

**BOARD OF DIRECTORS MEETING**  
**June 29, 2022**  
**Microsoft Teams**  
**DRAFT AGENDA**

<b>Strategic Priority</b>	<b>Agenda Item</b>	<b>Purpose</b>	<b>Time</b>
	<b>Welcome</b>	<ul style="list-style-type: none"> <li>• Introduction of Meeting Participants and Guests</li> </ul>	5 mins
Map Processes & Systems	<b>Minutes &amp; Consent Agenda</b>	<ul style="list-style-type: none"> <li>• Approval of Minutes</li> <li>• Consent Agenda</li> </ul>	5 mins
Best in Class Talent	<b>President's Report</b>	<ul style="list-style-type: none"> <li>• Board Updates</li> </ul>	5 mins
Map Processes & Systems	<b>Finance Committee Update</b>	<ul style="list-style-type: none"> <li>• FY23 Budget</li> </ul>	15 mins
Best in Class Talent	<b>Closed Session</b>	<ul style="list-style-type: none"> <li>• Personnel Matters &amp; Pending Litigation</li> </ul>	20 mins
Map Processes & Systems	<b>New Business/Old Business</b>	<ul style="list-style-type: none"> <li>• Opportunities for Public Comment*</li> </ul>	5 mins

**Total time: 55 minutes**

Guests interested in participating in the meeting may contact Christina Henneuse at [chenneuse@christopherhouse.org](mailto:chenneuse@christopherhouse.org).

## BOARD OF DIRECTORS MEETING MINUTES DRAFT

June 29, 2022 at 6:00 PM  
Virtual – Teams Meeting

**Board Members Attending Virtually:** Rolando Acosta, Ronit Barrett, Stacey Blasko, Rob Buono, Jessica Cardoni, Dee Dee Chesley, David Rodin, Cuauhtemoc Contreras-Hernandez, Meghan Kiesel, Kenneth Langston, Lauren Long, Alex Maturi, Liam O’Kane, Lizzy Whitehorn,

Quorum Met

**Board Members Absent:** Adnan Assad, Roberto Interiano, Jeff Kemerley, Dan Lynch, Tom O’Neill, Stephen Raquet, Homero Tristan, Kimberly White, Tom Woodrow

**Christopher House Staff Attending Virtually:** Sharon Asher-Hall, Julie Dakers, Tihela Feit, Karen Ross, Becky Seibel, Libby Shortenhaus, Traci Stanley, Juan Villalobos

**Guests Attending via Zoom:**, Mary Contreras, Farrah Chamochumbi, Alex Gaitan (Spanish Interpreter), Gardenia Mejia Acosta

**Minutes Recorder:** Tihela Feit

**Proceedings:** Meeting called to order at 6:04 PM

**Welcome,** Presented by Dee Dee Chesley

Board members and staff in attendance introduce themselves. Sharon Asher-Hall and Tihela Feit introduce themselves as the newest members of Christopher House’s Leadership team.

**Minutes and Consent Agenda** Presented by Libby Shortenhaus and Dee Dee Chesley

Motion made by Dave Rodin and seconded by Rob Buono, and carried unanimously to approve the Mary 18, 2022 board meeting minutes.

Motion made by David Rodin and seconded by Alex Maturi, and carried unanimously to approve the following items in the consent agenda:

- Summary of Changes to Employee Handbook
- Corrective Action Plan
- Fiscal Policies & Procedures

Comments were made regarding the FY21 Audit and findings by Libby Shortenhaus and Sharon Asher-Hall regarding the policy procedure for procurements. Updates to the policies were made

based on the corrective action plan as a result of a finding related to compliance with a federal contract regarding procurement procedures.

**President's Report**, Presented Dee Dee Chesley

Dee Dee shares that this is a meeting focused on Finance and the approval of the FY23 budget. Stephen Raquet, Treasurer, and Adnan Assad, Vice President, are unable to join the meeting, but Liam O'Kane on the Finance Committee is in attendance and Dee Dee has been updated and briefed as well. Sharon Asher-Hall will present the FY23 budget.

**Finance Committee**, Presented by Dee Dee Chesley & Sharon Asher-Hall

Sharon Asher-Hall presented the FY23 Budget which includes Revenues totaling \$19M, including \$1.6M in Private Philanthropy and \$17.9M in Government Contracts. Of note are:

- A \$195,000 increase in the Foundation & Corporate private revenue line due to anticipated multi-year expected grants.
- A \$1.4M increase in the childcare revenue and a slight increase in the Zero to Two revenue based on recent increases in rates and income eligibility changes.

Board heard from Libby Shortenhaus about the strong internal budget creation process. Libby shares that we are in a healthy financial position for the upcoming fiscal year.

Becky Seibel shared that Christopher House is anticipating an increase in childcare in the upcoming fiscal year and is confident that Christopher House will make enrollment leaps as people are going back to work and significant legislative changes in rates and eligibility for childcare slots. Board members had questions regarding long-term plans to ensure Christopher House is in a continued strong financial position especially given increases budget strain as a result of expected salary increases related to union negotiations. The need to establish reserves for capital improvements to all three of our facilities along with reserves to address unionization is raised. The FY23 budget includes some contingencies for salary increases and leadership is working on a plan for capital improvements this year.

Motion requested by Dee Dee Chesley to approve the budget at 6:32PM. Motion made by David Rodin and seconded by Alex Maturi.

**Public Comment**

Dee Dee Chesley noted that the speakers have all been present and have had the opportunity to speak at previous Board meetings. Dee Dee reminded public speakers that the Board has heard them and is here to listen to new information.

*Maria Contreras* shared her issue regarding a strong gas smell in the building and lack of communication in the elementary school.

*Farrah Chamocho* shared how difficult this past school year was and her hopes that Christopher House can move forward with a priority focusing on families.

*Gardenia Mejia Acosta* shared in the Teams Meeting Chat function that she was still at work and was unable to provide public comment.

Libby shares a commitment to a new start as we heal from the pandemic and a new chapter at Christopher House Elementary School. An Office Manager has been hired and we are filling the role of secretary to address communication issues raised. we have also hired Secretary to improve communication.

Becky Seibel, Chief Operating Officer, shares that on May 25, 2022 Peoples Gas was replacing a gas line on Lockwood Avenue & Grand Avenue (.05 miles from Christopher House Elementary School). Our Facilities Manager was in communication with Peoples Gas and the Chicago Fire Department to ensure safety and would have been notified if we needed to close the facilities, which we did not.

Meeting adjourned to closed session at 6:48 PM.

Executive Session ends and meeting returns to order at 7:20 PM and motion made by David Rodin seconded by Cuauhtemoc Contreras-Hernandez and carried unanimously to adjourn the board meeting.

Meeting adjourned at 7:20PM