



**MINUTES**  
**COMBINED MEETING OF ST. ANNE'S**  
**BOARD OF DIRECTORS AND BOARD OF TRUSTEES**

**DATE & TIME:** March 27, 2019 12:00 P.M.  
**PLACE:** St. Anne's Classroom

**DIRECTORS PRESENT**

Dale Pelch, Chair  
Vito Costanzo, Vice Chair (Phone)  
Debbie Pattillo, Secretary  
Brian Matthews, Treasurer

Dolores Bononi	Ana O'Brien (Phone)
Patrick Conn	Terry Ogawa
Craig Darian	Patrick Pascal (Phone)
Joyce Dinel	Franco Seif
Dave Fuhrman	Sister Joyce Shanabarger
Robert Kerslake	Maureen Stockton (Phone)
Shamir Moorer (Phone)	Ryan Trent

**TRUSTEES PRESENT**

Jessica Makin

**STAFF PRESENT**

Lorna Little, President/ CEO  
Amber Rivas, Chief Operating Officer  
Daniele Vega, Vice President, Community-Based Programs  
Deborah Paratore, Vice President, Early Childhood Education Programs  
Tony Weaver, Vice President, Housing Programs  
Sarah Machat, Director, Quality Improvement  
Stephen Carver, Director, Foundation & Corporate Relations  
Cheryl Scannell, Development Operations Manager  
Diana Gamboa, (Temp) Development Assistant  
Mitzi Perez, Executive Assistant

**CALL TO ORDER:**

Being determined that there was a quorum present, the meeting was called to order by Chair, Dale Pelch at 12:01 p.m.

**APPROVAL OF MINUTES**

The following motions were presented.

**Motion:** *To approve the minutes of the January 23, 2019 Combined Meeting of the Board of Directors and Board of Trustees, as submitted.*

**Made by:** Brian Matthews  
**2<sup>nd</sup> by:** Joyce Dinel  
**Result:** Motion passed

**Motion:** *To approve the minutes of the June 27, 2018 and February 27, 2019 Executive Committee Meetings, as submitted with correction on a misprint of the date of the Early Childhood Education Committee meeting that was mentioned in the June 27, 2018 minutes as September 24<sup>th</sup>, correct date is June 26<sup>th</sup>.)*

**Made by:** Franco Seif  
**2<sup>nd</sup> by:** Joyce Dinel  
**Result:** Motion passed

### **CHAIR'S REPORT**

The following motion was presented.

**Motion:** *To approve the Board Resolution authorizing Lorna Little, Amber Rivas, Thomas Bernal, Dana Valenzuela and Carmen Andreasen to sign all contracts and amendments, program reports, financial reports and other related materials between the Agency and its funding sources, contracts and grantors effective April 1, 2019, as submitted.*

**Made by:** Dolores Bononi  
**2<sup>nd</sup> by:** Franco Seif  
**Result:** Motion passed

Dale Pelch and Brian Matthews shared their experience and views on the Council of Accreditation (COA) process and commended the staff for all the hard work done that earned the organization's achievement of reaccreditation.

### **PRESIDENT'S REPORT**

Lorna Little reported that the President's Highlights are now being included in the meeting packets as discussed in the last meeting. Please see updates, goals and accomplishments of Development, Finance, Human Resources and Housing, Community-Based and Early Childhood Education Programs in the President's Highlights located in the Board packet for an overview.

Lorna mentioned the added feature of announcing the name of caller when joining a conference call. This is to ensure accurate recording of attendees for quorum purposes and for safety measures.

Lorna informed the Board of the key roles in the agency that have been recently filled. Tony Weaver has transitioned from Supportive Housing Programs to his new role as the Vice President of Housing Programs. Karine Melkonian was introduced to the Board as the new Finance Director.

Lorna stated that Serious Incident Reports (SIRs) will continue to be presented in Program Committee meetings. The Board will be informed of any high-level issues as necessary.

### **LEADERSHIP COMMITTEE REPORT**

Debbie Pattillo presented the Leadership Committee Report. Please see the Leadership Committee Report in the Board meeting materials for an overview.

Debbie reminded the Board of wine donations and live auction items for the Evening of Angels which has more than 300 confirmed attendees and over 40 sponsors, to date.

Debbie also mentioned another upcoming activity to celebrate our mom-clients is the Mother's Event that will be held on May 7<sup>th</sup> at the Foundation Room

Craig Darian communicated the interest of Rocky Delgadillo to serve on the Board. Dale suggested to bring to the Leadership for nomination and vetting process in the next committee meeting.

**FINANCE COMMITTEE REPORT**

Brian Matthews presented the Finance Committee Report. Please see the Finance Committee Report in the Board meeting materials for an overview.

Brian reported that the agency is in a positive financial position despite the challenges of having new accounting software, the transition of a new Finance Director and the on-going audit of the Harrington group.

**PROGRAM COMMITTEE REPORT**

Jessica Makin presented the Program Committee Report. Please see the Program Committee Report in the Board meeting materials for an overview.

The following motion was presented.

**Motion:** *To approve the submission of Administrator Appointment and Designation of Transitional Housing Placement Program for Non-Minor Dependents (THPP-NMD) and of Short-Term Residential Therapeutic Program (STRTP), as submitted.*  
**Made by:** Brian Matthews  
**2<sup>nd</sup> by:** Craig Darian  
**Result:** Motion passed

Jessica informed the Board that Mayra Velasco, formerly Assistant Director of Transitional Housing Programs, has been promoted to Director of Supportive Housing Programs. She also shared that the Director of Residential Treatment Program has been identified and will be starting on April 1<sup>st</sup>, 2019.

There being no further business, the meeting was adjourned at 12:32 p.m.

Signed by: \_\_\_\_\_  
Debbie Pattillo, Board Secretary  
St. Anne's Board of Directors

Date: \_\_\_\_\_  
**Prepared by:** Mitzi Perez, Executive Assistant