

**Lighthouse Youth & Family Services
Administrative Committee Minutes
August 21, 2018**

Members in attendance: Lisa O'Brien, Ken Feldmann, Stephen Peterson, Mary Bob Rubenstein, Phil Montanus and Larry Sheakley.

Strategic Planning Ad Hoc Committee members: Dawn Green, Barry Morris, and Jessica Wabler.

Staff in attendance: Paul Haffner*, Cathy Goold and Judy Oakman (*also a Member).

Mr. Peterson called the meeting to order at 12:05pm. The minutes were not distributed earlier and will be approved at the September board meeting.

Ms. Oakman gave an update on our strategic planning process. We have spent a significant amount of hours evaluating our last strategic plan, discussing and consolidating our strengths, weaknesses, opportunities, and threats (SWOT) and really drafting and re-drafting our Mission and Vision statements. Ms. Oakman noted that while the process has been tedious at times the overall feeling is one of collaboration and consensus as we move forward into the next two and a half years. Ms. Wabler presented the draft mission and vision statements. The Mission still needs some work and comments were received however, everyone is pretty satisfied with the vision statement. The three pillars that were the major trends are as follows for the Strategic Plan: ENGAGEMENT—INNOVATION-- and IMPACT. More details to come... Mr. Morris gave his thoughts to the committee as the consultant on the project expressing his satisfaction with the engagement and process. The ad hoc committee felt great about our progress and we will continue to refine this plan with the expectation that we present to the Board at our September meeting.

Mr. Haffner noted that the Conflict of Interest forms as revised will be sent to all committee, affiliate board members and key staff with the expected return date of September 26th. The Audit Committee will review all responses and report any significant issues to the Board.

Ms. Oakman noted that the financials through July 31, 2018, look good, the Agency posted a surplus of \$30K. We will be coming up on our audit right after Labor Day. Our E-H-R continues to give us challenges in the implementation phase. The Agency was able to make a \$150,000 transfer to the Foundation to mark a successful financial year for our programs!!

Ms. Goold and Mr. Montanus reviewed the status of the Agricultural Learning Center, the Jefferson and Clinic space renovations.

Mr. Haffner concluded the meeting with his executive briefs:

- 1) CARF survey went well on August 1-3, we expect a three year renewal.
- 2) Children's Services levy is moving forward. We expect to be on the ballot for November. Mr. Sheakley noted an upcoming event at Ginger Warner's home on September 27th.
- 3) Trademark issues with Envision Children will be completed after this last event in 2018.

- 4) Safe & Supported is being analyzed by management with a possible plan to transition competency training under our clinical Services team and HOST Homes moving under housing.

The next Board meeting is September 26th and the next Admin Committee is October 16th.

The committee excused all staff and guests and went into executive session to discuss CEO performance review and compensation.

The meeting was adjourned @ 1:30pm.