Notice from the urology department supposed to contact Rosa this week.

Board Growth and Advancement

Discussion: CARF standard presentation, reviewed the manual and brought it up to speed, orientation to the new members, new members register for committee you're encouraged to attend all of them to see which gather your interest. Self-assessment was good, most everyone rated them good, but those that registered a question as fair, please reach out, and one on ones are always a possibility. The assessment goal is to increase your comfort as well as what you want from your experience as a board member.

II. Information, Discussion and Action Items

- a. Nomination- **MOTION FOR VOTE AT 4:55PM BY BARBARA SATTLER AND SECONDED BY COLETTE BARAJAS.**
 - i. Miguel Flores
 - ii. Wendy Million

VOTE UNANIMOUSLY ACCEPTED
- b. Audit
 - i. Draft Governance Letter
 - ii. Draft Independent Auditor's Report- has been approved with a clear opinion.
- c. The Haven Risk Management FY2025- Cynthia provided a brief overview of the risk management plan, emphasizing the importance of incident reporting, quality management, and workplace safety. She encouraged board members to share any concerns or potential risks for inclusion in the plan.

DATES TO REMEMBER

- Development Committee – March 4, 2025, at 3:00 pm via Teams
- Executive Committee– March 5, 2024, at 3:00 pm via Teams
- Board Growth and Advancement Committee – March 5, at 4:00 pm via Teams
- Finance/Audit Committee – March 24, 2025, at 4pm via Teams
- Monthly Board Meeting – March 25, 2025, at 3:30pm in person and via Teams
- Chrysalis Luncheon – March 13, 2025, at 11:00 am

MEETING ADJOURNED AT 5:06PM