

**Hope Lutheran Church  
The Board of Directors Meeting Minutes  
Held on: January 19, 2023**

**Attendance:**

Chairperson	Tim Kneeland	Present	Senior Pastor	Kirk Dueker	Present
Vice-Chairperson	Dave Dennison	Present	Head Elder	Dave Smith	Present
Secretary	Dave D'Aurelio	Present	Admin & SP	Beverly Janosky	Present
Treasurer	Ross Koenig	Present	Director of Finance	MaryAnn LaRuez	Absent
Members at Large	TJ Cappiello	Present			Choose an item.
	Pat Monaco	Present			Choose an item.
	Morgan Stoessel	Present			Choose an item.

Meeting called to order at 06:59 PM

Opening Devotion (Tim Kneeland)

Merinmao (Anxiety)

Review of December Meeting Minutes (Tim Kneeland)

*Pat Monaco made a motion to approve the meeting minutes from December 15, 2022. Dave Dennison seconded the motion. Voice vote. 7 in favor. 0 opposed. Motion Passed.*

Recognition Reports (Bev Janosky) 07:08 PM

- Ashlan Hudson
- Jill Stojkovic

HR/Staff Report (Bev) 07:10 PM

- Still looking for a communications director
- Preparing for PL's retirement
- LeAnn Bohn will become Café' director.
- Jess D'Amico is leaving to accept a job out of state.
- Lucas Christopher will be joining staff as IT support.
- Performance appraisals are underway.
- Experiencing a staffing gap due to inability to bring in new hires.
- Conversion from Realm to CCB is going very well so far.
- Payroll will be shifting to PayChex

Jericho Rd Q / A (Tim Kneeland) - Introduced at 07:13 PM

The board participated in a question-and-answer session with Chris Folwell – Center 4 Hope Director, and Kayla Gleason - Chief of Organizational Strategy with Jericho Road. Key topics of discussion are attached at the end of this document.

2020 Vision Update (Pastor Kirk) 08:49 PM

- 2023 WIGs – looking to make 450 new connections with people this year

Pastoral Call Committee (PK) - Introduced at 08:53 PM

- Held 2 nights of interviews with 4 seminary candidates.
- P.C will meet on 1/26/23 to decide on next steps
- Will be holding a Voters assembly to vote on issuing a call, if the PC decides to pursue it

Finance (Bev) 08:59 PM

- EOY was +46K on revenue, 230K below on expenses.
- \$64K in year-end gifts received.
- Spent 150K on B&G in 2022 (Boiler, Brockport parking lot expansion)
- \$37K spent on tech repair / replace
- Need to increase IT budget in 2023

Tim Kneeland moved to approve the finance report

Pat Monaco seconded the motion.

Voice vote taken.

7 votes in favor, 0 votes opposed, 0 abstentions.

Motion passed at 09:05 PM.

Meeting Closure (Tim Kneeland)

*Tim Kneeland moved to close the meeting. Dave Dennison seconded the motion. Voice vote. 7 in favor. 0 opposed. Motion Passed*

*Meeting was adjourned at 09:08 PM. The meeting was closed in prayer by Tim Kneeland.*

The next Board meeting is scheduled for February 16, 2023.

The meeting minutes of the Board of Directors of Hope Lutheran Church are attested to and submitted by Dave D'Aurelio on this date, February 12, 2023.

Dave D'Aurelio

Secretary of the Board of Directors, Hope Lutheran Church

## Q & A Session with Chris Folwell and Kayla Gleason

### Background

The Center 4 Hope Board of Directors has been actively engaged with Jericho Road over approximately the last year in discussions around the possibility of having Jericho Road operate a primary health care facility for the underserved population of our community on the Center 4 Hope premises. Much progress has been made and recently, the Center 4 Hope Board and Jericho Road Board signed a non-binding Memorandum of Understanding (MOU) which documents a basic framework for certain key provisions of the relationship.

The Hope Church Board of Directors has reviewed the MOU and developed a list of questions that we believe will bring further clarity to the MOU and help us to better understand the level of financial responsibility we will be assuming if the project moves forward as planned.

The board invited our Center 4 Hope Director - Chris Folwell, and the Jericho Road Chief of Organizational Strategy - Kayla Gleason to our January, 2023 meeting for a question and answer dialog, during which we went through our list of questions. The Q&A topics below are some of the highlights of the discussion:

Q1: What is Jericho Road's Business Model?

A1: When considering opening a new site, J.R first conducts a Needs-Assessment, followed by a Financial Analysis and throughout the whole process, seeks God's direction. All of their sites operate as Federally-Qualified Healthcare centers.

*Note: J.R. has already conducted a needs assessment for the community that would be served if a site was to open at Center 4 Hope*

Q2: How many sites has Jericho Road Opened over its existence? How many have closed? Are all sites financially independently viable?

A2: During J.R. existence, six centers have been opened – all in the Buffalo area. All six are still operating and financially viable. One of the six has relocated.

Q3: Who has done renovations in the past? Does Jericho Road have a standard bidding process?

A3: J.R follows a standard process whereby a Request for Proposals is sent out and they evaluate between 3 and 5 bids before awarding a contract

Q4: Is the footprint of allocable space in Hope's existing structure large enough for the required 8 to 10 exam rooms and associated common space (admin offices, hallways, egress, bathrooms, storage, etc.?)

A4: J.R. estimates that we would need a 3300 square foot building expansion to support the 8 to 10 exam rooms and associated space.

Q5: How soon would we be able to see plans for the proposed layout and renovations?

A5: J.R estimates we could have architect's drawings for review within 6 to 8 weeks.

Q6: What is Jericho Road's "Track Record" with regard to completing construction projects within budget?

A6: In previous construction projects, J.R has been able to stay within 10% of its cost targets