

The Lord's Place Board of Directors Meeting  
Via Remote Conference

Wednesday, April 6, 2020

Minutes

Zoom Meeting Attendance: Diana Barrett, Robert Barrett, The Hon. Ann Brown, Barbara Cheives, Julie Cummings, Ted Deckert, George Forman, Kate Grangard, Shelley Gubelmann, Robert Katzen, Pamela McIver, Steve Malone, The Hon. Jeri Muoio, Rev. Jamie Niemie, Dr. Rev. Robert Norris, Jack Scarola, Jamie Stern, Michael Stevens, C. Thornburgh, Charles Ward, Adrienne Weissman

Absent: Matthew Barnes, Michael Diaz, Cynthia Heathcoe,

Staff: Diana Stanley, Gerald Cody, Cristina Lucier, Anne Noble, Jan Phillips, Liz Vogele

Board Meeting was called to order at 4:00 PM

**Welcome – Cornelia Thornburgh**

C. Thornburgh welcomed all. Quorum was established.

She recognized the board directors for their continued support especially during SleepIn for SleepOut event. G. Forman was recognized for the donation size and participation numbers he managed with his Palm Beach Sheriff's Office team; Ann Brown for her continued match this year in honor of her late husband which spurred many gifts; R. Katzen, C. Ward, R. Barrett for their support and work with the finance committee during these unprecedented times; B. Cheives who still volunteers with BP residents using a "virtual" art class; D. Barrett for her generous grant of \$10K, which will cover iPads for every school child at the Family Campus along with two wireless printers so the children may print their homework and Comcast connection through end of summer; M. Diaz for his generous in-kind donation of high quality food from the Canopy Hotel for our clients.

**Mission Moment – Silver Linings**

D. Stanley encouraged the TLP staff to take a moment during their work week at this difficult time to find some silver lining moments and shared a couple of very touching letters from this exercise.

## **CEO Report – Diana Stanley**

1. Recognized the Executive Leadership Team for their hard work and creativity these past two weeks as they figure out how to coordinate all the things we have to do in these unpredictable and unprecedented times as an agency.
2. TLP is viewed as an essential business and as such, we will stay open.
3. Australian office and the services at this site is open from 10-2PM and will continue to serve our clients by appointment only.
4. Café Joshua will continue to serve a daily hot lunch to approximately 50-60 of our outreach clients who are living on the streets. We will continue to amend the service as we go day-to-day, and at this point Café Joshua now operates as a “grab and go” service to limit any risks.
5. TLP is working together with St. Ann’s Place trying to utilize resources between the two agencies. They have a meal program now but are no longer serving the hygiene facilities. This has created a huge problem because people are not able to take showers and have their clothes cleaned.
6. Diana acknowledged J. Muoio for working with the city to see about mobile showers. We are looking at the opportunity to bring clean clothes to replace the old ones.
7. The Outreach-Engagement team will no longer conduct face-to-face services. We are trying to provide services remotely to protect our staff. We do not have the necessary protective equipment and our goal is to keep our staff healthy as we need to be able to work with our clients after this pandemic is over and take on what is about to emerge in our world.
8. Street Engagement team is delivering twice-a-week non-perishable food to the community, and keeping with precautionary measures, they are staying 6 feet apart from clients.
9. We have distributed in the last two weeks about 200 food bags those experiencing homelessness. This food will keep them fed for 2-3 days. We are not certain how long we will be able to continue this service although we are receiving food donations from variety of sources including, Cheney Bros., Food Bank, Cisco and others.
10. Residential campuses have skeleton crews. Mona Duffus has been continuously working with the campuses, making certain staggered staff is working together. M. Duffus has indicated that at this point in time, there aren’t any COVID-19 cases among our staff.
11. Diana is meeting with DCF (Southeast Florida Behavioral Health Services) three times per week for updates.
12. County conversation was just held and believe additional funding is coming from HUD.

Q/A session ensued.

1. Dr. Bob Norris suggested he may be able to source face masks.

2. Webinar invite from K. Grangard for TLP Sr. Director to attend IGG, IGM and Antigens understanding COVID-19 and the testing alternatives to take place on 4/14.
3. We are applying for disaster funding and securing \$255K in funding from different sources for COVID-19, some of the foundations are: Lost Tree, UWPBC, Jim Moran Foundation, Alexander Foundation, and Bank of America
4. Summer project time will be a time to reflect on what we have learned from COVID-19 and the Board of Directors will be asked to join in this conversation. ELT will be working on lessons learned and how we can deliver services uniquely.

R. Norris commented that; “this time prepares us how to work remotely while we are in the midst of building a new administrative center.”

5. John Prince Park update – Dare to Care is an organization in Riviera Beach which is working to provide mobile showers to folks living in the park. New and/or clean clothes are needed. We are working with the county for help with this. Dare to Care will be at Vita Nova on Thursdays. It was suggested that we purchase mobile shower units for Curie Park.
6. Hotel-Motel possibility: the County has been in conversation to house homeless in this type of model.
7. J. Phillips was recognized for her efforts in making sure our staff stays safe and keeping everyone employed.
8. C. Thornburgh reinforced the commitment that the Executive Leadership Team and the Board has to continuing to serve those who serve our clients.

### **Consent Agenda – Cornelia Thornburgh**

*Motion to approve Meeting Minutes for March 11, 2020. Moved by D. Barrett. Seconded by J. Muoio. Unanimously carried.*

### **Finance – Robert Katzen**

R. Katzen felt this is a good time to point out that while financial statements are important and staff does a great job generating those and making sure they are accurate for audits, now is a time everyone should recognize these reports provide only a rear view mirror. Our work is hyper focused looking forward to Q4 and how are we are going to wrap up the year without undue reductions in our cash reserves going into next year.

*Motion to approve the February 2020 Financial Reports and Financial Statements moved by R. Katzen. Seconded by K. Grangard. Unanimously carried.*

The finance team, in particular G. Cody, CFO and D. Breen, Controller were recognized by R. Katzen.

The board reviewed how we can ensure our sustainability and ability to avoid - Are we going to be able to get through this and are we going keep the staff intact and avoid layoffs.

1. TLP has a \$2.5MM working line of credit with UBS, which is collateralized by the assets in our investment accounts. We have since moved to increase that line to \$5MM which was approved by the finance committee at last week's meeting.
2. Under the government programs, there are 2 SBA Loans we are eligible to apply to: 7A and 7B loans. We are applying to every loan we can with the hopes some of these can be converted into grants. We expect to hear responses soon as these loans cover expenses from February 1 to June 30.
3. We are working with UBS and Citizens Bank.
4. Mode of operation has shifted to cash management.
5. Staff is double checking that all existing grants will continue to pay out. Looking at expenses to see what can be deferred. Donations remain critical.
6. Important to recognize that our revenue will be adversely affected given Social Enterprises are effectively closed down. The thrift stores and Joshua Catering are closed to protect the staff and will definitely generate a cash shortfall for the agency.

Diana and the Leadership Team will use the summer to evaluate what we have learned about how we do business in this particular crisis and how we will want to set up ourselves going forward.

C. Thornburgh, added that when we get back together after summer we will have a better indication of how to operate discontinuously. Our guiding principle is that we are going to stay flexible.

D. Stanley commented that nonprofits may not be a primary focus of stimulus relief. She urged the board to be alert to advocate for these funds.

### **Housing and Facilities – Michael Stevens**

The decision from this committee is to pause all capital projects so that the primary focus can be on serving our clients and keeping our staff in place under difficult circumstances. We are trying to preserve cash in the face of uncertainty and we felt it was prudent at this time to go on 30-day pause and if after 30 days we have to on another 30-day pause, we will. We will continue to work on zoning and permitting which are low cost items so we are ready to turn the dial once we get the all clear. This prompted comments from D. Barrett that due to price increase on construction at this

time, we need how we build and what we build. The facilities committee will continue to monitor construction pricing trends. Discussion ensued.

### **Advancement – Pamela McIver**

SleepOut was a huge success in the middle of the pandemic. Diana and team were acknowledged for their leadership, perseverance and Ann Brown was once again acknowledged for her financial support in providing a motivating donor match the final number. Ann said “she supplies the cash but we supply the motivation.”

The total raised as of this meeting is \$374,555 with donations still coming in. G. Forman was thanked for his leadership in raising \$68,745 mostly as a result of an innovative program under which PBSO employees can “buy” vacation days for \$100 donation to TLP. P. McIver recognized several other board members who supported the success of the event.

Anne Noble was recognized for organizing the program along with her team.

C. Thornburg encouraged sending around the SleepIn to SleepOut link to friends which might still inspire some folks to donate to the agency.

**To Do: A. Noble was asked to send out the link to the board.**

Bob Norris was recognized for his traditional meditation to close the event the following morning.

Annual Fundraising Goals – The Lord’s Place Advancement Team is currently meeting and surpassing monthly year-to-date budgets and believes it will not only be able to meet year end goal, but also extend their goal by \$250,000.

Request from P. McIver that we place general mission reminders on the portal for directors to have when speaking of the agency.

**To Do: Place on the Board Portal a couple of bullet points such as our commitment to our mission, commitment to clients and staff.**

P. McIver recognized D. Stanley for her leadership with all challenges we are facing and for the communication she provides to the board.

T. Deckert reiterated how impressed he is with what staff and ELT did in making SleepOut happen!

Next meeting will be May 13, 2020

Meeting adjourned at 6:00 PM

Minutes Prepared by Elizabeth B Vogele

Minutes Approved: \_\_\_\_\_  
Diana Barrett, Secretary

\_\_\_\_\_  
Date