

Kavod Senior Life
Board of Directors
Board Meeting
December 16, 2019

Present: Brian Botnick, Glenn Cooper, Sharon Caulfield, Rob Friedman, Ondalee Kline, Perry Moss, Debbie Reinberg, Connell Saltzman, Steven Summer and David Zaterman. Via Zoom Conferencing: Rachel Cohen and Sarah Golombek Staff: Michael Klein, Michael Belieu, and Tracy Kapaun, Christine Dewhurst, Gaile Waldinger, Gordon Smith, and Rabbi Stephen Booth-Nadav Guest: Linda Foster, CEO of Jewish Family Services

A quorum being established, Mr. Rob Friedman called the meeting to order. In order to accommodate the guest's time, the educational/information pieces including the AJAS Jewish Programming Award and Jewish Family Services Presentation of the agenda were moved up.

Mr. Klein introduced Linda Foster CEO of Jewish Family Services who provided a brief overview of JFS services and their new strategic plan. She focused on areas where JFS and Kavod serve seniors.

Mr. Klein advised the Board that Kavod won an AJAS Programming Award for our Vigil and Remembrance Service programs which has been developed and administered by Rabbi Stephen Booth-Nadav. Rabbi Steve will receive the award at the upcoming AJAS Annual Meeting. The meeting will be in Denver on April 28. Mr. Klein introduced Rabbi Steve to the board. Rabbi Steve stated the program was created to help residents and staff process the loss of neighbors and friends. He indicated the program was an opportunity to remember, honor and speak together about the person who has passed. He also showed the Board the unique service book that he has been put together to help with the vigil. Also part of the program is the Annual Remembrance Services which is held in honor of all those who lived at Kavod and have passed on.

The Consent Agenda: approval of the September 2018 Board agenda, Committee Reports: – September/October Financials, Fiscal Committee Minutes, Construction Schedule, Resident and Community Services Committee, Kavod Senior Life Foundation Board Minutes (all items were distributed prior to the meeting) were presented for approval. Ms. Caulfield moved and Mr. Summer seconded the motion. The motion was approved.

Ms. Kapaun provided the Board with an update on the construction process as it relates to how Kavod is keeping the residents informed of construction happenings. She stated the residents are being informed through various methods of communications from notices and flyers posted on every floor of the West building to personal letters to residents concerning the process for abatement in their apartments. Pinkard, our contractor, and staff are holding weekly informational resident meetings. She informed the Board that two apartments have been set aside for residents to use during this process and the impacted residents may utilize the Assisted Living breakfast and lunch program at no cost. She also indicated the process is moving along rather well as the abatement company is completing two apartments a day. Ms. Kapaun introduced Gordon Smith, Kavod's new Director of Facilities. Mr. Smith gave a short overview of his background and then provided the Board with an update on the status of the West Office construction. Mr. Smith advised that the abatement and final demolition in the West Administrative offices and laundry has been completed. He enumerated the rest of the construction that is scheduled to begin in January, from West Building public restrooms to sprinkler installation in the West building apartments.

Mr. Belieu advised the final contract with Pinkard has been reviewed by our attorneys and it is ready for Mr. Klein to sign. The Board thanked staff for all their efforts to manage and help the residents in this process.

Mr. Saltzman presented the 2020 Kavod Senior Life budget for Board approval which the Board had received with their agendas. He gave an overview of the budget focusing on high-level income and expense line items. He commented that both revenue and expenses are increasing and explained some of the more significant increase in each. Mr. Saltzman did discuss the overall staff merit increase and said the Fiscal Committee had agreed with staff's rationale. There were three reasons underlying this: market studies, the rapidly changing workforce challenges in the Denver metro area, and alignment with more recent strategies to stay ahead of the rising minimum wage in the state and City and County of Denver. Ms. Christine Dewhurst, Director of Human Resources, was on hand to answer any questions with regards to the requested increase. Mr. Saltzman advised that the Fiscal Committee had reviewed the financials for November and in December and we are ahead of budget. He recommended the board approve said budget. It was noted that staff after discussions with the Fiscal Committee and our attorney had entered into a relationship with Oak Leaf Energy to purchase some of our energy through a solar farm and by doing this we will be reducing our energy costs.

Mr. Saltzman thanked Mr. Belieu and Ms. Dewhurst for their efforts working on and managing the budget process this year. Ms. Caulfield moved to approve the budget as recommended by the Fiscal Committee. Mr. Zaterman seconded the motion. The motion was approved.

Mr. Perry Moss presented the gift acceptance policy. Mr. Moss advised the purpose of the policy was to not only make the gifts being presented to Kavod meaningful but also articulate the process for accepting gifts. The policy does delegate authority from the Board to the Gift Acceptance Committee. Ms. Kline moved to accept the policy as presented with a second by Mr. Summer.

The Board discussed the policy and had several questions regarding the policy. The Board felt that the policy needed more details with regards to gift acceptance philosophy vs tax laws, the vision for the policy as well as the purpose. They also felt that the Gift Acceptance Committee needed a broader group of people to review and accept gifts. Given the issues raised, Mr. Friedman entertained a motion to table the Gift Acceptance Policy to the February 2020 Board meeting. Mr. Saltzman moved to table the gift acceptance policy with a second by Mr. Zaterman. The motion to table the original Gift Acceptance Policy Motion was approved. Mr. Friedman asked that all comments concerning the Gift Acceptance Policy be sent to Ms. Gaile Waldinger.

Due to time the Strategic Plan Update was tabled.

Mr. Klein presented a brief end of the year CEO report to the Board. He acknowledged there were several challenges this year from the complications surrounding the start of the construction project to obtaining an onsite medical group. Mr. Klein indicated that Kavod is working with CU Medical School to provide services on-site medical services in the spring. Negotiations are promising. He then enumerated some of the accomplishments for 2019 including recipients of the Denver Post Top Work Place, an ICAA Beacon Nu-Step award, AJAS programming award, and the Robert Wood Johnson Foundation (RWJF) Health Equity Award.

Due to time Mr. Friedman presented a short Chairman's report. He advised the Board staff is still working on expanding Kavod's footprint in the community. He reiterated how well Kavod did financially during 2019 and thanked the staff for all their hard work. He also thanked the Board members for their work on the Board and committees. He acknowledged each Board member's time is valuable but asked if at all possible that Board members consider participating on at least 2 committees. Ms. Ours will send out the current committee assignment for each board member as

well as the description for committee and membership. He also asked the Board, when possible, to invite outside community members to Kavod for a tour. Mr. Friedman advised that the Kavod Academy of Life Long Learning's graduation will take place on February 9th and they are in need of a keynote speaker. Any Board member interested in being a keynote speaker at this event is to advise Mr. Klein. Finally, Mr. Friedman advised the Board that the Association Jewish Aging Services (AJAS) annual meeting will take place in Denver on April 26-29 and encouraged Board members to attend this event especially the day the group will be touring Kavod. Ms. Ours will send out the AJAS dates to the Board.

Meeting adjourned at 7:10pm