

DWELLING PLACE OF GRAND RAPIDS

BOARD OF DIRECTORS

May 5, 2021

*Approved June 2, 2021*

**MEMBERS PRESENT** Annamarie Buller, Juan Daniel Castro, Sadie Erickson, Francine Gaston, Kellie Kitchen, Rich Kogelschatz, Kyle Irwin, Gustavo Rotondaro, Angie Sanborn, Gil Segovia, Kim Sims, Rick Stevens, Troy Stressman

**MEMBERS ABSENT** Lee Nelson Weber, Renee Williams

**STAFF & GUESTS PRESENT** Jessica Beeby, Chris Bennett, Brian Bruce, Kim Cross, David DeVelder, Jessica Johnson, Rebecca Long, Mason Lundsted, Karen Monroe, Rachel Osbon, Zoe Post, Steve Recker, Justin Rhodes, Latrisha Sosebee, Jenn Schaub, Denny Sturtevant, Matt Szuminski, Sarah Tafelsky, Alonda Trammel, Amber Trapp, Brandon Watson

Brian Bacon, The Employers' Association (TEA)

The board meeting convened via conference call at 7:31 AM.

**MISSION MOMENT** Ms. Sosebee gave a brief presentation highlighting a cross-departmental collaboration to create a playground at New Hope Homes.

**APPROVAL OF CONSENT AGENDA** The consent agenda for the May 5, 2021 meeting contained the following items:

1. Board of Directors minutes (04/07/21)
2. Committee minutes:
  - a. Joint Executive/Governance Committee Minutes (03/09/21)
  - b. Marketing & Development Committee Minutes (03/30/21)
  - c. RED & Asset Management Committee Minutes (03/08/21)

**The consent agenda was approved by motion of Rick Stevens, supported by Kim Sims and carried without objection.**

**CEO POSITION DESCRIPTION** The CEO Position Description was reviewed and updated by the Succession Planning Committee and recommended for board approval. **Motion to approve this document was made by Annamarie Buller, seconded by Francine Gaston, and carried unanimously.**

**EMPLOYEE SURVEY PRESENTATION** Mr. Bacon presented the results of the Dwelling Place employee survey, which received higher than an 80% response rate. Compared to other companies surveyed by TEA, Dwelling Place exceeded the average in every metric. Mr. Bacon highlighted the following details:

- All employees were either engaged or partially engaged; 0% were disengaged.
- Areas with the highest scores: benefits, people/organization/culture, and engagement.
- Areas with lowest scores: communication, recognition of performance, opportunity for growth.

- Open-ended comments indicated workload/work-life balance, communication, digital technology, and pay as areas for improvement.
- TEA's gave the following recommendations:
  - Continue to provide a work environment that leads to high levels of employee satisfaction
  - Explore the need for more resources to match current needs along with future growth and expansion
  - Continue to improve communication
  - Pay for performance
  - Enter the digital technology age

**EMPLOYEE  
RECOGNITION**

The Executive Committee will meet next week to review company-wide performance metrics, which, if certain thresholds are met, may indicate a performance bonus to all employees.

Mr. Sturtevant recognized a number of employees who have been dedicated to their work at Dwelling Place for many years. 20% of employees have worked at Dwelling Place for 10 years or more. The board expressed appreciation to all staff for making the organization run so effectively.

**UPDATES &  
ANNOUNCEMENTS**

**Succession Planning Committee**

The CEO search has been narrowed to three candidates that will meet with selected staff on May 11. Mr. Sturtevant will also meet with each candidate prior to second round interviews with the committee on May 18th. A special closed board meeting will be held on May 19 to ratify the candidate recommended by the committee.

**ADJOURNMENT**

The Board of Directors meeting adjourned at 8:49 AM.