 Board Meeting Minutes February 16, 2023 6-9:30 pm on Zoom

Present: James Whitely, Eric Andrews, Beth Hudson-Keller, Lisa Ogletree, Tyler Hoff, Conrad Person, Abigail Meletti, Nikki Mosgrove, Susan Hoskins (ED), Guest for part 1:Emily Sandusky

Started with silent worship and welcome by Jim.

**Grantee Partner Presentation:** The first hour of the meeting was dedicated to learning more about the Montessori Inspired Living mode. We were joined by staff from the three organizations that currently have grants to implement this model: Friends Home in Kennett-Christine McDonald and Tracy Gable, Friends House Retirement Community- Phil Burkholder and Judy Farquhar, The Hickman-Toni Kelly, Stacey Farrell and Crystal Jones.

All three are using Monarch Pathways and CARD as consultants and trainers. They feel that this person-centered approach is very consistent with Quaker values, empowering residents, slowing down, focusing on what a person *can* do, engaging in meaningful tasks, having patience. It has been popular with residents and families, though it took some time to have staff embrace it. Staff turn-over has been challenging, but all 3 now have staff champions working on the program. FHRC is implementing campus-wide and a group of independent living residents have played a significant role. FHK has found cooking and volunteering especially popular. The Hickman found the personal collages to be treasured by residents and family.

The energy in the “room” grew as they described the successes and challenges of implementing this program, especially during the pandemic and staffing shortages. At the end they asked to have another zoom meeting to support each other going forward (I will set up). I will also talk to Jane Mack at FSA about this program in case others are interested. All are appreciative of the support of FFA.

After a 5 minute break, Jim welcomed board members back and thanked them for helping on the **executive director evaluation**. He also asked that we need to focus more on evaluation of the Board with respect to Susan – “pay more attention.”

**Executive Director’s Report**

Susan explained challenges dealing with Iron Mountain document storage and asked for authorization to destroy the remaining 20 boxes of McCutchen medical records, 26 Rockview documents and audits (we have copies of these). Following a long discussion reviewing risk and options, it was approved to sign a new contract for a lower monthly fee and to authorize destruction of boxes as they reached the maximum required holding period.

Susan elaborated on her conversation with Steve Mohlke from NYYM regarding scheduling a meeting with the Aging Concerns Committee, staff and FFA. FFA wants to know more about NYYM long-term plans for the ARCH program and NYYM needs to understand FFA’s commitment to ongoing funding. Jim, Lisa and Tyler volunteered to participate. The program continues to feel very nebulous in contrast to the other grants for specific concrete services. What is “spiritual accompaniment”, how do you assess value and success, how long will FFA support it? ($962,705 since 2009).

Susan then reviewed the conversation inquiries/LOIs that have been conducted. She recommended approving full proposals from Snipes Farm, Beacon Hill Friends House and Princeton Senior Resource Center. There was support for the recommendation to turn down the rest.

**Finance**

The budget was approved as presented. The amount budgeted for grant making reflects a goal and will be monitored through the year as proposals are presented and the investment market evolves.

Eric led discussion on bringing investment policy and practice into alignment, summarizing recent meetings of the Finance committee, and those with JPMorgan and Friends Fiduciary. Much has been learned, including that 11% of our JPM holdings are actively managed to meet the values criteria established at the beginning, the ESG space is poorly defined today, there are negative and positive screens, active and passive management, individual, mutual and index funds (all with different fees), and a balance must be found between responsibility for long-term financial durability and values investing. There was agreement to implement a plan slowly and that our focus should be on grantmaking not investing. Some would support moving more funds from JPMorgan to FF, and some support adding to the actively managed funds at JPMorgan to support energy alternatives. There was not unity on a plan and no amount ($ or %) was set, referring it back to Finance Committee to bring forth to the Board a proposal for a plan, timeline and amount.

There was insufficient time for a hard conversation about spending. At present we are granting more than the 5% minimum required and dipping into principle. It will come up again with Spring granting and the annual review of the strategic plan in May.

**Governance**

Governance has not met, but will meet on February 28 at 1 PM by Zoom to plan upcoming meetings:

* April 20 6-9 pm on Zoom- Grantmaking meeting
* April 25 5-6 pm- Meet with PALS (assisted living in senior residences) grantee partners on Zoom
* May 6 9-1pm annual meeting/retreat at Newtown Friends Meeting 219 Court St, Newtown PA

We look forward to welcoming new members Joan Malin and Emily Sandusky and reappointing the Class of 2023 and officers at the annual meeting.

**Minutes** of the October meeting were approved.

Susan W. Hoskins, Executive Director

 recommended that Susan remove the boxes from the facilities in NJ and PA and put them in storage at a self-storage facility for the remaining 4 years to cover the most remote risk. Follow up details:

* There are 20 boxes remaining.  16 are "medical records d/c 1998-2007."  Each box notes the D/C year and names of patients. 2 are Rockview financials and 2 are audits—which both Marylee and I have copies of.
* Some of the files are in NJ and some in Phila.  (My guess is north Jersey and the last 4 are in Phila as they were deposited by Deb)
* The hang up is the paragraph from NJ Statute Title 8, chapter 39 **Section 8:39-35.2**

**k)** **The record shall be protected against loss, destruction, or unauthorized use. Medical records shall be retained for a period of 10 years following the most recent discharge of the resident, or until the resident reaches the age of 23 years, whichever is the longer period of time. A summary sheet of each medical record shall be retained for a period of 20 years, and X-ray films or reproductions thereof shall be retained for a period of five years.**

*N.J. Admin. Code § 8:39-35.2*

We are well past the 7 year (usual rule) or 10 year point. The hang up is the “summary sheet for 20 yrs.”

* Retrieval + permanent removal + handling will cost $661.92. Retrieval + destruction + handling will cost $ 694.32. Plus transportation $113.34 and fuel costs from 2 locations.
* A 5x5 storage unit is $60/month + $29 admin fee one time.
* Leaving them at Iron Mountain will cost $120/month once I sign a new annual agreement.

You said you wanted it to be easier for me. Easy for me is to leave it all where it is and authorize destruction for the last 4 boxes now and the other 16 in 2027. **I propose to sign the new contract and do nothing more right now.** Each year I can authorize destruction of the ones which have reached the 20 year mark, as well as the last 4. You can always decide to authorize destruction before 2027. I am less comfortable keeping medical records in a Public Storage facility.