

**Rose Villa Inc. Board of Directors**  
**Meeting Minutes**  
**March 23, 2023**

**Directors present:** Glenn Rodriguez, Eleanore Hunter, Ron Stock, Cindy Brown, Kirsten Jacobs, Wade Clowes

**Staff/Others present:** Vassar Byrd, Angela Hansen, Tina Moullet, Erin Cornell, Jim Willeford, Bill Rector, Steve Morris, Beth Knoll

**Not present:** Doug Morris

Glenn Rodriguez called the meeting to order at 10:00 am.

**Consent Agenda**

Motion to accept the consent agenda made by Eleanore Hunter, seconded by Cindy Brown. Discussion re: having metrics on backlogs of projects and hiring and how to track progress in those areas. Erin Cornell clarified that the four open spots in Madrona Grove are resident rooms, not open staff positions. Tina Moullet will follow up on the HR report to include metrics. Jim Willeford will follow up with Tina and department managers on a Facilities report beginning with the next Board meeting.

The consent agenda was unanimously approved with no discussion, objections, or abstentions.

**Meeting Agenda**

Motion to approve the meeting agenda made by Ron Stock, seconded by Cindy Brown. The meeting agenda was unanimously approved with no further discussion, objections, or abstentions.

**Committee Reports**

Executive Committee: has not formally met but is working actively on the proposed communication plan. Board Open Hours are available starting in April. Eleanore Hunter reported that the sessions she had were well received by residents, averaging 6-14 people. She will give a summary report after they are finished.

Governance Committee: has met twice. Kirsten Jacobs will report to the Board after synthesizing the evaluation survey results. Topics: refine charter, how to support Board recruitment and Eleanore, resident representation on boards and best practices to thoughtfully include residents.

Finance Committee: is already a well-established committee with a timeline. The committee will review Becker Capital as Rose Villa's investment manager/advisor and bring

recommendations to the Board. Wade Clowes commended Angela Hansen on her leadership and follow-through.

### **Community Report**

Tina Moullet gave a verbal report. Much of the Council's Executive Committee time has been spent preparing the Holleran Resident Satisfaction Survey report (later in the agenda). There is now a set schedule at the monthly Resident Forums to provide education to residents on topics not traditionally part of the Forum, including financial information.

Cindy Brown verbally reported on resident-driven activities:

- The Council's Pet Committee's progress in revising their policies, enforcement of registration/vaccine requirements, and incident reports.
- Sunday Suppers in the Rec Room.
- Expanded volunteer opportunities in Madrona Grove, which helps integrate both Madrona Grove and independent living residents.

### **Resolutions**

#### **Board Resolution: Update Signing Authority**

The Signing Authority was presented to the Board to update reflecting staff changes. Motion to approve the resolution made by Cindy Brown, seconded by Eleanore Hunter.

The resolution was unanimously approved with no changes, objections, or abstentions.

#### **Board Resolution: Update Consulting Authority**

The Consulting Authority was presented to the Board to update reflecting staff changes. Motion to approve the resolution made by Ron Stock, seconded by Cindy Brown.

The resolution was unanimously approved with no changes, objections, or abstentions.

### **Actuarial Report Update**

Angela Hansen gave a brief update. The presentation by Mike Hopper to residents was well attended. The plan is that Rose Villa will have an annual actuarial presentation. A priority for 2024 budget planning is to move to Satisfactory Actuarial Balance with Qualifications to Satisfactory Actuarial Balance without Qualifications. Discussion re: role of Finance Committee, which will use actuarial information at all levels in discussions and planning. Question and discussion re: what Rose Villa is responsible for in calculating healthcare liabilities and risks for entrance contracts.

### **Holleran Survey Evaluation and Action Plan Update**

Tina Moullet and Cindy Brown presented the survey results along with action plans for collaborative solutions. One Resident Council councilor is assigned to Directors in each of five key areas. Work groups comprised of staff and residents have been set up and are working on identifying issues, recommending solutions, and communicating those solutions to the Resident Council Executive Committee. Departments will implement solutions as applicable. Question and discussion re: timeline. This process started in January with the Listening Sessions and is on-going. A survey will be sent out to residents who had not lived at Rose Villa prior to May 2022. The follow up, community-wide survey will be conducted late summer/early fall for all residents. Results of the improvement plans will be added to the regular update reports sent to the Board.

Question re: survey for staff. A survey is being planned.

### **Meeting adjourned at 11:25 for Executive Session**

Minutes approved by Doug Morris on April 21, 2023.