

DWELLING PLACE OF GRAND RAPIDS  
EXECUTIVE COMMITTEE  
January 8, 2019  
*Approved March 12, 2019*

**MEMBERS PRESENT:** Annamarie Buller, Juan Daniel Castro, Richard Stevens, Larry Titley (via phone)

**MEMBERS ABSENT:** David Byers, Francine Gaston, Renee Williams

**STAFF PRESENT:** Zoe Post, Dennis Sturtevant

The meeting was convened at 8:05 AM by Ms. Buller.

**APPROVAL OF MINUTES** **Minutes of the Dwelling Place Executive Committee meeting of December 19, 2018 were approved by motion of Larry Titley, supported by Rick Stevens and carried unanimously.**

**STRATEGIC PLANNING** Mr. Sturtevant reported that Steve Crandall will work with Dwelling Place on the new strategic plan starting in May. He has met with senior Dwelling Place staff and been given preliminary information; more details of his involvement will follow in March/April.

**GOVERNANCE SUB-COMMITTEE** **Recommendation for the Board to adopt the revised Governance Policies proposed by the Governance Sub-Committee was approved by motion of Rick Stevens, supported by Juan Daniel Castro and carried unanimously.**

**Recommendation for the Board to adopt the New Board Member Mentorship Program proposed by the Governance Sub-Committee was approved by motion of Rick Stevens, supported by Annamarie Buller and carried unanimously.**

**BOARD SUCCESSION PLANNING** Mr. Sturtevant has been in contact with Julie Burmania, who will attend the January 15 Governance Sub-Committee meeting to begin work on Board succession planning. Mr. Sturtevant also shared suggestions from Tony Comden regarding the plan: incorporating the Dwelling Place EEO policy, stating that selection of candidates does not modify their at-will employment status, considering repayment of costs associated with investment in employee training/education should the employee leave the company, and clarifying that candidates may apply to a vacant position but are not automatically selected. The Committee will review these comments and discuss the issue more fully at the next meeting.

**PROPOSED CEO 2019 GOALS** Mr. Sturtevant identified ten CEO goals for 2019 and solicited comments. Discussion centered primarily around dashboard reporting for the Board and desired metrics, as well as diversity, equity, and inclusion aims, which were determined to fall under goal #6, "full implementation of new Board governance initiatives."

**SUMMARY OF  
RESIDENT SURVEY  
FINDINGS**

The Resident Satisfaction Survey results are still under review, and Mr. Sturtevant has asked The Employer’s Association (TEA) to revise the report to define both favorable and unfavorable responses to each of the metrics. The updated report should be available for the next Board meeting.

**SUMMARY OF  
EMPLOYEE SURVEY  
FINDINGS**

Mr. Sturtevant noted some errors in the Employee Engagement Survey that will soon be revised. He also pointed out that Dwelling Place showed more favorable responses than its peers in all areas except pay. Certain areas for improvement—communication, employee recognition—may be addressed with internal focus groups or additional surveys.

**UPDATES**

**New GVSU nursing program at Reflections**

Mr. Sturtevant described a new program implemented at Reflections that will allow GVSU nursing students to provide health care to senior residents while researching how health care can affect senior citizens in low-income housing. Villa Esperanza may also get connected with this project.

**FEBRUARY BOARD  
OF DIRECTORS  
MEETING AGENDA**

The Committee decided to include the following items in the February Board of Directors meeting agenda:

- Presentation with recommendations from TEA in response to the updated resident and staff surveys
- Any Governance Sub-Committee recommendations from the upcoming January 15 meeting
- Heartside Neighborhood Plan update (included in Board packet)
- Information on the dissolution of the Kent County Land Bank

The GVSU Nursing Program will be discussed at the April Board meeting.

**OTHER BUSINESS**

The Committee briefly discussed the future of fundraising and marketing for Dwelling Place and Ms. Buller described how the Resident Engagement Committee and its work groups will change in 2019.

**ADJOURNMENT**

The Executive Committee meeting was adjourned at 9:23 AM by Ms. Buller.