

The Lord's Place Board of Directors Annual Meeting  
Café Joshua Education Center

Wednesday, May 8, 2019

Minutes

In attendance: Matthew Barnes, Diana Barrett, Robert Barrett, Laurie Batchelor, Ann Brown, Barbra Cheives, Julie Cummings, Theodore Deckert, George Forman, Shelley Gubelmann, Robert Katzen, Steve Malone, Pamela Mclver, Jamie Niemie, Dr. Robert Norris, Jack Scarola, Jamie Stern, Michael Stevens, Cornelia Thornburgh, Adrienne Weissman

Via Conference Call: Kate Grangard, Cynthia Heathcoe,

Absent: Michael Diaz, Jeri Muoio, Charles Ward

Staff: Diana Stanley, Toby Douthwright, Mona Duffus, Jan Phillips, Anne Noble, Cristina Lucier, Liz Vogele

Board Meeting called to order at 4:00 PM

**Welcome – Cornelia Thornburgh**

Roll Call taken by E. Vogele. Quorum was established.

- C. Thornburgh welcomed all present, acknowledged the diligent and productive work by the entire staff and board.

**Board Governance Committee – Ted Deckert**

- Motion to approve nomination of New Board of Directors, whose terms will begin at the end of this annual meeting: Julie Fisher Cummings, Dr. Jeri Muoio, Shelley Gubelmann, Charles G. Ward, III. Motion moved by Ted Deckert. Seconded by Pamela Mclver. Unanimously carried.

Followed by formal introduction of Julie Cummings and Shelley Gubelmann, who were present.

- Motion to approve Nomination of Slate of Officers 2019-20 Approval of Board Directors renewal as follows:  
*Cornelia Thornburgh, Chair*  
*Michael Stevens, Vice Chair*  
*Robert Katzen, Treasurer*  
*Diana Barrett, Secretary*  
*Pamela Mclver, Past Chair*

- Motion to approve Renewal of the following Board Directors whose terms expire June 30, 2019:

*Matthew Barnes  
Michael Diaz  
Jack Scarola*

*Ann Brown  
Cynthia Heathcoe  
Michael Stevens*

*Barbara Cheives  
Robert Katzen  
Adrienne Weissman*

*The board acknowledged that Eddie Schmidt has stepped down from service to the board.*

*It was recommended that the board create a new honorary title for founding board member Joyce McLendon to be named Director Emerita. This is an honorary position. The director is not required to attend board meetings and it is a non-voting position. Therefore, the committee voted no need to amend the bylaws for the creation of this new title.*

- Motion to approve renewal and above changes to board composition moved by T. Deckert. Seconded by P. McIver. Unanimously carried.

The Governance Committee has reviewed TLP By-Laws. While there are small modifications that can be made, no immediate action was recommended. The board was asked for their input and will review the By-Laws and convey any recommendations to the committee.

Board self-evaluation forms will be emailed to the board for completion.

By-Laws require the board may have up to 31 board members. Current composition is 25 with room for more candidates. T. Deckert asked that we consider diversity and professional educational backgrounds when making recommendations.

### **Board of Directors' Oath – Lead by Aileen and J.J., clients from the Family Campus**

The Board of Directors executed copies of Covenant, Conflict of Interest and Confidentiality Policy documents.

### **Special Presentation by Adriane Tynes, Director of Accreditation by Nonprofits First**

Director of Accreditations and Board Member representatives from Nonprofits First reported that TLP has been accredited for Excellence in Nonprofit Management 2019 and provided a brief overview.

## **Executive Session – Cornelia Thornburgh**

The Lord's Place staff was asked to leave the room for board only discussion.

- Motion to approve recommendation of CEO Compensation. Moved by K. Grangard. Seconded by B. Cheives. Unanimously carried.

## **Consent Agenda:**

Motion to approve the following Resolutions:

1. Authorization to Sign Checks
  2. Authorization to Sign Contracts
  3. Approval to continue an up to 3% Contribution match to TLP Retirement Plan
  4. Approval for application submittals to: Community Development Block Grant – City of West Palm Beach (CDBG). Emergency Food & Shelter Program (EFSP). Federal Assisted Agencies Grant (FAA). United States Department of Housing and Urban Development (HUD). Palm Beach County Board of County Commissioners to provide Services to Homeless and Formerly Incarcerated. County of Palm Beach Services for the Homeless and Formerly Incarcerated. Southeast Florida Behavioral Health Network, Inc. Town of Palm Beach United Way. Application to City of West Palm Beach to provide Services to the Homeless and Formerly Incarcerated. Application to U.S. Department of Justice. Application for Palm Beach County Safety Department. Application for Health Care District of Palm Beach County Grant. Application for Palm Beach County HOME Grant. Application for CareerSource Palm Beach County, Inc.
- Motion to approve Consent Agenda moved Diana Barrett, Seconded by R. Barrett. Unanimously carried.

To Do: E. Vogele to collect Covenant, Conflict of Interest and Confidentiality forms from absent directors over the summer.

## **CEO Update – D. Stanley**

- D. Stanley explained a new process for alerting the board to high-level issues. The agency will provide specifically chosen program updates at board meetings commencing this annual meeting and onward. She further explained that all agency programs would share committee reports on the Board Portal for review. D. Stanley will review these reports and discuss only strategic issues from these reports at board meetings rather than use valuable time detailing specifics.
- Nonprofits Times has selected TLP as one of the top 100 nonprofit companies to work for in the country.

- Hospital Violence Intervention program in conjunction with St. Mary's Hospital E.R., the office of the mayor and TLP's Re-entry staff will start on May 20. The youth program is a preventive crime and recidivism effort in the city of West Palm Beach.
- J. Scarola shared concern that this program may be taking TLP outside of our core mission. Brief discussion concluded with an understanding that the program is a pilot project and if this program becomes overwhelming, we would stop.

**To Do: Monitor this program with metrics to show the success of the program for TLP for the year.**

### **Strategic Plan - Update**

- D. Stanley reviewed ongoing, completed and new strategic objectives for programs in the current Strategic Plan and shared the challenges. Questions and Discussion ensued.
- A. Weissman asked about possible sensitivity training to prepare employers to work with our clients as their employees.
- J. Scarola would like to see a report showing how our contributors are designating their funds.

**To Do: E. Vogele will upload the Strategic Plan to the Board Portal by Thursday, May 9 for review.**

### **Campaign Plans Update – P. McIver**

- \$15MM Campaign has started.
- Anna Mann met our lead gift with her generous gift of \$3MM and will be the honorary campaign chair.
- C. Thornburgh and P. McIver have each made a generous \$250K commitment. E Burckle has committed \$1MM earmarked for BP extension and GL Homes committed \$2,500 – Resulting in a total of \$4.525MM raised thus far.
- The new campaign brochure was presented to the board.
- P. McIver explained the campaign as being a “Tripartite Campaign” with \$5MM allocated to the new Australian facility. \$5MM building for housing resource to buy or rent new housing and \$5MM to help TLP to continue to support programs when funding issues arise.
- We aspire to be at \$7.5MM by November at the Ending Homelessness Breakfast.

- D. Stanley will be reaching out to Board Directors, Foundations, and local agencies, contacts and donors during the summer, in order to develop a list with names and commitment to the campaign.

Questions, suggestions the board may have about the campaign should be directed to A. Noble.

### **Facilities -**

William H. Mann Place:

D. Stanley invited board to visit the Mann Place to see the newly upgraded apartments. We will be working on furniture fitout during the summer. The Board has been encouraged to provide furniture contact leads for 20 units or 40 beds, night tables, dining tables for two. The project expected completion is in June. The dedication ceremony will take place August 7.

Australian Campus:

The housing facility committee has decided that an increase in projected space from our current 9K sq. ft. to 25K sq. ft. would require with a new building as opposed to retrofit. Construction is anticipated around 4-18 months from groundbreaking. A timeline was shared. (See attached)

J. Cummings suggested visiting the Palm Healthcare building for available space where staff may relocate during the construction phase.

We still await a decision from Pastor Chester, the church next door, about the ability to use some of their land for temporary relocation.

Motion made by M. Stevens and modified by C. Thornburgh that the board of directors affirm, that we are going to build the Australian campus. That at this point, we estimate it will cost between \$6-7MM, and knowing that we have the money accounted for, that we move forward and we commit that we will provide progress updates as we move forward through the auspices of the Facilities and the Finance Committees and the CEO.

- Motion to approve \$6MM for the project costs associated with tearing down and building a new facility, with possibility to request additional money. Moved by C. Thornburgh. Seconded by J. Scarola. Unanimously carried.

## **Financials – R. Katzen**

### February 2019 Financials

- Motion to move that we approved February Financials. Seconded by A. Weissman. Unanimously carried.

The board was informed that shortly after the March board meeting CFO Keenyn McFarland resigned due to personal reasons. R. Katzen recognized the finance department and particularly Toby Douthwright who has consented to step back as CFO and COO and Debbie Breen who has agreed to come back full time as well as other financial staff have done outstanding work to get the financials and budget completed.

### 2019-2020 Budget – Motion Needed

- Motion to approve the 2019-2020 moved by J. Scarola. Seconded by A. Brown. Unanimously carried.

R. Katzen also provided an update on Social Enterprise. At present the Social Enterprise committee is working with a good team of board members, independent advisors, and staff. The second location for the thrift store is estimated to open June 1 with a soft opening later in June and the grand opening in the fall. Negotiations are now on the way for the opening of a third store targeted for the fall. R. Katzen distributed Thrift Store flyers requesting donations for the new stores. Conversation ensued with donated item suggestions, places we could approach searching for donated items, such as Town of Palm Beach and Housing Works. Any suggestions should be directed to T. Douthwright or Eve Lyon.

D. Stanley shared the agency is engaged in an ongoing search for the next Burckle Place. The objective is to find an area in proximity to the current Burckle Place campus that will hold over 40 women.

A. Weissman asked if the Agency was doing anything regarding the voting rights act that is currently under review, to which D. Stanley responded that the reentry task force group is actively involved in this issue.

Dashboard was presented and discussed. Any further questions were directed to C. Lucier.

**Upcoming Events:**

July 10, 2019 at 4 PM      Executive Committee Meeting – Open to the full Board  
Admin Office/Phone Conference

August 14, 2019 at 4PM    Executive Committee Meeting – Open to the full Board  
Admin Office/Phone Conference

October 9, 2019 at 4PM    Board Meeting, Cafe Joshua Learning Center

Meeting adjourned at 6:00 PM

Minutes Prepared by: Elizabeth B. Vogeles

Minutes Approved: \_\_\_\_\_

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Date