



**Our Little Haven Board of Trustees**  
**Semi-Annual Meeting**  
**Wednesday, September 13, 2017**  
**The Engineer's Club of St. Louis**  
**4359 Lindell Boulevard ~ St. Louis, Missouri 63108**  
**Breakfast Begins at 7:15 am ~ Meeting Begins at 7:30 am**

**Agenda**

- |       |  |                        |
|-------|--|------------------------|
| I.    | Invocation -   |                        |
| II.   | Welcome and Introductions -  | Bill Newbold           |
| III.  | Program Report   | Mike Bahlinger         |
| IV.   | Financial Reports  | Mike Bahlinger         |
|       | A. Committee Reports   |                        |
|       | B. Courage and Care Giver Funds  |                        |
| V.    | PQI and The Work – <i>Number Served</i>                                | Scott Hummel           |
| VI.   | Corporate Matters  | Paul Klug              |
| VII.  | Trustee and Development  | Chris Munoz            |
|       | A. Haven Club Update   |                        |
|       | B. Strategic Plan – Process and Updates                                |                        |
|       | C. Review of Recent Activity Reports                                   |                        |
|       | D. Upcoming Events –   |                        |
|       | 1. Calendar of Invites   |                        |
|       | 2. 25 <sup>th</sup> Anniversary Golf Outing (Mon & Tues, Sept 25 & 26) | Rob Golterman          |
|       | 3. Clay Day (Fri, Oct 13)  | Steve Faust            |
|       | 4. Chic Boutiques (Sat, Nov 4)   | Megan Brady            |
|       | 5. Holiday Hugs at the Haven   | Scott Hummel           |
|       | 6. Trustee Anniversary Celebration – Friday, Feb 9, 2018               | Risa Zwerling-Wrighton |
|       | 7. Anniversary Gala – Sunday, April 23, 2018                           | TBD                    |
| VIII. | Risk Management Issues   | Mike Bahlinger         |
| IX.   | Old Business   | Bill Newbold           |
| X.    | New Business   | Bill Newbold           |
| XI.   | Next Meeting - Wednesday, February 28, 2018                            | Bill Newbold           |
| XII.  | Adjourn  | Bill Newbold           |

MINUTES OF THE SEMI-ANNUAL MEETING  
OF THE BOARD OF TRUSTEES  
OF OUR LITTLE HAVEN  
Wednesday, September 13, 2017

The semi-annual meeting of the Board of Trustees is held at 7:15 a.m. on September 13, 2017 at the Engineers' Club in St. Louis, Missouri with a quorum present.

Chairman Newbold welcomes the Trustees, calls the meeting to order and Father Ronny O'Dwyer, SJ offers a prayer. Bill invites all to breakfast.

At 7:50 am, Chairman Newbold welcomes Heather Schmidt as a guest. After introductions, Bill reminds everyone that OLH is celebrating its 25<sup>th</sup> anniversary as she opened her doors on 3/1/1993. Bill invites the Trustees to continue to celebrate this milestone.

**Program and Financial Reports by Mike Bahlinger**

Mike speaks about the four programs in place:

**Keystone Mental Health Program** – a continuum of care by licensed professionals offering a broad range of mental health services for children and families. These services include assessments, screenings, treatment and consultation. Keystone served 400 clients for Fiscal Year 2017.

*Keystone: "Improving wellbeing and increasing access to treatment."*

**Our Little Academy** – an innovative day treatment program for children ages 3 to 5½ with behavioral or mental health challenges. Unique to the region, licensed professionals provide therapies and support services within a pre-school setting offering a "one stop shop" for those families needing specialized services. OLA served 7 kids this past year.

*Our Little Academy: "A gateway to care, a bridge to kindergarten."*

**Taylor Family Care Center** – a foster care case management program providing care for children and families in the foster care system due to abuse and/or neglect. The TFCC professionals assist families with reunification and if that is not possible, transition the child into safe, secure, loving and permanent homes.

TFCC served 117 kids and achieved a 41% permanency rate (contractually obligated for 30%.)

*Taylor Family Care Center: "Finding permanency for kids through family centered care."*

**Medical Case Management** – designed and developed by OLH to respond to the medical health needs of children in the foster care system. Services are provided by licensed R.N. and include medical health needs assessments, collection and review of medical records, development of individualized primary care plans and building of relationships with the families and primary health care providers.

*Medical Case Management: "A unique, holistic continuum of care."*

Mike then presents and reports on the latest financial report using a Power Point presentation and handouts. This report reflects the figures the 2017 fiscal year.

All in attendance are provided with a copy of this PowerPoint and with the most recent financial report which was also sent to everyone in advance of the meeting with the meeting notice.

Mike's presentation includes highlights of the finances, the current Balance Sheet and Income Statement, net assets, and sources of revenue. Specifically, Mike reports:

- ◆ Net assets greater than \$10,000,000
- ◆ Revenues are up
- ◆ Nothing unusual or extraordinary with Expenses
- ◆ Dinner Auction resulted in \$180,000
- ◆ Trustees are responsible for approximately 28% of the revenues.

Mike also reports that both the Investment Committee and the Compensation & Audit Committee has met several times through the year – he thanks the members for their time and consideration and presents the reports from the Committees.

Mike then discusses the Caregiver's Fund and the Courage Fund.

Mike also reminds the Trustees that the Caregiver Fund was a gift from Mr. Jack Taylor of Enterprise Holdings in June 2015 and is being used as an investment for the Caregivers' (employees) works – an opportunity to enhance the employment benefits to encourage effort and loyalty. Bill went on to explain that this gift has allowed for several innovative processes (i.e. training budget and benefits) regarding recruitment and retention of staff.

Bill and Mike then report the most recent portfolio analysis which indicates the investment funds, the return and the purpose of the investments. Mike also reports that the Investment Committee meets regularly and will continue to manage the funds. After some discussion, the Trustees accept the report.

### **PQI and The Work – 25<sup>th</sup> Anniversary – by Scott Hummel**

Bill introduces Scott to talk about the work at Our Little Haven. Scott reminds the Trustees that March 1, 1993 is the anniversary of OLH opening and this coming date is also the beginning of the anniversary celebration! Scott thanks Trustee Matt Stroble who designed the anniversary logo, containing 25 flower petals representing OLH years served. Scott reveals that OLH has served 18,849 kids and family members throughout the 25 years OLH has been open.

### **Corporate Matters by Paul Klug**

Chairman Newbold invites Paul Klug to introduce a corporate matter. Paul gives everyone a few moments to look over the minutes from the September 2016 meeting which were sent to each Trustee in advance of the meeting. The minutes are unanimously approved.

### **Trustee and Development Update by Chris Munoz**

Chris thanks the Trustees for their continued support and consideration of the children and families served. Chris invites Peter Berns to present the recent Haven Club updates to the Trustees. Peter speaks about the recent Haven Club events and the plans for the 2018 events – Trustees are certainly invited! After some discussion and questions, the Trustees thank Peter and ask him to pass along their appreciation to all those involved.

Chris then updates the Trustees on the Strategic Plan process and reminds everyone that Jim Lang, who helped OLH get this plan underway, will be helping re-evaluate and direct future plans. Chris notes that one aspect of the Plan that has come to fruition - each Director and Program Manager have identified an “assistant” or “associate” as part of the succession plan. Our Little Haven experienced three critical staffing changes through retirement and the Plan has allowed the process to make for a seamless transition. Ann Julien is retired (23 years) at the end of February 2017; Mary Crook is retired (25 years) in the summer of 2017; and, Susan Villasana is retired (14 years) in May 2017 and the systems went through an easy transition.

Chris then introduces different Board members to discuss upcoming events:

- Golf Outing – Glen Heitmann states that the annual Golf Outing will be held on September 25<sup>th</sup> and 26<sup>th</sup>. All Board members were invited.
- Clay Day – Steve Faust introduces the annual event that will be held on October 13<sup>th</sup>. All Board members were invited.
- Chic Boutiques – Scott Hummel fills in for Megan Brady to discuss the annual shopping event held on November 4<sup>th</sup>.
- Holiday Hugs at the Haven – Scott Hummel reminds Board members about the upcoming Holiday season
- Trustee Anniversary Celebration – Risa Zwerling-Wrighton introduces the 25<sup>th</sup> Anniversary Board of Trustees Celebration that will be held at the Harbison House on February 9<sup>th</sup>, 2018.
- 2018 Spring Gala – Scott reminds Board members to mark their calendars for April 22<sup>nd</sup>, 2018.

The Trustees are also provided with the 2017 Event Calendar and after some discussion, the update is accepted by the Trustees.

### **Risk Management by Mike Bahlinger**

Mike notes that the Executive Board of Directors recently completed a conversation regarding the identification and resolution of a risk management issues: safety protocol for staff and clients. There is then some discussion of the matter and the Plan will continue to facilitate changes.

### **Old Business by Bill Newbold**

Bill reports an update on Committees’ work and Strategic Plan execution and measurements.

### **New Business by Bill Newbold**

Bill announces Trustee Scott Goodman has accepted the vacant position on the Executive Board of Directors.

### **Next Meeting**

Wednesday, February 28, 2018

### **Adjourn**

All are thanked again for their commitment and consideration – a prayer is shared and the meeting adjourns at 8:58 am.

Respectfully submitted,  
Peter Barkofske and Paul Klug