

BOARD OF DIRECTORS MEETING MINUTES

July 22, 2020 at 6:00 PM
Virtual Meeting, Hosted Over Conference Call

Board Members Attending by Phone: Adnan Assad, Rolando Acosta, Ronit Barrett, Stacey Blasko, Rob Buono, Jessica Cardoni, Dee Dee Chesley, Verenise Franco, Roberto Interiano, Jeff Kemerley, Kenneth Langston, Lauren Long, Joel Lozada, Thomas O'Neill, Stephen Raquet, David Rodin, Gregory Spitzer, Lizzy Whitehorn, Thomas Woodrow

Board Members Absent: JoAnne Cicchelli, Dan Lynch, Homero Tristan

Christopher House Staff Attending by Phone: Jummy Akinbusuyi, Erika Alcibar, Brianda Avila, Lori Baas, Dani Castonzo, Sarah Collentine, Sonia Galvez, Meaghan Jennings, Gloria Kuechenberg, Loren Myers, Krissy Novy, Cintia Ortiz, Laura Pietrini, Karen Ross-Williams, Perla Santillanes, Libby Shortenhaus, Becky Seibel, Traci Stanley, Katheryn Steward, Ashley Vuu

Minutes Recorder: Christina Henneuse

Proceedings: Meeting called to order at 6:01 PM

Welcome, Presented by Dee Dee Chesley

Dee Dee begins the meeting by welcoming all board members and Christopher House staff who have virtually joined the meeting.

Minutes, Motion was made by Tom O'Neill, seconded by Rob Buono, and carried unanimously to approve the May Board Meeting Minutes.

Consent Agenda, Presented by Katheryn Steward

There are five items in the consent agenda that require board approval:

- 1.) DFSS Early Head Start Budget Revision
- 2.) DFSS Head Start & EHS COLA and Quality Improvement Applications
- 3.) 2020-2021 Curriculum
- 4.) COVID-19 HR Policies and Procedures
- 5.) COVID-19 Health and Safety Operational Guidelines

Motion was made by Tom O'Neill, seconded by David Rodin, and carried unanimously to approve the five items on the consent agenda.

President Report, Presented by Dee Dee Chesley and Lori Baas

Lori introduces the new Chief Talent & Equity Officer, Ashley Vuu, who joined the Christopher House Leadership Team on July 1st.

Lori would also like to thank the Leadership Team for all their time and hard work to build a re-opening plan for the fall.

Finance Committee, Presented by Stephen Raquet

Christopher House was able to secure the PPP loan to help keep staff on the payroll. The Small Business Association will forgive loans if staff are kept on the payroll 24 weeks and the funds are used for payroll, rent, mortgage and utilities.

The FY21 budget projects a \$2,406,906 increase in revenue and \$1,937,330 increase in expenses compared to FY20.

Motion was made by Jeff Kemerley, seconded by Tom O'Neill, and carried unanimously to approve the FY21 budget.

The Finance Committee proposed a reserve policy for Christopher House. The purpose of the reserve is to ensure the financial stability of Christopher House, manage cash flow interruption, and meet unexpected organizational needs.

Motion was made by Adnan Assad, seconded by Jeff Kemerley, and carried unanimously to approve the reserve policy.

Strategic Task Force, Presented by Kenny Langston, Traci Stanley and Becky Seibel

Early Childhood and After School has re-opened for the summer on July 13th following guidelines provided by public health experts, including the City of Chicago and the CDC. The Leadership Team has been focused on a re-opening plan for the fall which will later be presented by Traci and Becky. The Strategic Task Force welcomes feedback tonight but also asks that the board thoughtfully consider the re-opening plans over the next few days to ensure we are taking the best next steps.

Some successes from the July 13th re-opening for After School and Early Childhood include having enough slots to meet the need of every parent who needed childcare and that we have been able to maintain close communication with parents. Some of the challenges we have been addressing are staff shortages and safety concerns regarding protection against COVID-19. Next steps to help address these challenges are to explore incentives, increase communication with staff and to develop remote learning and support.

The proposed re-opening plan for Christopher House Elementary School will include virtual professional development, K-8 virtual instruction 5 days a week and a range of in-person services (IEP meetings and therapies). Next steps for this proposed plan is to gather feedback from staff, parents and the Board through various channels, including virtual town hall meetings and office hours with the CEO and CTEO.

The Board will meet again on August 6th to review the final re-opening plan.

External Affairs Committee, Presented by Lizzy Whitehorn

\$1.8 million was raised in FY20, a 20% decrease in revenue compared to FY19. This is largely due to the unforeseen cancellation of the Annual Benefit. We expect an increase in institutional giving in FY21 and a decrease in religious & community giving due in part to the one-time investment of \$600K from the Presbytery of Chicago that was booked in FY20.

Christopher House is excited to be the recipient of a \$50K grant from Jewel-Osco, their first contribution to Christopher House.

External Affairs will be exploring opportunities to hold small virtual fundraising events in the coming months to make up for the cancellation of the 2020 Annual Benefit and the anticipated cancellation of the event in 2021.

Board Development Report, Presented by Ronit Barrett

The Bylaws and Governance manual are currently being reviewed by the Board Development Committee to meet requirements. A draft will be ready for the Board to review by the meeting in September. The committee hopes to have a revised manual for board approval by January 2021.

Public Comment

Dani Castonzo, Development Communications Associate at Christopher House addresses the Board and asks them to consider providing wage increases by way of hazard pay to on-site staff who are putting their health at risk each day to perform their job duties.

Motion made by Dave Rodin and seconded by Ronit Barrett to adjourn into Executive Session.

Meeting adjourned into Executive Session at 7:20 PM.