



**MEETING MINUTES
LARADON HALL SOCIETY¹
BOARD OF DIRECTORS MEETING
June 28, 2016
4:00 p.m. – 6:00 p.m.**

Members Present: Nancy Hodges, Ron Young, Frank Sommer, Larry Burgess, Rachel DeWitt, Tom Welch, Mike Burns,

Members Absent: All absent members gave their proxy votes to Nancy Hodges via email; Jim Garcia, Allen Lenort, Jason Adams, Greg Beacom, Emily McKissick-Diaz, Dennis Morgan

Laradon Staff: Doug McNeill, Tilman Adair, Heather Kijanka, Corey Kala, Angela Rotello

Candidates for Membership Present: N/A

I. PRELIMINARY

A. CALL TO ORDER: Nancy Hodges, Chair, called the meeting to order at 4:05 p.m. A quorum was not present. Absent members gave their proxy votes to Nancy Hodges prior to the meeting.

II. APPROVAL OF MINUTES

MINUTES: Ms. Hodges stated that they will dispense the reading of the minutes. Minutes from March 2016 need the following corrections: Ron Young should not be listed as attending.

Mr. Sommer made a MOTION to accept the March minutes with corrections, Tom Welch seconded the motion. All voted in favor.

A. PROPOSED LARADON SOCIETY BOARD MEMBER JOB DESCRIPTION

Doug McNeill presented a proposed job description for Laradon Society Board Members. The purpose of the job description is to help give an understanding of the role and duties that are required of Board members. After some discussion, Frank Sommer suggested that there be more detail in the job description. Doug explained in the orientation of the new Board Members they will receive more detailed information. He will present the orientation plan at a future Board Meeting.

Ron Young made a MOTION that the Laradon Society Board Member Job Description be adopted. Frank Sommer made the second. All voted and approved.

¹ These minutes are the confidential proceedings of the Laradon Hall Society Board of Directors. Directors are advised to use good judgment and common sense in discussing obviously sensitive matters. These minutes are not to be distributed beyond the Board of Directors without the approval of the Board Chairman.

B. FISCAL YEAR 2016/17 BUDGET REVIEW

Doug McNeill and Corey Kala presented the budget for Fiscal Year 2016/17.

- a. Budgeted Revenue \$12,187,760
- b. Budgeted Expenses \$11,817,563
- c. Budgeted Net Income after Depreciation \$22,727

Prior to the Board meeting the Budget and Finance Committee met, reviewed and approved the proposed budget. Jason Adams asked Nancy Hodges to convey the approval of the proposed budget for Fiscal Year 2016/17.

Frank Sommer made a MOTION to approve the proposed budget for Fiscal 2016/17. Larry Burgess made the second. All voted and approved.

III. FINANCIAL REPORT

A. FINANCIAL REPORTS:

Corey reviewed the Consolidated Financial Statements and Laradon's Financial Statements ending May 31, 2016.

- a. For May, Laradon's revenue was \$921,599, with expenses of 979,860, showing a net loss of -\$58,261 after depreciation.
- b. May's salaries are higher due to the departure of the Deputy Director, salary increases for EBSP's and DSP's.

Frank Sommer made a MOTION to approve the financial reports. Ron Young seconded the motion. All voted in favor.

IV. REPORTS

B. CEO Report:

- a. Doug McNeill reported that Laradon has made some market adjustments in wages to help with recruiting and retention. In May salaries for the DSP's in the Adult programs were raised to a minimum of \$12/hr. and in the School the salaries for EBSP's staff was raised to a minimum of \$13/hr. With the approval of the Budget for FY2016/17, all staff will get a 2% salary increase at the beginning of the fiscal year.
- b. The Raleigh House should be ready to start serving individuals in August. This new program should bring around \$220K in new revenue to Laradon.
- c. Aurora pilot program at Developmental Pathways started in May. Currently we have 4 groups where the individuals are picked up from their homes and engaged in community activities. The Aurora pilot is the program that is moving Laradon toward compliance with the new "Settings Rule", and not having individuals segregated. Our next step will be identifying a permanent satellite location in the Aurora/SE Denver area.
- d. Doug has selected a board subcommittee to give recommendations on the Campus Master Plan; they will be reviewing recommendations from the architects, master leases for the north campus and partnerships for the development of the lot on Lincoln Street. Committee members are Larry Burgess, Mike Burns and Allen Lenort.

- e. Laradon has contracted with an independent recruiter to help fill positions in the School and Adult Programs. From the efforts of the contractor and HR staff we were able to identify and screen over 100 candidates for our open positions. We have added 17 new staff members starting in July and 7 staff members in August. Currently we have 2 open positions in the Adult programs, but have 20 applicants. Both positions should be filled soon,
- f. In the search for the new Director of Children Services, we interviewed 4 of the 15 candidates, 2 of whom are coming for a second interview. A decision on the new Director will be made by Friday, July 1st.
- g. The Carnival was very successful. Thank you to the Board members who attended. It has been decided that the Carnival will become an annual event at Laradon.

C. TRANSPARENCY

Recently there is new legislation that requires the CCB's to become more transparent. Doug would like to recommend that Laradon do the same by being publishing key information before it is required of providers. Doug recommends on the Laradon website that we will publish the annual budget, annual audit, IRS 990 Form (public version), our Board roster with a Laradon email address that will be monitored by Laradon Staff and forwarded to the appropriate board member and Board meeting dates and minutes.

After discussion, Ron Young made a MOTION for Laradon to publish this information on the Laradon website. Larry Burgess seconded the motion. All voted in favor.

D. LARADON FOUNDATION:

Mike Burns reported that an Investment Committee has been established. Members are: Mike Burns, Nancy Hodges, Jason Adams, Suzanne Bradeen and Bill Mitchell. Currently Laradon has two investment portfolios managed by Edward Jones and Wells Fargo. The investment committee will be deciding if Laradon should put out an RFP to consolidate the funds and have one manager.

Also the Investment Committee has expressed concern about drawing down the Foundation funds. Going forward the Investment Committee will build new policies and procedures for the appropriate approvals for annual allocations method, budget planning and the appropriation of funds.

Mr. Adair, Executive Director, Laradon Foundation report:

- 1) Tilman shared that in Fiscal year 2016/17 the Foundation department will be adding a new staff member to help with annual giving, events and social media.
- 2) Tilman shared that the focus of the Foundation this year has to raise funds from larger funders through grants. Tilman shared the figures on how the focus on working with large funders has exceeded the fund raising goals for FY 2015/16, while adding to revenue of future years.
- 3) In the next fiscal year the Foundation will continue the same process while continuing to focus on Planned Giving and individual giving. There will also be a strong social media presence.

V. OLD BUSINESS: None

VI. OTHER BUSINESS: None

VII. NEW BUSINESS: Board meetings:

Doug proposed a new Board Meeting schedule to allow better timing for budget approval for the next fiscal year. The proposed schedule would be as follows: February, April, June, August, October and early December. The June meeting would be the Joint Board Meeting for budget approvals. The Executive Committee would meet in August to make the final approvals on the closing of the fiscal year financials prior to the audit.

After discussion, Frank Sommer made a MOTION to approve the new meeting schedule to February, April, June (joint Board Meeting), August, October and early December. Larry Burgess made second. All voted and approved.

IX. ADJOURNMENT

A. The meeting adjourned at 5:40 pm.

Submitted by: Rachel A. Denton Date: 8/23/2016