

Rose Villa Inc. Board of Directors

**Meeting Minutes**

**February 25, 2021**

**Directors on call:** Brad Smith, Eleanore Hunter, Glenn Rodriguez, Chris Krenk, Bill Rector, Mike Leahy (joined at 10:07am)

**Staff/Others on call:** Jennifer Werdel, Eric Shawn, Tina Moullet, Vassar Byrd, MaryHelen Clausing, Jerry Corn, Diane Gibson, John Schallberger

Brad Smith called the meeting to order at 9:04am.

**Consent Agenda**

Eleanore Hunter asked for clarification about the number of change orders that have come up in the Phase 3 construction project. Vassar Byrd explained that Bremik, the Contractor, is currently going through the plans to check for completeness; many of the change orders have been due to them catching, and correcting, issues they have found in that process. Diane Gibson expressed that the load is heavier than we would like; however, frontloading this work should result in less money spent overall. These change orders are covered in the contingency funds built into the project financing.

Consent agenda was unanimously approved with no abstentions.

**Agenda**

The meeting agenda was unanimously approved with no abstentions.

**Introduction**

Vassar introduced MaryHelen Clausing, Rose Villa's Director of Social Services and acting Administrator for Madrona Grove while Erin Cornell is on maternity leave. During this time, MaryHelen will not be providing a written Health Services report, but will attend the Board meetings to give a verbal report and answer questions.

Brad Smith asked MaryHelen to share the census of Madrona Grove, how it compares to the budget, and what variables are influencing the numbers. MaryHelen said that the census is currently at 34 and Diane Gibson confirmed that this is also what was budgeted for in 2021. During the COVID-19 pandemic we are required to have 2 rooms set aside for quarantining residents who move into

Madrona Grove. There are residents in Independent Living who are interested in relocating to Madrona Grove; however, they do not want to do so with COVID-19 restrictions being what they are. As restrictions loosen, transitions to MG will be made more easily.

### **COVID-19 Status and Vaccination Efforts**

Rose Villa is currently COVID free.

All but one resident in Madrona Grove received the vaccine.

A team of staff have been working to schedule vaccine appointments for residents in Independent Living; 42 appointments are yet to be made and, as new age groups become eligible and changes are made to the system, we expect it to take longer to schedule them.

MaryHelen was thanked and dismissed from the meeting.

### **Community Life**

Tina Moullet gave a report on community life at Rose Villa, which has largely been affected by two major experiences:

- COVID – Clackamas County’s risk status was recently downgraded to “moderate”; however, the positivity rate in the County still dictates that we test our staff on a weekly basis. Additionally, the change in risk status has not changed any of the precautions we previously have had in place.
- Power outage – We were lucky enough to maintain power in the North Main building, the homes on Schroeder Ave., and in the Oaks Net Zero neighborhood, giving us the ability to relocate residents to warmer spaces if they so desired. We learned that the Classic Cottages get colder quicker, by virtue of being the older buildings on campus. Additionally, the metal roofs on many of the Phase 2 homes presented safety concerns when the ice began to melt; we have modifications to make in order to ensure the safety of residents and staff who may be outside when ice comes off the roofs.

### **Marketing Deep Dive**

Jennifer Werdel, Director of Marketing & Communications, provided an overview of the Marketing process, with explanations of how things differ in COVID vs. non-COVID times.

### **COVID Analysis**

Diane Gibson gave an overview of the financial summary, which was provided in advance of the meeting.

Chris Krenk asked Diane if the Oregon Legislature's actions would have an impact. Diane said that she is hearing Medicaid will not be impacted, and facilities will continue to be supported with those funds; we are unsure what the long-term impacts will be.

### **Board Development**

Eleanore Hunter, Chair of the Board Development Committee, recommended two new individuals for inclusion on the Rose Villa Board: Rose Ojeda and Wade Clowes.

Rose Ojeda was unanimously approved for inclusion on the Rose Villa Board.

Wade Clowes was unanimously approved for inclusion on the Rose Villa Board.

The meeting was adjourned at 10:49am.

Minutes submitted by Glenn Rodriguez on March 10, 2021.

Rose Villa Inc. Board of Directors  
**Meeting Minutes**  
**March 25, 2021**

**Directors on call:** Brad Smith, Chris Krenk, Glenn Rodriguez, Eleanore Hunter, Wade Clowes, Rose Ojeda, Bill Rector

**Staff/Others on call:** Eric Shawn, Jerry Corn, Doug Morris, Vassar Byrd, Diane Gibson, Tina Moullet, John Schallberger, MaryHelen Clausing, Angela Hansen, Katie Morales, Lou McCollum

**Directors, Staff not on call:** Mike Leahy

Brad Smith called the meeting to order at 9:04am

**Consent Agenda**

MaryHelen Clausing was asked to give a verbal report on Health Services. We continue to have no COVID cases in Madrona Grove. The census in Madrona Grove is at 35, with one admission soon from Independent Living. We anticipate another admission after that, with a discharge happening around the same time. We will remain above budget for census.

Vassar Byrd informed the Board that the current Director of Nursing (DNS) has resigned her position, due to family medical issues needing her attention. We are seeking for a new DNS, using a recruiter as in the past; Board members with connections to potential candidates are encouraged to share those connections.

Brad Smith asked Tina Moullet to address Classic Cottage vacancies mentioned in the Sales & Marketing report, and whether there is anything to be aware of in the market. Tina expressed that we are experiencing a traditional “winter dip” in Sales; however, Molly (Sales Counselor) is busy with appointments for the current home for sale. The ability to have people come to campus has helped with interest.

Consent agenda was unanimously approved with no abstentions.

**Agenda**

The meeting agenda was unanimously approved with no abstentions.

**Audit**

Diane Gibson introduced Lou McCollum, of Hansen, Hunter, & Co., to present the audit to the Board. The Finance Committee had reviewed the audit in depth prior to the Board meeting. After the

presentation from Lou, the Board withdrew to a breakout room for an executive session, in order to ask Lou questions and give comment without the presence of staff.

The Board voted to accept the audit as presented – the audit was unanimously accepted with no abstentions.

### **Community Life Report**

Tina provided a verbal report on the major factors influencing community life at Rose Villa: COVID-19 status and precautions, Rose Court Renovations, and the Resiliency Action Plan. The Resiliency Action Plan was born out of the recent Emergency Planning and is a proactive effort to ensure our infrastructure and systems remain intact for future emergencies. We are partnering with Green Hammer on this project, leveraging our existing relationship with them and their extensive expertise in building for myriad contingencies.

### **Phase 3 Update**

Vassar gave an update on the Phase 3 building progress

- Trillium Townhomes is now underway
- We are beginning to experience supply-chain issues; this is not unexpected
- We are experiencing issues with local municipalities that were not expected (i.e. Inspector who previously gave the ‘thumbs up’ seems to have changed their mind)
- Design issues exist and, thanks to Bremik, are being addressed earlier than would normally be done in a project; we are hopeful this means less money will be spent in the long run, as the real financial risk is in delays, however, we are continuing to spend a greater percentage of our contingency than the percentage of job completed would normally indicate

### **Officer Slate**

Vassar talked through the officer slate that was provided prior to the meeting. Brad Smith will continue to serve on the Executive Committee through the year as the Past President.

The Officers Slate was unanimously approved with no abstentions and goes into effect immediately.

The meeting was adjourned at 10:19am.

Minutes submitted by Glenn Rodriguez on March 30, 2021.

**Rose Villa Inc. Board of Directors  
Meeting Minutes  
May 27, 2021**

***Directors on call:*** Glenn Rodriguez, Mike Leahy, Eleanore Hunter, Bill Rector, Rose Ojeda

***Staff/Others on call:*** Katie Morales, Beth Knoll, Eric Shawn, Diane Gibson, Vassar Byrd, Tina Moullet, John Schallberger, Doug Morris, Erin Cornell

***Directors/Others not on call:*** Brad Smith, Jerry Corn, Wade Clowes

Glenn Rodriguez called the meeting to order at 9:02 am and read Mary Oliver's "The Summer Day."

**Consent Agenda**

Erin Cornell provided a verbal update to the Health Services report: Rose Villa has hired a new Director of Nursing Services, Kama Stout, who will start on June 3, 2021. She brings a wealth of experience to the position including a Masters' degree in Nursing, DNS at a behavioral and psychiatric long term care community, RCM in a skilled nursing facility, Director of Experiential Learning at Linfield College, and as a manager within the Kaiser system. She applied to Rose Villa directly through our website and not through a recruiter.

Consent agenda was unanimously approved with no abstentions.

**Meeting Agenda**

The meeting agenda was unanimously approved with no abstentions.

**Community Culture Presentation**

Resident Council Representatives Eric Shawn and Bill Rector presented a report that documented the Resident Council's efforts to promote overall well-being on campus, highlighted the active and fluid participation of residents with diverse political/cultural opinions and backgrounds, and represented activities that occurred both pre-COVID and have either continued or arisen post-COVID. Eric's term will end on December 31, 2021, and he expressed his gratitude for the opportunity to serve both the Council and the Board.

Bill expressed hope that an in-person Volunteer Recognition event might happen in the summer of 2021 and noted specific areas of activity. See attached documents.

### **Community Life**

Tina Moullet gave a verbal report on Rose Villa's Community Life, focusing on how COVID protocols have changed the way events happen. More and more since COVID, residents are wanting to engage more themselves with activity programming, providing their own videos, education, etc., moving toward virtual platforms with support from the Courtesy Services department.

The new Viibrant website/information platform (replacing Touchtown) will improve access and sharing of information, including emergency information and resources.

Tina reported that when Clackamas County moves into a lower-risk category (TBD), that Rose Villa can begin to reopen Harvest Grill and have more resident group activities. Question from Glenn re: vaccination rate. Resident vaccination rate stands at 99% and staff vaccination rate is between 85-87%. Reminder from Vassar that staff adhere to OSHA regulations and continue to wear masks on-site. Reminder from Erin that Madrona Grove is still under CMS regulations, which require 100% staff vaccination to lift restrictions.

Question from Rose Ojeda whether generational differences have made a difference in residents wanting to plan their own activities. Yes! Vassar noted that our demographics are younger than at most regional/national communities. Eric noted the top two professions among residents are education and medicine, and the top two areas of interest are reading and pets.

### **Phase 3 Update**

Vassar reported that everything is going smoothly. We seem to be over the supply chain issues and both contractors (Bremik, Green Hammer) are proactively anticipating shortages so are ordering stock in advance and strengthening connections with supply companies. Site walk today with the RV Senior Management Team, and one will be scheduled in the future for the Board. Tina noted that both contractors are doing an excellent job with securing their sites.

### **Confirm Updated Officer Slate (Action Item)**

Glenn Rodriguez, President  
Eleanore Hunter, VP/Treasurer  
Brad Smith, Secretary

Slate approved unanimously with no abstentions.

**Finance Committee Update**

Eleanore confirmed that Rose Ojeda and Wade Clowes are new members on the Committee. Members are Eleanore Hunter, Diane Gibson, Eric Shawn, Wade Clowes, Rose Ojeda, Brad Smith.

RFPs have been sent out to four CPA firms with the process ideally completing with a recommendation to the Board in June or July. Diane also reported the insurance market is very tight in this industry, with fewer providers (most likely as a result of COVID), and increases are happening across the board.

**Board Recruitment Update**

Eleanore reported that she and Vassar have been in contact with a possible new Board Member, Ed Gorman. Ed is a recently retired from PGE who has expertise in configuring power systems for current and long term resiliency. Ed's parents-in-law live at Rose Villa (father-in-law in Madrona Grove, mother-in-law in North Main). (After the meeting, Glenn Rodriguez, Eleanore Hunter, Bill Rector, and Eric Shawn met briefly with Ed.)

The meeting was adjourned at 10:13 am.

Minutes submitted by Beth Knoll in lieu of Brad Smith on May 27, 2021.



**Rose Villa Inc. Board of Directors**  
**Meeting Minutes**  
**June 24, 2021**

***Directors on call:*** Glenn Rodriguez, Mike Leahy, Eleanore Hunter, Bill Rector, Rose Ojeda, Ed Gorman, Brad Smith, Wade Clowes

***Staff/Others on call:*** Vassar Byrd, Diane Gibson, Vassar Byrd, Tina Moullet, John Schallberger, Doug Morris, Erin Cornell, Jerry Corn, Beth Knoll

***Directors/Others not on call:*** Eric Shawn

Glenn Rodriguez called the meeting to order at 9:05 am and welcomed Ed Gorman, new RVI Board Director

**Consent Agenda**

Erin Cornell provided a verbal update to the Health Services report: Rose Villa adjusted the wage scales to result in a robust and successful hiring campaign for Health Services. Rose Villa partnered with Mount Hood Community College's CNA program and was able to hire from that pool. We also hired a former volunteer as Activities Assistant. Going forward, we will continue to partner with MHCC and will be exploring partnering with Clackamas Community College's CNA program.

Consent agenda was unanimously approved with no objections or abstentions.

**Meeting Agenda**

The meeting agenda was unanimously approved with no objections or abstentions.

**Community Life**

Tina Moullet gave a verbal report on Rose Villa's Community Life, focusing on how the easing of COVID restrictions requires an ever-evolving process. Current guidelines allow for vaccinated staff to choose whether they continue to wear masks. Rose Villa is making conservative decisions as we gradually reopen.

The number one priority for reopening at this point is to return Food & Beverage to full operations, including full capacities and options for resident friends and family to dine on campus. This requires more staffing, for which we are exploring options.

Operationally, we are focusing on preparing for the upcoming heatwave. Rose Villa has done drastic-weather strategy planning based on our core emergency plan. We will

have cooling centers available for residents, guidelines for staff to work safely, and contingency plans in place, especially for Madrona Grove. The Residents Council Committees and Rose Villa staff are working very well together to create disaster plans for residents and staff to follow. We appreciate the collaboration.

Question re: what it would take to fully open Harvest Grill. F&B as an industry has been hit hard by COVID, and it's been difficult to pull from the greater pool to hire new staff. We are working on balancing staffing needs with budget forecasting and the current job market.

### **Phase 3 Update**

Vassar Byrd shared the most recent Phase 3 Exteriors Presentation that was also shown to residents.

Questions re: the Childcare Development Center. Eligible ages are 3- 5 years. It will be open to the community, and priority will be given to Rose Villa staff. There is an open, uncovered outdoor playground, but in case of inclement weather, there is plenty of indoor space.

Vassar reported there have been no on-site injuries with Bremik, Green Hammer, or any sub-contractors, and there have been good COVID protocols. Bremik continues to be an excellent partner; Vassar and Tina cited their assistance with generators during the winter power outage.

Question re: parking. Under Schroeder Lofts and half of the new Madrona Grove building there will be parking for Schroeder and Trillium Townhomes residents, in addition to ample storage for F&B, durable medical equipment, storage for Madrona Grove, and utility elevators. Laundry will be located there (chutes for laundry and garbage from Madrona Grove) as well. There will be additional short-term parking in front of Madrona Grove, more surface parking spots on Schroeder. There will also be a direct connection between Schroeder Lofts and Madrona Grove.

### **Strategic and Campus Master Plans**

Tina Moullet apprised the Board that she will be updating the Strategic and Campus Master Plans in 2021. This involves planning with Glenn Rodriguez, brainstorming with the Board, and incorporating staffing needs, DEIA items, and improving Rose Villa's footprint. There are some properties near Rose Villa that could be used to fill out the Community Garden, other green spaces, and potentially an upgrade to the Facilities Operations Center (currently in an old property on Laurie Ave.).

Questions re: properties and timeline. There is one property between The Oaks and Courtney/Schroeder that Rose Villa would like to acquire, but that may have to wait until a change in ownership. Timeline to update the Strategic and Campus Master Plans is this year, with a target of end-of-year 2021 and before Phase 3 opens, because the first two quarters of 2022 will be prioritizing new move-ins, buildings opening, and moving Madrona Grove residents (which must happen in one day).

### **Board Recruitment Update**

Eleanore Hunter had nothing to report currently, except the search continues, with a focus on finding a Director with a CPA background. An updated roster is attached to these minutes.

The meeting was adjourned at 10:13 am.

Minutes submitted by Brad Smith on June 29, 2021.

**Rose Villa Inc. Board of Directors  
Meeting Minutes  
August 26, 2021**

***Directors on call:*** Glenn Rodriguez, Mike Leahy, Eleanore Hunter, Bill Rector, Ed Gorman, Brad Smith, Wade Clowes

***Staff/Others on call:*** Vassar Byrd, Diane Gibson, Tina Moullet, John Schallberger, Doug Morris, Erin Cornell, Jerry Corn, Eric Shawn, Beth Knoll

***Directors/Others not on call:*** Rose Ojeda

Glenn Rodriguez called the meeting to order at 9:07 am.

**Consent Agenda**

There were questions about the Finance report. Diane Gibson clarified definitions of debt service ratio, how that is measured over numerous quarters and projected to end of year, and emphasized that the Phase 3 numbers are strong.

Erin Cornell provided a verbal update to the Health Services report: in regard to recent announcements from the Biden Administration and Governor Brown mandating COVID vaccines for health care workers, Rose Villa management is meeting August 26, 2021, to determine how Oregon Health Authority definitions apply to our staff. The definitions are broad. Governor Brown's mandate is that health care workers are fully vaccinated by October 18, 2021. Rose Villa is planning vaccine clinics in September for Madrona Grove residents, staff, and independent living residents who received vaccines earlier this year at Rose Villa.

Tina Moullet provided a verbal update to the Sales & Marketing report: as of August 26, we are 100% sold in the Trillium Townhomes neighborhood and only three Schroeder Lofts remain unsold.

Consent agenda was unanimously approved with no objections or abstentions.

**Meeting Agenda**

The meeting agenda was unanimously approved with no objections or abstentions.

## **Community Life**

Tina Moullet gave a verbal report on Rose Villa's Community Life, noting the increasing surge in positivity rates: Clackamas County is currently at 9.9%. At 10.1%, we are required to test unvaccinated employees twice weekly.

Balancing the need for health and safety with the need for community well-being is a priority. For example, we are holding the Volunteer Appreciation Lunch on Main St. in September with table spread out to accommodate distancing. Staff and residents continue to collaborate well to provide activities and engagement for all. René Swar is leading an events team that includes staff representatives from every department as well as resident members.

Resiliency Action Plan: we are assessing and identifying areas of strengths and where improvement is needed. We have policies and procedures in place for Madrona Grove (required), for independent living residents (Emergency Response Handbook), and for staff response. We are partnering with Green Hammer, which has a background in resiliency plans and can add the aspect of sustainability to any plans. Preliminary resiliency reports from Rose Villa and Green Hammer identifying priorities and actions will be shared with the board in 3-4 months.

Community Safety: in collaboration with the Resident Council's Community Health and Safety Committees, Rose Villa is purchasing four AED units in addition to those already installed. The resident Ready Force group will be included in planning the training. Building Operations staff will have a maintenance schedule for the units. Jerry Corn talked about the importance of having AED units, but also that the AED training stresses calling 911 first. Vassar clarified that Rose Villa's emergency procedure is to call 911 immediately, and that Clackamas County's typical response time is 2-3 minutes.

Bill Rector and Eric Shawn shared an updated graphic with resident engagement activities (attached).

## **Phase 3 Update**

Vassar Byrd gave a verbal Phase 3 Update that progress on the project continues well. The buildings are dried in and crews are moving toward more inside work. Question re: comparing communication styles between Phase 2 and 3 contractors. Phase 3 construction partners are supportive and there are no communication issues.

Rose Villa has also posted a job ad for Director of Development, which will support the Foundation. We expect interviews to begin in the second half of September.

**Investment Advisor Report**

Eleanore Hunter reported that the Financial Committee interviewed four potential investment firms and is recommending Becker Capital as Rose Villa's new Investment Advisor. Becker Capital aligns more fully with Rose Villa values. If approved, the paperwork will proceed and the transition can happen shortly after.

The recommendation was unanimously approved with no objections or abstentions.

**Resident/Board Mixer Debrief**

Discussion re: Resident/Board Mixer on July 29, 2021. This was the first in-person mixer in a long time and the general consensus was that mixers via Zoom tend to be more structured. Suggestions for structuring future in-person mixers included introducing a topic with discussion, then breaking out for a more casual mixer. Discussion for options to appeal to new residents, and hosting a mixer for Phase 3 residents.

The meeting was adjourned at 10:20 am and the Executive Session began.

Minutes submitted by Brad Smith on August 27, 2021.

Rose Villa Residents Association

ZOOMING

Working together for social, spiritual, cultural, recreational & environmental well-being

Oak Grove Community Council  
AARP Driver Safety  
Open Mic  
350.Org  
MLK Day of Service  
New Century Players  
Oregon Symphony

Clean Wind  
Recycling

Meatless Mondays

Tree Canopy

Bottle Drop

Climate Change Ed

Growing Food

ENVIRONMENTAL

Bringing Nature Home  
Green Team  
Grounds Guardians  
Mt. Hood Gesneriad Society  
Audubon Certified Yards  
Community Garden

Resident Forum  
Student Readers  
Happy Hour  
Harvest Grill  
Resident Potluck  
Tours, Trips & Lunches  
Christmas Fund  
Functional Fitness  
Movin & Groovin  
Restorative Yoga  
Cardio with Handchimes

SOCIAL

Ready Force  
Celebrations of Life  
Memorial Services  
Interfaith Prayer Group  
Women's Meditation Morning  
UCF Vespers & Bible Study  
Family Room Worship  
Zen Meditation  
Mindfulness Meditation  
Guided Meditation

Communication Committee:

Neighborhood News  
RV Today Show  
Resident Website  
Village Voices  
Zoom Gatherings

Madrona Grove:  
life bio project

Rose Festival Clown  
Graduation  
Water Volleyball  
Dragon Boats  
Pi Day Pie Potluck  
Helping Hands Sewing Group

RECREATIONAL

Madrona Grove Improv Group  
Bridge  
Rose Villa Choir  
Pet Owners  
Thursday Night Movie  
Sewing & Crafting  
Quilting - Knitters  
Jewelry Making  
Weavers  
Dinner with an artist  
Folk Singer  
UN-USA  
Book Club  
Classical Club  
Life Long Learning  
Creative Cards  
Messy Art  
OMA Art  
Visiting Artist Series

2021

SPIRITUAL

UCF Vespers & Bible Study  
Family Room Worship  
Zen Meditation  
Mindfulness Meditation  
Guided Meditation

Communication Survey

Welcoming Committee:  
resident intros

Community Health Committee  
combating winter depression

Pets Committee

Everything COVID

Ready Force

Safety Committee

Emergency Preparedness

AEDs

Resident Art Displays

iDREAM Committee

African Film Festival

AAPI Pledge

Book Groups

RV Library Birthday Party

**Rose Villa Inc. Board of Directors  
Meeting Minutes  
September 23, 2021**

***Directors on call:*** Glenn Rodriguez, Eleanore Hunter, Bill Rector, Ed Gorman, Rose Ojeda

***Staff/Others on call:*** Vassar Byrd, Diane Gibson, Tina Moullet, John Schallberger, Doug Morris, Erin Cornell, Jerry Corn, Eric Shawn, Beth Knoll

***Directors/Others not on call:*** Brad Smith, Wade Clowes, Mike Leahy

Glenn Rodriguez called the meeting to order at 9:04 am.

**Consent Agenda**

Question re: Marketing report. Tina Moullet clarified and defined the “geofencing” campaigns that target cell phone locales.

Questions re: Health Services report. Erin Cornell clarified that Avencia can provide 24-hour care, but it pulls a lot of resources for one client versus being able to spread out services in shorter time increments to more residents. We are able to refer to outside agencies if Avencia cannot staff 24/7.

Erin also clarified the status of COVID booster shots which were recently approved for people 65+. Rose Villa is waiting for further recommendations from the CDC before scheduling clinics, but we are prepared to schedule clinics for Madrona Grove residents, staff who qualify, then independent living residents. We are planning to hold future clinics for up to 40 people who qualify. The Pfizer vaccine requires use within 24 hours of ordering. We are also waiting for confirmation from our provider for flu shot clinics.

Consent agenda was unanimously approved with no objections or abstentions.

**Meeting Agenda**

The meeting agenda was unanimously approved with no objections or abstentions.



### **Community Life**

Tina Moullet gave a verbal report on Rose Villa's Community Life. Rose Villa is continuing to adhere to COVID restrictions by limiting in-person meetings to 50% room capacity, masking indoors, masking outdoors when within 6'. Food & Beverage is providing creative ways to come together.

There is robust and effective partnering between staff and residents, especially with events/activities.

Now that new apartment homes are almost completely sold, Marketing is shifting its focus to building community. When that happens, the Board will be updated so it is aware of the new messaging.

Bill Rector, Eric Shawn, and Jerry Corn shared that there is activity and interest in the Resident Council processes leading up to the RC elections in November. There is also a need for the Council to educate residents on how to have their needs met, how to bring an agenda item, and how to connect with the councilors.

### **Phase 3 Update**

Vassar Byrd gave a verbal Phase 3 Update that progress on the project continues well. There are a few lingering supply chain issues, but the contractors are handling those. Clackamas County has approved our bid for a staggered opening, which means that new residents may start moving into completed buildings even if the entire site is not completed.

### **DEIA Report**

John Eaglin, Community Culture Program Coordinator, introduced himself and the Diversity, Equity, Inclusion, and Accessibility (DEIA) work being done at Rose Villa. John is following the groundwork laid earlier by Katie Morales and is looking forward to planning for 2022, specifically increasing outreach to the local community, more education on campus, a greater social media presence, and building a relationship with a DEIA mentor. Discussion and questions re: long-term goals and diversifying both staff and resident populations, which are issues complicated by history and culture.

### **Cybersecurity Update**

John Schallberger gave a verbal report on Rose Villa's cybersecurity campaign. Rose Villa has clarified policies and provided both equipment and training. Employees who work remotely now do so using RV-supplied hardware and can remote securely into the server. Training has been shared with all who have Rose Villa email addresses, including

Board members, through our partner KnowBe4. We have seen an 80% decrease in staff clicking on false links as a result of this training.

### **Resident-Board Mixer**

Tina Moullet asked that the date for the Resident-Board Mixer in October be changed to October 14, due to scheduling conflicts. The Mixer will be held via Zoom (link to be sent out closer to that date). Discussion re: suggested topics. Tina will curate.

### **General Announcement**

Vassar Byrd announced that Tina will be participating in LeadingAge National's Leadership program in 2022. There are opportunities for site visits, as well as a project-based component. Congratulations to Tina!

The meeting was adjourned at 10:22 am.

Minutes submitted by Beth Knoll on behalf of Brad Smith on September 24, 2021.

### **Reminders:**

- The next Board activity will be the Resident-Board Mixer on October 14 at 4:00 pm via Zoom.
- The next Resident Forum is Tuesday, October 19 at 2:30 pm via Zoom.

**Rose Villa Inc. Board of Directors  
Meeting Minutes  
November 4, 2021**

***Directors on call:*** Glenn Rodriguez, Eleanore Hunter, Brad Smith, Wade Clowes, Bill Rector, Ed Gorman, Mike Leahy

***Staff/Others on call:*** Vassar Byrd, Diane Gibson, Tina Moullet, Doug Morris, Erin Cornell, Jerry Corn, Eric Shawn, Beth Knoll

***Directors/Others not on call:*** Rose Ojeda, John Schallberger

Glenn Rodriguez called the meeting to order at 9:03 am.

**Consent Agenda**

Question re: Marketing report. Tina Moullet clarified that we are working to reorient the attention and scope of the Sales department to focus on retention and branding as we move into Phase 3.

Comment re: Marketing report. Kudos to Marketing for such successful sales.

Consent agenda was unanimously approved with no objections or abstentions.

**Meeting Agenda**

The meeting agenda was unanimously approved with no objections or abstentions.

**Community Life**

Tina Moullet gave a verbal report on Rose Villa's Community Life. We continue to monitor community infection rates so we can plan reopening spaces and activities to levels residents would like. We expect status quo through the end of 2021 with distancing, masking, and 50% room capacities. We have had no spread on campus. Some activities are resuming, and there is a distinct improvement in general mood.

Resident Council is holding their elections this month. Bill Rector reported the ballots have been distributed, there are five candidates for three councilor spots, and the next Council meeting will be hybrid. Jerry Corn reported there will be a candidate forum, something they have not done in previous years. Eric Shawn reported a shift toward

more collaboration with a focus on staff – resident communications. Also, a renewed focus on integrating new residents (Phase 3) by the Welcoming Committee. A concern is that new residents know little or nothing about Madrona Grove, so that gap is being addressed. Erin Cornell is working on how to be compliant with restrictions/guidelines, but also how to be inclusive and engage independent-living and Madrona Grove residents.

### **Phase 3 Update**

Vassar Byrd gave a verbal Phase 3 Update that progress on the project continues well. There are a few lingering supply chain issues, but the contractors are handling those. Future Resident Forums will focus on different areas/neighborhoods in Phase 3 and the Council's Welcoming Committee will play a part in this. Erin is working on a detailed plan for making the Madrona Grove resident moves happen as smoothly as possible. Board volunteers are welcome to help.

### **2022 Budget Report**

Diane Gibson explained the budget process, and how many factors are taken into consideration. The process lasts for months, with all department managers having input. The budget and 990 form were made available to the Board Members prior to the meeting.

Eleanore Hunter, as vice President & Treasurer and part of the Finance Committee, brought the recommendation that the budget be approved.

Approved with no abstentions.

### **990 Form Review and Discussion**

Diane led the discussion. Clarifying questions re: Schedule O.

Note that the 990 Form was presented by Rose Villa CFO and reviewed by the Board of Directors.

### **Strategic Plan and Corporate Policy Review**

Tina Moullet gave a verbal update that the strategic plan is still on track to be completed by end of 2021. It will be reviewed by the Small Team and shared with the Board when complete. Themes of the Plan dovetail with Board concerns and activities, particularly regarding Rose Villa's Resiliency Plan. The updated 2022 Resident Handbook will be ready for broad distribution by the end of January 2022.

**New Board Candidate: Ron Stock**

Eleanore Hunter brought the candidacy of Dr. Ron Stock to the Board, which has had opportunities to meet him and review his CV. Motion to approve Dr. Stock as a new Board member.

Approved with one abstention.

Discussion re: December Board meeting in person. Beth Knoll to poll Board Members and make appropriate arrangements.

Glenn Rodriguez brought up agenda items for January 2022 meeting: review structure, Board members, and activities; Board members may be needed for on-site activities in 2022; process for Board evaluation, including self-evaluation, with a focus on interests and skillsets.

The meeting was adjourned at 10:41 am.

Minutes submitted by Brad Smith on November 9, 2021.

**Reminders:**

- The next Board Meeting will be on Thursday, December 16, location and time TBD pending poll of members. Currently scheduled at 9:00am via Zoom.
- The next Resident Forum is Tuesday, November 16 at 2:30 pm via Zoom.

**Rose Villa Inc. Board of Directors  
Meeting Minutes  
December 16, 2021**

***Directors present:*** Glenn Rodriguez, Eleanore Hunter, Brad Smith, Bill Rector, Ed Gorman, Rose Ojeda

***Staff/Others present:*** Vassar Byrd, Diane Gibson, Tina Moullet, Doug Morris, Jerry Corn, Eric Shawn, Beth Knoll

***Directors/Others not present:*** Erin Cornell, Wade Clowes, Mike Leahy

Glenn Rodriguez called the meeting to order at 9:05 am.

**Consent Agenda**

Question re: Acronyms. A glossary of terms and acronyms will be put together and distributed.

Question re: booster rate among residents. Currently standing around 50%, but increasing. There are labor shortages in pharmacies that are making booster shots harder to find. RV staff is 100% vaccinated for COVID and 89% vaccinated for influenza.

Consent agenda was unanimously approved with no objections or abstentions.

**Meeting Agenda**

The meeting agenda was unanimously approved with no objections or abstentions.

**Community Life**

Tina Moullet gave a verbal report on Rose Villa's Community Life. Connecting as a community is beginning to happen as we shift guidelines to allow for casual gatherings. More relational activities and meetings are being planned by staff and residents. We are returning to in-person Forums and planning weekly "Meet the Staff" gatherings for 2022, both of which will reinforce the opportunity for conversation and community. There will be hybrid options for future Forums so people can choose how they want to attend.

Bill Rector updated the Board on the Resident Council elections; there are three newly-elected councilors and two appointed to fill vacancies. Jerry Corn added that there will

be an orientation for the new councilors, stressing a more structured approach to Resident Council meetings. Discussion re: how some Council processes work and how to address dissemination of misinformation.

### **Phase 3 Update**

Vassar Byrd gave a verbal Phase 3 Update that progress on the project continues well. We have been approved for phased occupancy of the new buildings, so move-ins can start when the homes are ready for occupancy. Madrona Grove residents will move in May; the final Schroeder Lofts residents will arrive in September.

PGE will start bringing power to the buildings in the coming weeks.

Each Resident Forum will feature one aspect of the Phase 3 project: landscaping, Health Services/Madrona Grove, Trillium Townhomes, Schroeder Lofts, Madrona Café, the new South Main entrance.

Question re: Madrona Grove census. We are on track for a census of 32 in time for residents to move to the new Madrona Gove. Current census is 34. One floor of MG is licensed as an intermediate care facility (ICF) and one as a residential care facility (RCF). Both floors are built to both codes.

Question re: current independent living residents' opportunities to move into the new Madrona Grove when needed. Yes, the goal is to provide MG space for independent living residents.

### **New Board Candidate Update: Kirsten Jacobs**

Eleanore Hunter brought the candidacy of Kirsten Jacobs to the Board, which has had opportunities to meet her and review her resume. Motion to approve Kirsten Jacobs as a new Board member.

Approved unanimously.

### **RVI Board Meeting Minutes Discussion**

A question was posed by a resident regarding why the RVI Board Meetings are not open. The suggestion was made to publish the minutes to residents. Discussion re: best practices of publication of non-profit board meeting minutes. Historically, Resident Council chairs attending the RVI Board meetings have summarized the minutes at Resident Council meetings. Decision to publicize the agendas and a summary of the minutes. Jerry Corn (incoming Resident Council Chair) will work with Beth Knoll to produce a summary.

Discussion re: educating residents about the role of the Board of Directors. Suggestion was made to have a group presentation from Resident Council members, Rose Villa management team, and a Board Director.

### **2022 Board Meeting Calendar**

The 2022 calendar was distributed. Confirmation that there will be no meeting in May.

### **End of Year Acknowledgements**

Glenn Rodriguez acknowledged the outgoing board members, Brad Smith and Mike Leahy, and the outgoing Resident Council representative, Eric Shawn. The Board is grateful for their long service and contribution to both the Board and the Rose Villa community at large.

The meeting was adjourned at 10:30 am.

Minutes submitted by Brad Smith on December 21, 2021.

### **Reminders:**

- The next Board Meeting will be on Thursday, January 6, at 9:30 am, location TBD. Zoom link will be distributed if the meeting is virtual.
- The next Resident Forum is Tuesday, December 21, at 2:30 pm in the Performing Arts Center.