

## Board of Directors

Dan Gray, Chairman  
Jennifer McKenzie, Vice-Chair  
Tom Rowe, Secretary/Treasurer  
Dara L. Aldridge  
Maiko Ashby  
Patrick Chaing  
Jennifer Judelsohn  
Angie Lathrop  
Jennifer McGarey  
Douglas Robinson  
James Ross  
Sue Zywokarte

## For the sake of what?

*Does this move us in the direction of our mission?*

*Is this the best use of resources?*

*Is this the direction we said we want to go?*

## Our Mission:

Pathway Homes embodies the spirit of recovery: embracing an attitude of hope, self-determination and partnering with each individual on their personal journey toward achieving self-fulfillment and realizing their dreams.

We fulfill our mission by making available to individuals with mental illness and co-occurring disabilities a variety of non-time-limited housing and services to enable them to realize their individual potential.

## PATHWAY HOMES, INC.

### Board of Directors

Monday, April 11, 2016  
7:00 P.M.

10201 Fairfax Blvd., Ste. 200  
Fairfax, VA 22030-2209



- 6:30 Social Half-hour
- 7:00 Call to Order of Quarterly Meeting
- 7:05 Presentation – Lauren Leventhal and Brian Samson  
IT at Pathways: Efficiencies through Technology
- 7:30 Approval of Minutes of Meeting January 11, 2016\*
- 7:35 CEO's Report – Dr. Sylisa Lambert-Woodard
- 8:00 Treasurer's Report - Brenda Brennan
- 8:05 Chairperson's Report and Comments
- 8:15 Committee Reports
1. Philanthropy Committee—Jennifer Judelsohn
  2. Board Development—Patrick Chaing
  3. Advocacy Committee—Angie Lathrop
- 8:40 Old Business
1. Strategic Planning
- 8:45 New Business
1. Policies & Procedures (HUD Projects)
  2. Drawing for Tuition Reimbursement Lottery
- 8:50 Announcements.
1. Steps to Pathways Breakfast—May 19th, 8-9a.m.  
\*Sherwood Community Center in Fairfax
  2. Summer of the Arts Exhibit—July 6th through August 12th  
\*Hunters Woods Gallery at Reston Community Center
  3. Summer of the Arts Reception— August 6th, 4-6pm  
\*Hunters Woods Gallery at Reston Community Center
- 8:55 Adjournment
- \* Materials Enclosed in Packet

## ADDENDUM TO BOARD AGENDA

April 11, 2016

Pathway Homes was awarded over \$1.5 million in new grants this past quarter to serve a projected 39 new consumers regionally. We continue to independently solicit guidance and feedback using our strategic planning process to ensure that we are addressing the pace of our growth as well as infrastructure development. For the 5<sup>th</sup> year in a row Pathways was ranked as one of the Best Non Profits to Work for in the nation! We could not achieve this success without the support of our board, and the dedication of our staff. Please review the highlights from this last quarter. I will be pleased to address any questions you may have during our meeting. Thank you!

### Board Matters:

- The Philanthropy Committee Report from Jennifer Judelsohn, Treasurer's Report- Brenda Brennan, Board Development report- Patrick Chaing and Advocacy Report- Angie Lathrop are provided as attachments. Please review these reports before the meeting; any questions or clarifications will be addressed during the meeting.
- ***New Award:*** Pathway Homes has begun grant execution from the 2014 HUD Supportive Housing Program (SHP) reallocated and Bonus funds totaling **\$1,199,664 to serve 55 new chronically homeless individuals**. Pathways continues to partner with Christian Relief Services, which secured a Letter of Intent to purchase Huntington Gardens, a 113 unit complex in Alexandria, VA that will have up to 28 units set aside for this project. Pathway Homes has placed 35 of the 55 individuals in housing to date! Our updated goal is to have all 55 housed by the end of April.
- Pathway Homes submitted an application for the 2015 SHP HUD Bonus project in the amount of \$504,272 to lease 22 1- bedroom units to continue towards our goal of eradicating homelessness among those with serious mental illnesses and co- occurring disorders. The HUD announcement of the bonus award is pending.
- Pathways submitted four (4) separate Community Consolidated Funding Pool (CCFP) applications at the end of 2015 for fiscal year 2017-18. The following proposals were submitted:
  1. \$318,564 over two years to serve 28 homeless high-risk individuals with serious mental illnesses and co-occurring substance use disorders who require highly intensive supportive services long-term in order to maintain stability in the community
  2. \$96,000 over two years for services to more appropriately house three long-term Assisted Living Facility (ALF) and/or group home residents - who no longer

require or desire the supervision and support of these highly intensive programs - in independent, subsidized, supported housing in the community

3. \$300,000 one-time acquisition request to purchase one 3-bedroom townhome to provide long term housing for individuals within our ALF or group home programs who no longer require intensive services,
4. \$464,136 over two years requested for the purpose of serving 50 homeless, high-risk individuals with serious mental illness and co-occurring substance use disorders who require highly intensive supportive services in order to access and maintain stable permanent housing in the community.

Announcement of this award is anticipated April 2016.

- ***New Award:*** Pathways Homes responded to its *first* regional Department of Behavioral Health and Developmental Services (DBHDS) RFP to serve 50 individuals in Fairfax County, Prince William, and Alexandria City. Pathways was invited to partner with these counties to provide the supportive housing while the local Community Services Boards (CSBs) will provide highly intensive services to these unstably housed, frequent users of hospital emergency departments and inpatient care, and/or individuals in state hospitals who are capable and willing to live in permanent supportive housing. The contract request was for \$1,144 000, and the contract term would be for two (2) years with three (3) successive one year renewal options. Pathways was selected for second round interviews held in Richmond on 12/17/15, and provided subsequent responses. I am pleased to announce our DBHDS proposal for HPR 2- Permanent Supportive Housing has been approved! Our negotiated award was reduced approximately 30% to \$1,407,576.00 (2 year period), resulting in an award of 18 beds- Fairfax, 10 beds- Prince William, and 7 beds- Alexandria. This contract **began on 3/1/16.**
- Pathway Homes has not received any additional information regarding the notice of subrogation claim from Lexington Insurance Company to pursue damages for the West Ox II property damage caused by fire on 3/29/15. Insurance and legal consultation has been retained as the investigation is still pending. No additional renovation work has been evidenced since August. Consultation was made with the CSB and Fairfax County Dept. of Housing and Community Development (DHCD) to move toward resolution, as well as consultation scheduled with our insurance agent.
- Pathway Homes' Mental Health Counselor I and II clinical staff deployment contract continues to fill a critical void experienced by the CSB behavioral health system. To date, **9** new positions have been created and deployed to the CSB to serve a total of 54 new consumers. The contract has now expanded to include staff deployment to the CSB residential programs primarily serving individuals with substance use disorders.
- Pathway Homes has been awarded four Project Based Housing Vouchers (PBVs) through DHCD and has purchased three 1-bedroom condominiums financed with Community

Development Block Grant (CDBG) funds to match with these leveraged voucher resources.

- **New Award:** Pathway Homes requested \$200,000 from the Competitive Loan Pool to match with four applications, which were submitted for Housing Trust Fund (HTF) Homeless Reduction Grants in the amount of \$400,000. These funds would be used to purchase four 1-bedroom condominiums averaging \$150,000 each (\$600,000 total) to provide permanent supportive housing to homeless adults with serious mental illnesses. Pathways requested consideration for an increased loan amount to make up the difference needed if not fully funded by the HTF grant to secure the full amount of \$600,000 for purchase of the four properties supported with the leveraged PBVs. This is an eligible acquisition-only Project.

Pathway Homes was awarded \$600,000 from the competitive loan pool to purchase four 1-bedroom units. Governor McAuliffe awarded these funds personally to Pathway Homes at a highly publicized event. Board Chair, Dan Gray, and the Pathways Leadership team were there to receive the award!

- Pathway Homes Strategic planning process continues to be productive. Lisa Karlish, strategic planning consultant has completed 9 external interviews, has one scheduled next week and still working on scheduling two additional interviews. We've completed focus groups with the Consumer Advisory Council, the Board, and the Executive Team. The final focus group—the family group—will be completed this week. The external landscape research is now generally complete, and an updated report should be prepared for the week of April 18<sup>th</sup>.
- Pathway Homes Recognition Event was held on March 18, 2016 from noon to 3:00 p.m. This continues to be a significant opportunity for Pathways to thank the staff, the board and our volunteers for all you do to make Pathway Homes a fantastic organization. Thanks to our Chair, Dan Gray for serving as host, and those Board members who attended this event. The staff always comment on how much they enjoy and appreciate your support at this event.
- **Best Non-Profit:** Pathway Homes ranked 14th among medium sized organizations and 31st overall on the 2016 Best Non Profit Organizations to Work For list! The award program is sponsored by *The Nonprofit Times* and Best Companies Group (BCG), which utilize a nationwide survey to identify, recognize and honor the best places of employment in the nonprofit industry in the United States.
- As part of Pathway's Center for Nonprofit Advancement membership, each member of our staff and board is eligible to take a free class at the Center this year. If you have not already taken advantage of this membership benefit, you will find that they have many classes on a wide range of topics available to you. I encourage you to take a look at the

list of upcoming classes at the link below. We have just fewer than twenty classes and events scheduled between now and the end of June. A full list of classes can also be obtained at <https://www.nonprofitadvancement.org/prof-dev-events>.

If you are interested, please register for the class you would like to take with the following discount code: **FreeClass2016**. This code, once applied, will lower the price on our registration pages to \$0.00. Please feel free to reach out to Anna if you have any questions about this process.

**PATHWAY HOMES, INC.**  
Minutes of the Quarterly Meeting of the  
Board of Directors  
January 11, 2016

The quarterly meeting of the Board of Directors was held on January 11, 2016. A quorum being present, the meeting was called to order at 7:06 p.m. by Vice-Chair, Jennifer McKenzie. The following individuals were present and participated throughout the meeting:

**MEMBERS**

Dan Gray, Chair  
Jennifer McKenzie, Vice-Chair (via phone)  
Tom Rowe, Secretary/Treasurer  
Dara Aldridge  
Patrick Chaing  
Jennifer Judelsohn  
Douglas Robinson  
James Ross  
Sue Zywokarte

**STAFF**

Sylisa Lambert-Woodard, President & CEO  
Brenda F. Brennan, CFO  
Eleanor Vincent, COO  
Anna Smith, Director of Development and  
Major Gifts  
Lauren Leventhal, Technology & Quality  
Assurance Manager

The following individuals notified the office or other Board Members that they would not be present for this meeting: Maiko Ashby, Angie Lathrop, Jennifer McGarey

Dan Gray arrived at 7:25pm, during the presentation.

**PRESENTATION**

**How Philanthropy Impacts the Bottom Line**

Jennifer Judelsohn and Douglas Robinson

PowerPoint presentation uploaded to the Board Portal and added to the Board Book. There was discussion surrounding the types of gifts. Jennifer suggested that members read the article titled: "What board members need to know about fundraising" which was provided in the Board Packet.

**MINUTES**

Dan Gray called for a motion to approve the minutes from October 12, 2015 as presented. Jim Ross made a motion to approve, which was seconded by Patrick Chaing and approved unanimously.

### **CEO Report** – Dr. Sylisa Lambert-Woodard

Sylisa's report was previously distributed to the Board in their packet (enclosed in the Board minutes book), and she included the following updates:

- The HR assessment was completed for the agency by Helios. Deliverables were provided on the 19<sup>th</sup> of December, which was earlier than anticipated. Leadership Team will provide updates to the Board at the April meeting.
- NBC4 Health and Fitness Expo was a success. Eleanor gave a presentation; Anna, Larry and other staff were manning a Pathway Homes station throughout the weekend event.
- Jim is providing consultation on the Board Portal. It is hoped that his feedback will allow members to more readily access information. Jim encouraged the Board to review the Portal on a regular basis.
- Pathway Homes received \$600,000 from the state for purchasing 4 condos. The Governor will be coming to present the check.

### **TREASURER'S REPORT** – Dan Gray and Sylisa Lambert-Woodard

Sue Zywockarte was recognized with a certificate, a Pathways mug, and many thanks from the Board for her work over the past few years in advocating and educating the public, being a face of Pathway Homes both in small circles (Steps to Pathways Breakfast) and larger (NBC4 interview).

### **TREASURER'S REPORT** – Brenda Brennan

The Treasurer's Report was distributed prior to the meeting (enclosed in the Board minutes book). There was no additional information.

### **CHAIRPERSON'S REPORT AND COMMENTS** – Dan Gray

Dan thanked the Board members who attended the Staff holiday party. He also thanked Pathways Leadership for their availability, and especially Sylisa for making herself accessible.

### **PHILANTHROPY COMMITTEE REPORT** – Jennifer Judelsohn

In addition to the written Philanthropy Committee Report (enclosed in the Board minutes book), the committee noted the following:

- The IT campaign goal has not been met. However, in a review of the October 14, 2013 minutes under the Philanthropic Committee Report out, the Board designated the proceeds from the October 2013 Help the Homeless Walk to the IT Fund. With that motion, the intent was to designate both October 2013 and October 2014 Help the Homeless Walk proceeds to the fund through the end of the Campaign period. Unfortunately, the wording did not make that clear.

- Jennifer made a motion to allocate the proceeds from the 2014 Help the Homeless Walk to the IT Fund. This was seconded by Jim Ross and approved unanimously.

### **BOARD DEVELOPMENT** – Dan Gray

The Board Development Committee continues to search for new Board members. Maiko Ashby will resume her participation on the Board in April 2016.

### **FINANCE** – Tom Rowe

The Finance committee met with the auditors for their presentation. There were no substantial recommendations, and the auditors were complimentary of the accounting team. Dan and Sylisa both thanked and recognized Brenda's leadership.

### **ADVOCACY** –

The written Advocacy Committee Report is enclosed in the Board minutes book. Eleanor added that there are family members interested in sitting on the committee when outside members are included.

### **OLD BUSINESS** –

Board retreat and Staff retreat handouts were included in the Board Packet (and enclosed in the Board minutes book). Jim Ross, Patrick Chaing, Sue, and Leadership Team will form an ad hoc subcommittee for Strategic Planning to be led by the consultant.

### **NEW BUSINESS** –

**Tuition Reimbursement Lottery** – Of 4 eligible submissions, Justin Wallace's name was selected for reimbursement. The others in the running were Rebecca Kahingo, Genevieve Long, and Brittany Anderson. Jim suggested that winners stand at the quarterly staff meeting.

### **ANNOUNCEMENTS** –

Steps to Pathways Breakfast is being held on May 19, 2016 at Sherwood Community Center, 3740 Old Lee Highway, Fairfax 8:00 to 9:30 a.m.

Summer of the Arts Exhibit being held at Reston Community Center-Hunter Woods Gallery from July 1st thru August 21st, 2016. Artists Reception scheduled for August 6th from 4-6 p.m.

Dan recognized the Agency's growth over the past few years, and specifically recognized Sylisa

for setting an example for everyone. He also thanked Sylisa and her team for their support of the Board.

### **ADJOURNMENT**

There being no further business, Jim Ross made a motion to adjourn the meeting. This was seconded by Jennifer Judelsohn and unanimously approved by the Board.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

## TREASURER'S REPORT-APRIL 2016

Brenda Brennan, Chief Financial Officer

Sylisa Lambert-Woodard and Brenda Brennan invited several partnering banks to meet with us to discuss building our banking relationship and to review our current and future banking needs. Representatives from TD, Wells Fargo, Capital One and Suntrust Banks all had meetings over the past month. Each meeting provided additional information and strategic ideas for moving forward, taking into consideration the growth of the agency and the need to increase our available cash reserves. After careful review of the services that each bank was proposing, Pathways has decided to move forward with developing some long term banking services plans with Capital One Bank.

In further discussions that have occurred with; our banking relationship managers at SunTrust, auditors from CohnReznick and with Tom Rowe, Secretary/Treasurer, we feel it is in the best interest of the organization's cash flow position, to cash out the \$600,000 Certificate of Deposit with Suntrust and use these funds to pay off the \$500,000 line of credit. The remaining \$100,000 from the CD will be deposited with Capital One as seed money to develop a cash reserve. Capital One Bank has committed to establishing a \$250,000 Line of Credit and a \$50,000 credit card with no collateral required.

Sylisa and Brenda have signed the appropriate loan documents to establish the Line of Credit and the credit cards with Capital One. Over the next few months, Pathways will transfer the primary banking from Suntrust to Capital One for the main operating account.

Kristina McCullough has joined our accounting team as the new Controller, effective March 14, 2016. Kristina brings with her a wealth of hands on accounting management experience and we are very pleased to welcome her to our organization.

Benjamin Tompkins, President of Virginia Commonwealth Corporation, the agencies insurance broker for: Professional and General Liability, Property and Hazard, Director's and Officer's, Vehicle, Worker's Compensation Insurances, has accepted our invitation to come to the Monday, July 11, 2016 Board Meeting to present on the agencies insurance policies and specifically discuss and answer questions on the Director's and Officer's insurance policy and scope of liability.

April 4, 2016 - Philanthropic Report –FY16 – 3rd Quarter

July 1, 2015 through March 31, 2016

Committee Members: Jennifer Judelsohn, Chair, Patrick Chaing, Douglas Robinson and Sue Zywokarte  
Staff: Sylisa Lambert-Woodard, Anna Smith

- Financial Contribution Total YTD- \$175,533– **FY16 Goal \$240,000**
  - Campaign Updates:
    - *Technology Campaign:*
      - Campaign Total: \$338,723 – **Campaign Goal \$385,000**
      - Current amount left in the campaign \$46,277.
      - Award of \$20,000 outright from Cafritz (will receive funds in April)
      - Cafritz also offered an additional \$10,000 if we can match with another \$10,000
      - Remaining Amount: \$6,277 (with \$20,000 and assuming we secure match)
    - *Holiday Wish List:* \$12,837 – **FY16 Goal \$10,000**
    - *Help The Homeless:* \$24,183 – **FY16 Goal \$25,000**
  - Grant Update: \$159,500 **FY16 Goal \$184,500**
    - *Submitted:* \$417,750
    - *Received/Awarded:* \$159,500
    - *Total Pending:* \$145,000
    - *Total Declined:* \$113,250
  - Upcoming Philanthropic Events:
    - 2016 Calendar (Attachment)
    - Steps to Pathways Breakfast – **Thursday, May 19, 2016 from 8-9:30 a.m.** – Sherwood Community Center, Fairfax – **FY16 Goal \$15,000 day of with \$100,000 in additional pledges over next five years. – 200 Guests**
      - Board Call to Action
        - Thank you Patrick Chaing for hosting February Steps to Pathways Session and Jennifer McGarey (April 21), Jim Ross (June 16) and Jennifer Judelsohn (August 18) for agreeing to host the future session. Still looking for hosts for October and December 2016.
        - Thank you Jennifer Judelsohn, Jennifer McGarey and Angie Lathrop for volunteering to be Table Captains
        - We ask each Board Member to bring at least two contacts to Steps to Pathways Breakfast.

2016 Calendar																																
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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**2016 Important Fundraising Dates for the Board**

<b>Steps to Pathways Fundraising Breakfast</b>	February 8th Table Captain Meeting 6-8 p.m.; May 19, 2016 Breakfast at Sherwood Community Center, 3740 Old Lee Highway, Fairfax 8:00 to 9:30 a.m. Board Role - Serve as Table Captains and/or invite contacts to breakfast.
<b>Steps to Pathways Information Sessions</b>	Held the 3rd Thursday of each even-numbered month from 10 to 11 a.m. at Pathways. Board role: Host one session per year. Invite contacts throughout the year interested in learning more about Pathway Homes. Not fundraising session, but a get to know us opportunity.
<b>Summer of Arts Reception</b>	Exhibit being held at Reston Community Center-Hunter Woods Gallery from July 1st thru August 21st, 2016. Artists Reception scheduled for August 6th from 4-6 p.m.. Board Role: Come and support the artists at Reception
<b>Help the Homeless</b>	October 22nd - Location TBD - Board Role: Give financial contribution to aggregate Board Sponsorship and attend Help the Homeless program.
<b>Holiday Wish List</b>	Direct Mail and Constant Contact Campaign begins Monday after Thanksgiving - Board Role - Awareness of campaign--no action needed.
<b>Board Meetings</b>	Board meets quarterly the second Monday from 6:30 to 8:30 p.m. - October is Annual Meeting; Committee meetings are held on an ad hoc basis throughout the year as determined by Committee Chairs.

## **April 4, 2016 – Board Development Report –FY2016 – 3rd Quarter**

Committee Members: Patrick Chaing, Committee Chair, Dan Gray, Jim Ross

Staff: Sylisa Lambert-Woodard, Anna Smith

*Board Committee:* The Committee reviewed non-board member committee participant best practice structures and ask for full board comment on attached recommendation.

*Board Continued Learning:* The Committee examined topics and format for a series of Board Continued Learning opportunities. The Committee recommends two items for discussion: 1) Webinar series- Welcome input on topics and timing; and 2) Board member program site visits- recommend two opportunities a year to a variety of program types.

*Board Recruitment:* After an initial telephone screening and face-to-face lunch meeting, the Board Development Committee has invited two potential candidates to join us at the April 11<sup>th</sup> Board meeting. Those two candidates are Emily Chaing and Jon-Michael Rosch. Please see attached bios.

*Update on Board Member Directors and Officer's Liability Insurance* – With the annual May renewal of Board of Directors Liability Insurance, the Committee asked for a presentation on that policy. Pathway Homes' insurance broker will be providing that update to the Board at the July 2016 meeting.

## **Parameters for addition of non-board members on Philanthropy, Advocacy and/or Ad Hoc committees**

- I. Purpose - To supplement the work of the board and staff members for fundraising, advocacy and ad hoc purposes
  - a. Philanthropy –
    - i. Support securing sponsors for annual fundraising event (e.g., Help the Homeless)
    - ii. Support fundraising efforts and activities (e.g., Steps to Pathways Breakfast)
  - b. Advocacy –
    - i. Expand number of voices sharing key advocacy messages
    - ii. Use local official connections to expand access to legislators influential on mental health issues
    - iii. Provide expertise on key policy issues
  - c. Ad Hoc – Currently no identified needs
- II. Participant Criteria
  - a. Philanthropy
    - i. Individuals with a wide network of corporate/foundation organizations
    - ii. Individuals with event experience
    - iii. Individuals with wide network of potential individual donors
  - b. Advocacy
    - i. Individual with local, regional and/or national political connections
    - ii. Individual with policy experience
- III. Recruitment
  - a. Committee Chairs makes formal invite to candidate. The Chair can take recommendations from President/CEO and board colleagues
  - b. Number of Committee Members determined by each Committee.
  - c. Orientation
    - i. Attend Steps to Pathways Point of Entry Event and/or a lunch with a current committee member.
    - ii. Will receive same orientation provided to on-going volunteers – HIPAA, Confidentiality, Conflict Policy and overview of Mental Health issues – Staff person will provide this information and keep documentation.
  - d. One Year Term with option to renew
  - e. Exit Strategy – Committee Chair responsibility
- IV. Role
  - a. Attend committee meetings
  - b. Be willing to leverage personal network to further mission of agency
  - c. Meet with local officials with members of advocacy committee
  - d. Help build support for and attend fundraising events

**Emily M Chiang, CFP®, MBA**

Emily had 25 years of career in financial planning and investment management and 35 years overall in the financial services industry. After a very gratifying career, Emily searched two and a half years for an ideal buyer and sold her practice herself in 2013. She then worked another year at the buyer's office to transfer her clients to their new advisors. After she completed the transition, she spent the following year and wrote "Selling Your Financial Advisory Practice, *A Step-By-Step Workbook*." In early 2015, she was appointed to serve as a co-host on Succession Planning webinar program for the national Financial Planning Association (FPA). Currently, she is looking forward to helping and sharing her knowledge and wisdom with advisors who are dealing with succession planning issues. She is available to give speeches, conduct workshops and provide consulting services on succession planning for financial advisors.

*PUBLICATIONS AND INTERVIEW:* In May and August of 2008, she was invited to write two articles for the Washington Post personal financial planning column (Ask the Experts). She was quoted twice by the Washington Post behavior finance column (The Financial Lobe) in August and September of 2008. She was interviewed by NBC/Channel 4 in September of 2008 on what average investors should do under the current investment environment.

*SEMINAR AND TALKS:* Throughout her career, Emily also conducted financial planning seminars in various organizations: Executive MBA program of the George Washington University Graduate School of Business Administration, Fairfax County Women Physicians Group, National Association Investment Club DC 2004 Investors Fair and Women of Washington, and several investment clubs.

*COMMUNITY VOLUNTEER WORK:* In 1999, Emily was appointed by the Arlington County Board of Supervisors to serve on its Task Force on Retirement Principles and Compensation Practices. The mission of the Task Force is to review the adequacy of the county employees' retirement plans, as well as the structure of employee compensation. The Task Force is to report to the County Board with its findings regarding the retirement and compensation goals, and recommend changes.

Currently, Emily volunteers for her Buddhist temple to certify the translation made to Buddhist sutras from Chinese to English.

*EDUCATION:* Emily has been a CERTIFIED FINANCIAL PLANNER™ since 1989. She received her MBA in Finance from George Washington University in 1984. She received her BA in Management from Simmons College in 1977.

**Jon-Michael Rosch, CPA  
PB Mares, Inc.**

Mr. Rosch is a Supervisor with more than seven years of public accounting experience. Previous experience includes managing audit and assurance engagements for not for profit organizations including; public charities, social welfare organizations, trade associations, business leagues, non-profit child care centers, private schools, independent research organizations and 527 political action committees. Jon-Michael acts as a trusted advisor to his not-for profit-clients assisting with complicated accounting and tax issues unique to the not for profit industry.

Professional affiliations for Mr. Rosch include the American Institute of Certified Public Accountants and the Virginia Society of Certified Public Accountants (VSCPA) where he previously served two terms on the Young Professionals Advisory Council. He is a member of the Virginia Tech Alumni Association and serves on the finance committee of Dominion Valley HOA.

A licensed Certified Public Accountant, Mr. Rosch graduated from Virginia Tech in 2006 and has been a CPA since 2009.



As part of Pathway Homes' Center membership, each member of the staff and board is eligible to take a free class at the Center this year.

View the list of upcoming classes at the following address:

<https://www.nonprofitadvancement.org/prof-dev-events>

Register for the class you would like to take with the following discount code:

**FreeClass2016.**

This code, once applied, will lower the price on the registration pages to \$0.00.

**Advocacy Committee Report**  
**April 4, 2016**

**Committee Members: Sue Zyworkarte, Angie Lathrop, Jennifer McKenzie  
Jennifer McGarey**  
**Staff: Sylisa Lambert-Woodard and Eleanor Vincent**

The Committee met in February with a follow up conference call in March. 2015 advocacy efforts were reviewed with a consensus that the Creigh Deeds visit in November provided the most significant impact resulting in increased exposure for the agency. The committee discussed similar opportunities to pursue during the year and committed to developing an advocacy calendar this year for the 2017 session. The committee will also engage the full Board in supporting outreach and engagement to local and state legislators. Additionally, the committee will use recommendations from the Board Development Committee with regard to onboarding protocols for non-Board committee members – at least one family member has expressed an interest in serving on the Advocacy Committee.

An action item for the committee this quarter included a call to action from Angie to the full Board requesting their support in identifying legislators they know and can pursue for the agency's Annual Benefit Breakfast in May. This complements the committee's focus on nurturing existing or developing new relationships with key legislative figures who will support the agency's priority advocacy issues. In addition, the committee participated in a call to action campaign urging state legislators to support budget amendments to increase quality and accountability of care, and lower costs for Medicaid funded services (see attached).

Other action items identified during the quarter is a call for all committee members, and eventually all Board members, to join the Virginia Housing Alliance (VHA) and subscribe to its list serve. The VHA is a result of two housing advocacy powerhouses coming together; namely the Virginia Housing Coalition and the National Alliance to End Homelessness. The VHA is a great resource for research and statistics on homelessness and housing in Virginia, and is also known for advocacy a variety of housing-related events in Richmond.

The committee rounded its work this quarter by providing technical support to the Concerned Citizens of Fairfax, a local housing advocacy group. This group provided testimony at Fairfax County Housing Services Council sessions in support of the county providing a subsidy to match the Fairfax County portion of funding in the recent award from the State. If successful, this would equate to an additional \$286,000 in funding for permanent supported housing in Fairfax County with no requirement of homelessness.

Sue Zyworkarte, Pathways Board and Advocacy Committee member, was formally recognized for her years of untiring advocacy efforts on behalf of the agency and the individuals we serve.

## HUD Projects Policy Background

The attached policy was revised with a strategic goal to have one policy for all HUD-related regulatory requirements.

For example, the original policy (Shelter Plus Care Grants) addressed the requirement related to Shelter Plus Care grant funds. Recently, HUD revised its regulations relating to the educational needs of individuals younger than 25 years old and we are now required to have a policy addressing this. We added the new policy addressing this requirement resulting in one consolidated policy now called HUD Projects.

The plan is to add future HUD-related policy requirements to this new consolidated policy under relevant sub-headings.



**Policy:** ~~HUD Projects Shelter Plus Care Grants~~  
**Section:** Administration  
**Policy Date:** 01/12/2009  
**Date(s) Revised:**  
**Number of Pages:** (1)

**Policy Number:** 1-S1

**This Policy Applies to:**  
▶ The agency.

## **PURPOSE**

~~Pathway Homes will ensure that all funding received for use in the Shelter Plus Care Grants will conform to established policies by the U.S. Department of Housing and Urban Development (HUD). Pathway Homes will ensure that all projects funded by the U.S. Department of Housing and Urban Development (HUD) conform to established HUD regulations and requirements.~~

## **POLICY**

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### **POLICY-SHELTER PLUS CARE GRANTS**

Draw down requests for Shelter Plus Care Grants from the HUD LOCCS system will be done monthly, on a reimbursement basis for net rental expenses incurred by Pathway Homes, Inc., by the Fairfax County Department of Housing and Community Development (DHCD) after receipt of an invoice from Pathway Homes (PHI).

## **PROCEDURE**

- Pathway Homes, Inc. will prepare monthly invoices for each Shelter Plus Care Grant, which will specify the total amount of rent expense incurred, net rental income received from the residents residing in the specific units, and the monthly administrative expense.
- Each invoice prepared and submitted to Fairfax County DHCD will be supported by documentation referencing the apartment rent paid by; apartment address, apartment unit, and the resident's name.
- All paid bills will be maintained by PHI for audit and review by DHCD, HUD, independent auditors, and any other regulatory authority.

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## **POLICY**

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### **EDUCATIONAL NEEDS OF INDIVIDUALS YOUNGER THAN 25 (NEW POLICY)**

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Homeless individuals younger than 25 years who are served in Pathways HUD projects will be provided access to educational and related services.

## **PROCEDURE**

- Pathway Homes, Inc. will designate a staff person to ensure that school-aged youth and individuals younger than 25 years old are enrolled in school and receive educational services as appropriate.
- The designated staff person will take into account the educational needs of individuals younger than 25 years during the intake assessment and periodically thereafter.
- Pathway Homes Inc. will identify a staff person to ensure access to available community supports for these individuals.
- Pathway Homes Inc. will ensure non-discrimination in the provision of services to individuals younger than 25 years.

## Board of Directors

Dan Gray, Chairman  
Jennifer McKenzie, Vice-Chair  
Tom Rowe, Secretary/Treasurer  
Dara L. Aldridge  
Maiko Ashby  
Patrick Chaing  
Jennifer Judelsohn  
Angie Lathrop  
Jennifer McGarey  
Douglas Robinson  
James Ross  
Sue Zywokarte

## For the sake of what?

*Does this move us in the direction of our mission?*

*Is this the best use of resources?*

*Is this the direction we said we want to go?*

## Our Mission:

Pathway Homes embodies the spirit of recovery: embracing an attitude of hope, self-determination and partnering with each individual on their personal journey toward achieving self-fulfillment and realizing their dreams.

We fulfill our mission by making available to individuals with mental illness and co-occurring disabilities a variety of non-time-limited housing and services to enable them to realize their individual potential.

## PATHWAYS LIVING, INC.

**Mary Baldwin, Huntington, Pioneer, and Sheldon**

Six three-bedroom homes for nine men and nine women

## Board of Directors

Monday, April 11, 2016  
10201 Fairfax Blvd., Ste. 200  
Fairfax, VA 22030-2209



- 9:00 Call to Order of Semi-Annual Meeting
- 9:01 Approval of Minutes of Meeting October 12, 2015\*
- 9:02 CEO's Report – Dr. Sylisa Lambert-Woodard
- 9:05 Treasurer's Report - Brenda Brennan
- 9:06 Chairperson's Report and Comments
- 9:07 Committee Reports
- 9:08 Old Business
- 9:09 New Business
- 9:10 Announcements.
  1. Steps to Pathways Breakfast—May 19th, 8-9a.m.  
\*Sherwood Community Center in Fairfax
  2. Summer of the Arts Exhibit—July 6th through August 12th  
\*Hunters Woods Gallery at Reston Community Center
  3. Summer of the Arts Reception— August 6th, 4-6pm  
\*Hunters Woods Gallery at Reston Community Center
- 9:15 Adjournment

\* Materials Enclosed in Packet

**PATHWAYS LIVING, INC.**  
(Mary Baldwin, Huntington, Pioneer, and Sheldon)  
six three-bedroom homes for nine men and nine women

Minutes of the Meeting of the  
Board of Directors  
**October 12, 2015**

The annual meeting of the Board of Directors was held on October 12, 2015. A quorum being present, the meeting was called to order at 9:10 p.m. by Chairman, Dan Gray. The following individuals were present and participated throughout the meeting:

**MEMBERS**

Dan Gray, Chair  
Jennifer McKenzie, Vice-Chair  
Tom Rowe, Secretary/Treasurer  
Dara Aldridge  
Patrick Chaing  
Jennifer Judelsohn  
Angie Lathrop  
Jennifer McGarey  
James Ross  
Sue Zywokarte

**STAFF**

Sylisa Lambert-Woodard, President & CEO  
Brenda F. Brennan, CFO  
Eleanor Vincent, COO  
Lauren Leventhal, Technology & Quality  
Assurance Manager  
Anna Smith, Director of Development and  
Major Gifts

The following individuals notified the office or other Board Members that they would not be present for this meeting: Maiko Ashby, Douglas Robinson

**MINUTES**

Dan Gray called for a motion to approve the minutes from April 13, 2015 as presented. Jim Ross made a motion to approve, which was seconded by Patrick Chaing and approved unanimously.

**CEO Report** – Dr. Sylisa Lambert-Woodard

Sylisa's report was previously distributed to the Board in their packet (enclosed in the Board minutes book).

**TREASURER'S REPORT** – Brenda Brennan

The Treasurer's Report was distributed prior to the meeting (enclosed in the Board minutes book). There was no additional information.

**CHAIRPERSON'S REPORT AND COMMENTS** – Dan Gray

Dan did not have any information to report.

**COMMITTEE REPORTS**

There were no reports

**OLD BUSINESS** –

There was no old business.

**NEW BUSINESS** –

Dan read the Officer slate as proposed by the Nominating Committee for the October 2015 – 2016 term:

Dan Gray – Chairperson  
Jennifer McKenzie – Vice-Chair  
Tom Rowe – Secretary/Treasurer

Jim Ross moved that the re-election of the Officers be accepted as presented. This was seconded by Sue Zywokarte and approved unanimously.

The Nominating Committee recommended the following Board Members be re-elected for the three-year term of October 2015 - 2018:

Patrick Chaing  
James Ross  
Susan Zywokarte

Jennifer Judelsohn moved that the re-election of the Directors be accepted as presented. This was seconded by Tom Rowe and approved unanimously.

## **ANNOUNCEMENTS** –

Dates of Note:

- Help the Homeless Walk – 10/24/15 at Stevenson Place
- Resident Holiday Party – 12/3/15 (6-9pm)
- Staff Holiday Party – 12/11/15 (1-3pm)

## **ADJOURNMENT**

There being no further business, Angie Lathrop made a motion to adjourn the meeting. This was seconded by Jim Ross and unanimously approved by the Board.

The meeting was adjourned at 9:12 p.m.

Respectfully submitted,

## Board of Directors

Dan Gray, Chairman  
Jennifer McKenzie, Vice-Chair  
Tom Rowe, Secretary/Treasurer  
Dara L. Aldridge  
Maiko Ashby  
Patrick Chaing  
Jennifer Judelsohn  
Angie Lathrop  
Jennifer McGarey  
Douglas Robinson  
James Ross  
Sue Zywokarte

## *For the sake of what?*

*Does this move us in the direction of our mission?*

*Is this the best use of resources?*

*Is this the direction we said we want to go?*

## *Our Mission:*

Pathway Homes embodies the spirit of recovery: embracing an attitude of hope, self-determination and partnering with each individual on their personal journey toward achieving self-fulfillment and realizing their dreams.

We fulfill our mission by making available to individuals with mental illness and co-occurring disabilities a variety of non-time-limited housing and services to enable them to realize their individual potential.

## **PATHWAY OPTIONS, INC.**

### **Blake Lane**

One three-bedroom townhome for three men

### **Board of Directors**

**Monday, April 11, 2016**  
**10201 Fairfax Blvd., Ste. 200**  
**Fairfax, VA 22030-2209**



- 9:16 Call to Order of Semi-Annual Meeting
- 9:17 Approval of Minutes of Meeting October 12, 2015\*
- 9:18 CEO's Report – Dr. Sylisa Lambert-Woodard
- 9:20 Treasurer's Report - Brenda Brennan
- 9:21 Chairperson's Report and Comments
- 9:22 Committee Reports
- 9:23 Old Business
- 9:24 New Business
- 9:25 Announcements.
  1. Steps to Pathways Breakfast—May 19th, 8-9a.m.  
\*Sherwood Community Center in Fairfax
  2. Summer of the Arts Exhibit—July 6th through August 12th  
\*Hunters Woods Gallery at Reston Community Center
  3. Summer of the Arts Reception— August 6th, 4-6pm  
\*Hunters Woods Gallery at Reston Community Center
- 9:30 Adjournment

\* Materials Enclosed in Packet

# **PATHWAYS OPTIONS, INC.**

(Blake Lane)

One three-bedroom townhouse for three men

## **Minutes of the Meeting of the Board of Directors October 12, 2015**

The annual meeting of the Board of Directors was held on October 12, 2015. A quorum being present, the meeting was called to order at 9:12 p.m. by Chairman, Dan Gray. The following individuals were present and participated throughout the meeting:

### **MEMBERS**

Dan Gray, Chair  
Jennifer McKenzie, Vice-Chair  
Tom Rowe, Secretary/Treasurer  
Dara Aldridge  
Patrick Chaing  
Jennifer Judelsohn  
Angie Lathrop  
Jennifer McGarey  
James Ross  
Sue Zywokarte

### **STAFF**

Sylisa Lambert-Woodard, President & CEO  
Brenda F. Brennan, CFO  
Eleanor Vincent, COO  
Lauren Leventhal, Technology & Quality  
Assurance Manager  
Anna Smith, Director of Development and  
Major Gifts

The following individuals notified the office or other Board Members that they would not be present for this meeting: Maiko Ashby, Douglas Robinson

### **MINUTES**

Dan Gray called for a motion to approve the minutes from April 13, 2015 as presented. Patrick Chaing made a motion to approve, which was seconded by Jim Ross and approved unanimously.

### **CEO Report** – Dr. Sylisa Lambert-Woodard

Sylisa's report was previously distributed to the Board in their packet (enclosed in the Board minutes book).

**TREASURER'S REPORT** – Brenda Brennan

The Treasurer's Report was distributed prior to the meeting (enclosed in the Board minutes book). There was no additional information.

**CHAIRPERSON'S REPORT AND COMMENTS** – Dan Gray

Dan did not have any information to report.

**COMMITTEE REPORTS**

There were no reports

**OLD BUSINESS** –

There was no old business.

**NEW BUSINESS** –

Dan read the Officer slate as proposed by the Nominating Committee for the October 2015 – 2016 term:

Dan Gray – Chairperson  
Jennifer McKenzie – Vice-Chair  
Tom Rowe – Secretary/Treasurer

Angie Lathrop moved that the re-election of the Officers be accepted as presented. This was seconded by Jennifer McKenzie and approved unanimously.

The Nominating Committee recommended the following Board Members be re-elected for the three-year term of October 2015 - 2018:

Patrick Chaing  
James Ross  
Susan Zywokarte

Jennifer McKenzie moved that the re-election of the Directors be accepted as presented. This was seconded by Angie Lathrop and approved unanimously.

## **ANNOUNCEMENTS** –

Dates of Note:

- Help the Homeless Walk – 10/24/15 at Stevenson Place
- Resident Holiday Party – 12/3/15 (6-9pm)
- Staff Holiday Party – 12/11/15 (1-3pm)

## **ADJOURNMENT**

There being no further business, Jim Ross made a motion to adjourn the meeting. This was seconded by Patrick Chaing and unanimously approved by the Board.

The meeting was adjourned at 9:14 p.m.

Respectfully submitted,

## Board of Directors

Dan Gray, Chairman  
Jennifer McKenzie, Vice-Chair  
Tom Rowe, Secretary/Treasurer  
Dara L. Aldridge  
Maiko Ashby  
Patrick Chaing  
Jennifer Judelsohn  
Angie Lathrop  
Jennifer McGarey  
Douglas Robinson  
James Ross  
Sue Zywokarte

## For the sake of what?

*Does this move us in the direction of our mission?*

*Is this the best use of resources?*

*Is this the direction we said we want to go?*

## Our Mission:

Pathway Homes embodies the spirit of recovery: embracing an attitude of hope, self-determination and partnering with each individual on their personal journey toward achieving self-fulfillment and realizing their dreams.

We fulfill our mission by making available to individuals with mental illness and co-occurring disabilities a variety of non-time-limited housing and services to enable them to realize their individual potential.

## PATHWAY VISIONS, INC.

**Arlington Blvd, Colts Neck,  
Locust and Mosby Woods**

Four two-bedroom condominiums  
for four men and four women

## Board of Directors

Monday, April 11, 2016  
10201 Fairfax Blvd., Ste. 200  
Fairfax, VA 22030-2209



- 9:31 Call to Order of Semi-Annual Meeting
- 9:32 Approval of Minutes of Meeting October 12, 2015\*
- 9:33 CEO's Report – Dr. Sylisa Lambert-Woodard
- 9:35 Treasurer's Report - Brenda Brennan
- 9:36 Chairperson's Report and Comments
- 9:37 Committee Reports
- 9:38 Old Business
- 9:39 New Business
- 9:40 Announcements.
  - 1. Steps to Pathways Breakfast—May 19th, 8-9a.m.  
\*Sherwood Community Center in Fairfax
  - 2. Summer of the Arts Exhibit—July 6th through August 12th  
\*Hunters Woods Gallery at Reston Community Center
  - 3. Summer of the Arts Reception— August 6th, 4-6pm  
\*Hunters Woods Gallery at Reston Community Center
- 9:45 Adjournment

\* Materials Enclosed in Packet

# **PATHWAYS VISIONS, INC.**

(Arlington Blvd., Colts Neck, Locust & Mosby Woods)

Four two-bedroom condominiums for four men and four women

## **Minutes of the Meeting of the Board of Directors October 12, 2015**

The annual meeting of the Board of Directors was held on October 12, 2015. A quorum being present, the meeting was called to order at 9:14 p.m. by Chairman, Dan Gray. The following individuals were present and participated throughout the meeting:

### **MEMBERS**

Dan Gray, Chair  
Jennifer McKenzie, Vice-Chair  
Tom Rowe, Secretary/Treasurer  
Dara Aldridge  
Patrick Chaing  
Jennifer Judelsohn  
Angie Lathrop  
Jennifer McGarey  
James Ross  
Sue Zywokarte

### **STAFF**

Sylisa Lambert-Woodard, President & CEO  
Brenda F. Brennan, CFO  
Eleanor Vincent, COO  
Lauren Leventhal, Technology & Quality  
Assurance Manager  
Anna Smith, Director of Development and  
Major Gifts

The following individuals notified the office or other Board Members that they would not be present for this meeting: Maiko Ashby, Douglas Robinson

### **MINUTES**

Dan Gray called for a motion to approve the minutes from April 13, 2015 as presented. Sue Zywokarte made a motion to approve, which was seconded by Tom Rowe and approved unanimously.

### **CEO Report** – Dr. Sylisa Lambert-Woodard

Sylisa's report was previously distributed to the Board in their packet (enclosed in the Board minutes book).

**TREASURER'S REPORT** – Brenda Brennan

The Treasurer's Report was distributed prior to the meeting (enclosed in the Board minutes book). There was no additional information.

**CHAIRPERSON'S REPORT AND COMMENTS** – Dan Gray

Dan did not have any information to report.

**COMMITTEE REPORTS**

There were no reports

**OLD BUSINESS** –

There was no old business.

**NEW BUSINESS** –

Dan read the Officer slate as proposed by the Nominating Committee for the October 2015 – 2016 term:

Dan Gray – Chairperson  
Jennifer McKenzie – Vice-Chair  
Tom Rowe – Secretary/Treasurer

Angie Lathrop moved that the re-election of the Officers be accepted as presented. This was seconded by Jennifer Judelsohn and approved unanimously.

The Nominating Committee recommended the following Board Members be re-elected for the three-year term of October 2015 - 2018:

Patrick Chaing  
James Ross  
Susan Zywokarte

Jennifer McKenzie moved that the re-election of the Directors be accepted as presented. This was seconded by Tom Rowe and approved unanimously.

## **ANNOUNCEMENTS** –

Dates of Note:

- Help the Homeless Walk – 10/24/15 at Stevenson Place
- Resident Holiday Party – 12/3/15 (6-9pm)
- Staff Holiday Party – 12/11/15 (1-3pm)

## **ADJOURNMENT**

There being no further business, Patrick Chaing made a motion to adjourn the meeting. This was seconded by Angie Lathrop and unanimously approved by the Board.

The meeting was adjourned at 9:16 p.m.

Respectfully submitted,

## Board of Directors

Dan Gray, Chairman  
Jennifer McKenzie, Vice-Chair  
& Secretary/Treasurer  
Sue Zywokarte

### *For the sake of what?*

*Does this move us in the  
direction of our mission?*

*Is this the best use of  
resources?*

*Is this the direction  
we said we want to go?*

### *Our Mission:*

Pathway Homes  
embodies the spirit  
of recovery: embracing an  
attitude of hope,  
self-determination  
and partnering with each  
individual on their  
personal journey toward  
achieving self-fulfillment  
and realizing their dreams.

We fulfill our mission by  
making available to  
individuals with mental  
illness and co-occurring  
disabilities a variety of  
non-time-limited housing and  
services to enable them to realize  
their individual potential.

## **PATHWAY RECOVERY, INC.**

Community Housing and Development Organization  
(CHDO)

### **Board of Directors**

**Monday, April 11, 2016**  
**10201 Fairfax Blvd., Ste. 200**  
**Fairfax, VA 22030-2209**



- 9:46 Call to Order of Semi-Annual Meeting
- 9:47 Approval of Minutes of Meeting October 12, 2015\*
- 9:48 CEO's Report – Dr. Sylisa Lambert-Woodard
- 9:50 Treasurer's Report - Brenda Brennan
- 9:51 Chairperson's Report and Comments
- 9:52 Committee Reports
- 9:53 Old Business
- 9:54 New Business
- 9:55 Announcements.
  - 1. Steps to Pathways Breakfast—May 19th, 8-9a.m.  
\*Sherwood Community Center in Fairfax
  - 2. Summer of the Arts Exhibit—July 6th through August 12th  
\*Hunters Woods Gallery at Reston Community Center
  - 3. Summer of the Arts Reception— August 6th, 4-6pm  
\*Hunters Woods Gallery at Reston Community Center
- 10:00 Adjournment

\* Materials Enclosed in Packet

# **PATHWAY RECOVERY, INC.**

## **Minutes of the Meeting of the Board of Directors October 12, 2015**

The annual meeting of the Board of Directors was held on October 12, 2015. A quorum being present, the meeting was called to order at 9:14 p.m. by Chairman, Dan Gray. The following individuals were present and participated throughout the meeting:

### **MEMBERS**

Dan Gray, Chair  
Jennifer McKenzie, Vice-Chair  
Sue Zywokarte

### **STAFF**

Sylisa Lambert-Woodard, President & CEO  
Brenda F. Brennan, CFO  
Eleanor Vincent, COO  
Anna Smith, Director of Development and  
Major Gifts  
Lauren Leventhal, Technology & Quality  
Assurance Manager

### **MINUTES**

Dan Gray called for a motion to approve the minutes from April 13, 2015 as presented. Sue Zywokarte made a motion to approve, which was seconded by Jennifer McKenzie and approved unanimously.

### **CEO Report** – Dr. Sylisa Lambert-Woodard

Sylisa's report was previously distributed to the Board in their packet (enclosed in the Board minutes book).

### **TREASURER'S REPORT** – Brenda Brennan

The Treasurer's Report was distributed prior to the meeting (enclosed in the Board minutes book). There was no additional information.

### **CHAIRPERSON'S REPORT AND COMMENTS** – Dan Gray

Dan did not have any information to report.

## **COMMITTEE REPORTS**

There were no reports

## **OLD BUSINESS** –

There was no old business.

## **NEW BUSINESS** –

Dan read the Officer slate as proposed by the Nominating Committee for the October 2015 – 2016 term:

Dan Gray – Chairperson  
Jennifer McKenzie – Vice-Chairperson & Secretary/Treasurer

Sue Zywokarte moved that the re-election of the Officers be accepted as presented. This was seconded by Jennifer McKenzie and approved unanimously.

The Nominating Committee recommended the following Board Member be re-elected for the three-year term of October 2015 - 2018:

Susan Zywokarte

Jennifer McKenzie moved that the re-election of the Director be accepted as presented. This was seconded by Dan Gray and approved unanimously.

## **ANNOUNCEMENTS** –

Dates of Note:

- Help the Homeless Walk – 10/24/15 at Stevenson Place
- Resident Holiday Party – 12/3/15 (6-9pm)
- Staff Holiday Party – 12/11/15 (1-3pm)

## **ADJOURNMENT**

There being no further business, Patrick Chaing made a motion to adjourn the meeting. This was seconded by Angie Lathrop and unanimously approved by the Board.

The meeting was adjourned at 9:16 p.m.

Respectfully submitted,