

Saint John's Communities, Inc.
Board of Directors
February 27, 2019
Agenda

Action Required		
1. CEO Evaluation (Board Only)	Stephanie Stein	X
2. Call to Order	Stephanie Stein	
3. Invocation	Bishop Miller	
4. Approval of Minutes Pgs. 1-3	Deborah Conta	X
5. Chairman's Report Pg. 4 a. Institute on Aging	Stephanie Stein	
6. President's Report Pgs. 5-6 a. Workers Compensation Update	Renee Anderson	
7. Building Committee Pgs. 7-12 a. OAC Minutes	John Dawson	
8. Proposed Change of Health Care Licenses	Renee Anderson/Mary Milliren/ Dan Lemminger	X
9. Adjournment		

Board members needed for a quorum = 8. X = Items requiring Board action.
Please contact Monika if unable to attend (414) 831-6966 or mahal@saintjohnsmilw.org

Enclosures: **Pgs. 13-20**
Tower Resident Council Minutes
Canterbury Court Resident Council Minutes
Windsor & Stratford Courts Resident Council Minutes

SAINT JOHN'S COMMUNITIES, INC.
BOARD OF DIRECTORS
January 27, 2019

- Presiding: Stephanie Stein (phone)
- Present: Kathy Armbruster, Diane Beckley (phone), Deborah Conta, Lee Coppernoll, John Dawson (phone), Sanford Fedderly, David Kuehl, Judith Moon (phone), Mary Beth Petersen, Stuart Parsons (phone), Renee Anderson, Dan Lemminger, Donna Spars
- Excused: Polly Beal Fr. Seth Dietrich, Kathryn Housiaux, John Mellowes, Bishop Miller
- Invocation: Judy Moon began the meeting with a prayer.
- Approval of Minutes: Ms. Conta requested the Board waive the reading of the minutes and asked for a motion to approve. Mr. Fedderly moved. Ms. Beal seconded. The motion carried.
- Chairman's Report: Ms. Stein reported on the Building Committee's three hour meeting about the progress on the building. She also reported on work being done by the Institute on Aging Advisory Committee. Progress is being made and the committee is setting goals and will have small group meetings to discuss the issues the committee wishes to focus on, specifically workforce development and spirituality and aging.
- President's Report: Ms. Anderson stated the financial indicators for 2018 are strong. Tower occupancy has been positive all year. We continue to build a strong Shoreholder's Club membership. Occupancy in Canterbury dipped in December as a number of people transferred to Windsor and Stratford; those rooms have been filled and our census is presently 23 of 24. Occupancy in Windsor and Stratford is on a declining trend. Action has been taken in the first quarter with more comprehensive reports to be presented at the February Board meeting. Resident care indicators are solid.
- In the last three years we have seen retention decline and turnover increase. There is higher turnover in short-tenured employees. A new HR person has been hired and will start February 4th. We have implemented a new Recruitment and Retention Committee of line staff, managers and directors from various departments. We have deployed a product called WeCare Connect, an online organization that reaches out to employees 30, 60 and 90 days after hire. They check to see what is going well and what they are struggling with. They also connect with employees two weeks following their termination with a questionnaire to determine why they left the organization. We are optimistic this application will provide more information than what we have now. It is important to the recruiting process that people are familiar with our culture, committed to the position they accepted and that we do a good job of onboarding. Our hiring process is lengthy and we need to speed it up.
- Ms. Spars stated the two areas of most turnover have been in nursing assistance and dining services in skilled nursing. For the past three or four years the Supervisor has been a dietitian with responsibility for supervision of the homemaker position. In July the position was changed to a part-time dietitian and a dedicated supervisor in an attempt to improve homemaker retention. Ms. Anderson stated the goal for the year is a 5% decrease in overall turnover; a mid-year status report will be provided to the Board.

Ms. Anderson reviewed the Board portal and Board log in information. The full PowerPoint presentation of the project update and interiors has been posted under the Presentation tab. In February Board members will find their packet of materials on the portal.

Treasurers Report:

Mr. Lemminger reported on 4th Quarter occupancy. The North Tower had achieved 100% depositor status although due to a death and one person moving into the South Tower, there are presently two units available. Ms. Anderson stated there is a wait list for the North Tower. In a new phenomenon that affects occupancy in assisted and skilled living units, some residents are moving off campus to be closer to their family members who live out of state when they need assisted living or skilled nursing. Mr. Lemminger explained the quick turnaround move-in procedures taking place. Ms. Anderson discussed residents on move-in list with dates unknown. These are clientele who pay an entry fee and monthly fees without moving in, either to secure the benefit of Life Care in the neighborhoods, or to get their "foot in the door" in anticipation of a larger apartment.

4th Quarter Financial Statements – Mr. Lemminger reviewed the balance sheet. Our cash to debt percentage has come down to 31%. Our expectation is we will rebuild that cash to debt percentage and generate additional cash flow as the North Tower fills. Ms. Anderson explained we are considering reducing our license for skilled nursing in favor of a license for assisted living--first, because our skilled care occupancy rate is dropping and also because the regulatory requirements are less stringent and assisted living is therefore less costly. This change in licensure will offer an opportunity for more specific attention to fragile elderly and memory care. Ms. Anderson noted we will offer hospice care regardless of where the residents live in the care neighborhood. Floors 2-4 are identical and meet the highest level of regulation so we can license them how we wish. A proposal will be brought to the Board in February. Mr. Lemminger reviewed the Statement of Operations. 2018 & 2019 is projected to be a transition period. In 2020 and 2021 we expect to come out of this position. The Cash Flow Statements in 2018 shows we generated positive cash flow.

4th Quarter Investment Results - The year-end return on the portfolio was a -5.1%. The 10 year return is 8.4% and is in line with our investment policy targets and on par with benchmarks. In an effort to continue to maintain proper balance in the portfolio, Marquette proposed to increase our private equity commitment. The committee approved a \$3 million reallocation from fixed securities into private equity opportunities.

Philanthropy Report:

Ms. Beal said Marquette reported the Foundation portfolio was down; however, the overall five year report is good. Fundraising has been down spectacular. The total raised is a little over \$700,000 with the majority of it allocated to specific funds. Ms. Anderson noted three things in 2018 that are notable: 1) A new organ was purchased for \$90,000 from contributions in ~90 days. 2) The Foundation acted as a pass through for contributions to the Fine Arts Quartet so that the donations could be charitable deductions for the donors, giving the Quartet time to find alternate sponsorship. 3) We were the recipient of three sizeable estate gifts in 2018. Ms. Beal discussed upcoming events and publications.

Building Committee:

OAC Meetings - Mr. Dawson reported on two meetings in January.

Ms. Anderson said the minutes of the January 17 meeting are not in packet, but will be posted on the portal. Mr. Dawson reviewed the meetings, the progress of the construction and the completion dates. Right now everything is on schedule. EUA is responsible for interior work. The Central Tower canopy is a work in process; the goal is to complete the design by February 21. A sample care neighborhood room and bathroom has been constructed to demonstrate the shower properly drains. A mockup of the exterior window design was built and tested for water and wind penetration. The goal of VJS is to complete one floor per week. Door access control planning has been finalized resulting in an addition to the project of \$971,000 which will be shown in a future change order. There is a \$4 million project contingency, of which there is \$3.8 million left; the goal is for it to remain largely unspent.

Phasing/Schedule - Ms. Anderson reviewed the phasing diagram. The Central Tower windows have not been designed yet. As soon as the weather allows samples will be installed. VJS thinks that it will take two years to change out all the windows. We have an opportunity to make non-operable windows, operable and to put in more windows. Construction updates are posted on the Board portal. The next step is interiors work.

Budget - Mr. Lemminger added that any design change is now being managed within the change order budget. There have been two approved change orders that total 42% of the change order budget. The door access control is included in change order 3. When that is approved it will bring us up to 66% of the change order budget. We have been managing controllable costs, mainly through reduction in marketing expenses. Ms. Anderson stated the Project Monitor, Richard Lomboia of zumBrunnen, hired for the protection of the bond holders, reviews the construction progress billing and the change orders. He is the same person who worked with us on the South Tower.

Adjournment: Ms. Stein requested a motion to adjourn. Mr. Kuehl motioned. Ms. Conta seconded. The motion carried.

Deborah Conta,
Secretary

SAINT JOHN'S ON THE LAKE
Institute on Aging
Advisory Committee
February 14, 2019, 1:00 p.m. – 2:30 p.m.
Parlor/LifeStreams Classroom

Vision: To create lasting solutions to the negative consequences of poverty, discrimination and chronic health conditions among older adults in the wider Milwaukee community

Committee Members: Renee Anderson, Sybil Bell, Dennis Conta (phone), Seth Dietrich, John George, Kent Mayfield, Judy Moon, Pat Ruttum, Donna Spars, Monika Ahal, Executive Assistant
Excused: Stephanie Stein

Meeting Purpose: Working in groups, look at the list of stakeholders to determine who we should contact (or identify other people), what kind of questions should be asked, and who will do what and when.

Approval of Minutes – January, 2019

Kent announced the resignation of Dick Miller and acknowledged his contributions to the committee.

1. Assemble as Working Groups - Kent distributed worksheets and the committee broke up into two separate groups.
2. Review Relevant Stakeholders in the Institute's Efforts to Effect Positive Change for Older People – Information Resources

Workforce Development and Support - The goal and intent is to ensure that the informal caregivers, in the home of older adults, have some skill level and support to continue to care for the older adult while leading their life.

Renee Anderson – Contacting St. Anne's. Do they maintain a relationship with the informal caregivers for their clients? Do they have a support group or provide training?

Sybil Bell – Contacting Eastside Senior Services. They may have some knowledge of who the informal caregivers for their clients are and how do we get to them? How do they support them and how do we supplement or compliment that?

Dennis Conta – Contacting Stowell and Associates. They are the largest care management provider in the state and interested in helping us develop and expand the Institute on Aging.

Donna Spars – Contacting Area Health Education Center. Their mission is to advance access to healthcare for underserved populations through health professions education. They train people as volunteer community health workers to make an impact on the work they are doing.

Spiritual Growth, Development and Support - Kent distributed Spiritual Development and Quality of Life notes.

Discussion was held on respite care.

Seth Dietrich – There is no formal training for Pastors dealing with aging adults to survey what is out there and what is working. Seth to reach out to Rev. Tim Kitzke and Terry Balash at Three Holy Women.

John George – Contacting Rev. Ian Burch at St. Mark's and Rob Ader at Immanuel Presbyterian. Kent recommended talking to Dr. Jim Christy, also from Immanuel, who has written books on aging.

Judy Moon - Contacting Julie Lepianka, Ruth Coleman and Rev. Steve Lampe at Cardinal Stritch.

Pat Ruttum - Contacting Alexian Village and Jewish Home & Care Center regarding respite care. Also contacting Milwaukee Catholic Home to find out why they aren't doing respite care anymore.

Kent Mayfield - Contacting Dr. Johnny C. White from The Greater Galilee Baptist Church to explore their initiatives in community-based senior services.

Next Meeting: Thursday, March 21, 2019 – 1:00 p.m.-2:30 p.m.

Saint John's Communities, Inc.

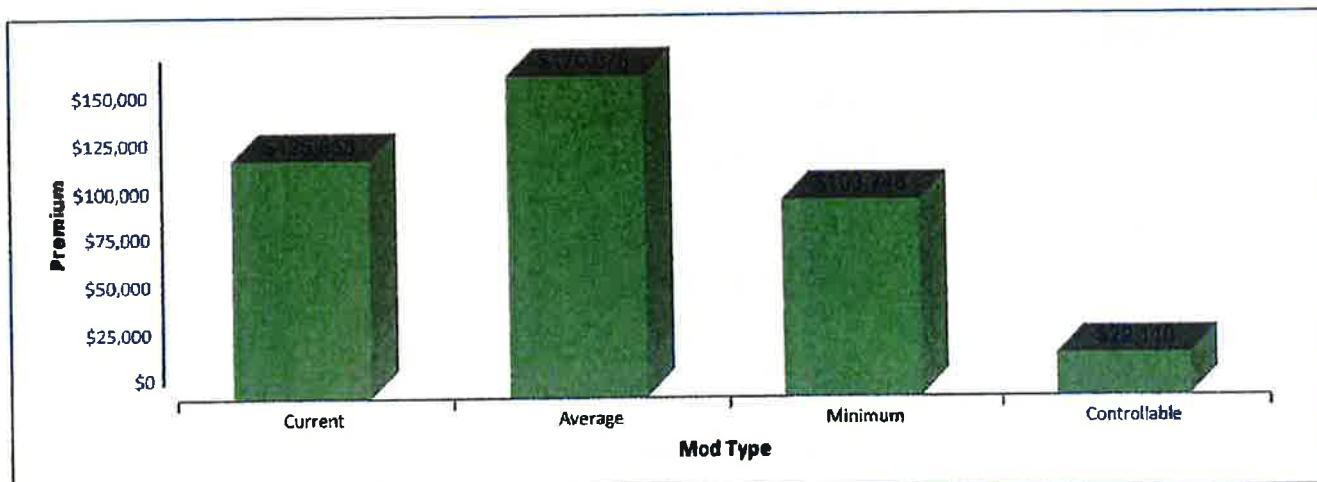
Workers Compensation Loss History (as of 01/31/2019)

Policy Year	Number of Claims	Total Incurred
2018	4	\$14,128
2017	10	\$19,411
2016	8	\$10,164
2015	8	\$34,645
2014	7	\$27,555
2013	6	\$28,699

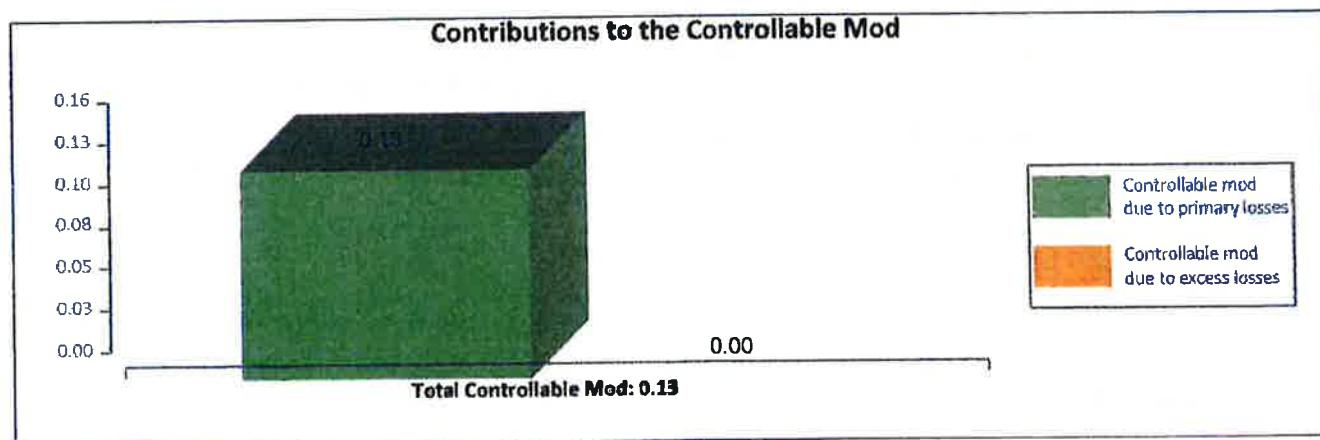
Experience Modification History

2019	0.74
2018	0.81
2017	0.88
2016	0.85
2015	0.77
2014	0.75
2013	0.82
2012	0.82

Mod Impact on Premium Analysis



Mod Type	Mod Value	Premium	Description
Current	0.74	\$125,858	Your actual mod and estimated premium.
Average	1.00	\$170,078	The average mod is always 1.00. This premium represents what the average competitor in your industry is paying.
Minimum	0.61	\$103,748	The lowest mod and premium you could achieve if you had zero losses in the experience rating period.
Controllable	0.13	\$22,110	The mod points and premium amount you could have saved if you had zero losses in the experience rating period.



OAC Meeting #18 (January 17, 2019)

Attendance

EUA:	Jeffrey Holzhauer Todd King
VJS:	Ben Bergles Jason Schneider
Blitch/Knevel:	Ron Blitch
SJOL:	Renee Anderson Dan Lemminger Mike Lingle John Dawson (Bldg Comm)

Schedule

Progress

1st Floor pour completed
2nd Floor East poured Jan. 10
2nd Floor West poured Jan. 16
Expectation: 1 large pour per week moving forward
½ of a floor (East) will be poured and the second half (west)
will then be poured up through the 5th floor.
Floors 6-22 will be poured one per week in their entirety.

Now turning to focus on Phase 3 (while work on Phase 2 continues)

Design Review

Selection/availability of ceiling pricing on Floors 2-4 remains an open issue; 5th Floor ceiling is agreed to and accepted.

A Hold remains on order for the 11 principal chandelier fixtures on 1st Floor – Entry and Auditorium.

The entrance canopy remains a work in progress. The team is working on a redesign and the latest deadline of Feb. 21 is being reevaluated.

The mock bathroom, including the sloping shower floor, is underway.

On Jan. 25, the meeting to determine the time frame and the bidding process and bid for furniture installation in the North Tower will commence.

The temporary passage-way for staff and suppliers going from South Tower and Central Tower to North Tower while North Tower is under construction and the existing care facilities are being built and has gradually in use has been determined. It will allow moving from these spaces while avoiding the work underway. The approximate completion /ready for use date is approximately November, 2019.

Pricing/Billing

The pricing of Access Control for doors in Phases 2 & 3 remains a potential issue. At present, the estimated cost is \$971,000. This would be an added cost to the project as a future change order.

Project Fund Status of VJS and EUA

Current Budget	Amount Expended	Unexpended Budget
\$124,461,195	\$22,245,643	\$102,215,551
VJS: \$109,507,131	\$15,216,318	\$ 94,290,813
EUA: \$ 5,481,453	\$ 4,967,772	\$ 513,681

Summary of OAC Meeting #19 – Feb 7, 2019 (Key items)

Present:

EUA: Todd King

SJOL: Renee Anderson, Mike Lingle, Dan Lemminger, Mary Beth Petersen (Building Cmt)

VJS: Ben Bergles, Jason Schneider

zumBrunnen: Richard Lombroia

Safety/Site Logistics

- Todd, Ben and Richard did the tour, as Richard needed pictures. The rest of us did not tour due to icy conditions.
- In response to complaints from our neighbors about sub-contractors parking on Summit, VJS has distributed flyers and has signs to remind the subs not to park there. However, since it is a public parking space, it's difficult to prevent subs from parking there.

Schedule

Considerable discussion about **24.5 out of 15 days have been lost**. Can no longer keep up with days we're losing. Jason indicated VJS would not change any milestones until after winter is over.

- How to catch up: increasing efficiency with subs, vendors, suppliers. Having multiple meetings them for adjustments such as being sure the elevator isn't delayed such as temporary roofs, possibly a temporary shaft, Otis working (six) 10-hour days.
- Not practical: finding more workers, as labor market is tight

Milestone coming: will pour the deck for the first IL floor in 6 weeks.

Design review

Considerable discussion about **delaying date for moving neighborhood residents to their new home**, with the new date being determined May 1. Instead of around Thanksgiving, the move in date may be closer to Christmas. Mike indicated that would be workable in terms of the impact on staffing. Renee and Dan reinforced the importance of sticking to the Jan 11 move in for the first IL floors. Jason said "we don't need to hit the panic button now."

Some architectural learning: For the cantilevered portion of the 5th floor, which will be built as part of section "A" but will stick out "over air" while the current Health Services Building is torn down and then section "D" is built, not to worry! The cantilevered portion has beams in the concrete of the floor and ceiling. Suggestion for Building Cmt members attending OAC: bring a copy of the rendering with parts A – E in different colors.

Ceilings: Floors 2, 3 & 4 will have Acoustical Ceiling Tile (ACT) as will floor 5. The 5th floor was designed with drywall ceilings but because of the multiple access panels needed, ACT is the preferred option and results in a modest savings. The style of ACT will be cleaner and more residential. Renee asked if the same product could be used for floors 2-4. It was decided against due to cost implications.

Lighting, especially for the auditorium and common space: Based on our experience in the South Tower, we want a system that provides what we need and isn't too complicated. Priority is functionality with capability but not overkill. Want a Cadillac in auditorium but a Ford everywhere else. Want to see picture with actual finish of fixture before decide.

Demo kitchen: Ben working with Boelter (supplier) re options, including a tiled hood enclosure. Not sure if need grease duct.

Entrance canopy: EUA sent updated picture; anticipating will meet Feb 21 deadline for final plans. Will not use glass on canopy due to debris collecting there and being unsightly. Cars dropping off people will be protected from rain/snow, although for the wider bus the bus driver will get wet.

Requested canopy for the ambulance area so residents on the gurney don't get wet, if the slab overhang isn't enough protection. Checking the height of the Bell ambulances.

Mock-up room: Cabinets, barn door and hardware installed. Outlet locations will be identified.

Interior:

- Furniture: March 6 meeting with more selections; Ron coming to discuss furniture on floors 2, 3, 4. Will have sample of high use chairs before any decisions are made.
- Carpeting: Will not do tile surrounding the perimeter of the carpet at IL elevator lobbies—housekeeping nightmare.

Pricing and Billings

All docs needed for signature review were ready.

RFI Log and Costs: RFI # 095: Coax cable and fiber feeds issues (change "Charter" to "Spectrum"): Need bigger conduit between CT and NT; not sure if can come off of street; Ben & Mike will be meeting with Spectrum and WE Energies, noting that both of those companies are difficult to work with and have many different internal groups involved with a project such as ours. Was \$7,500. Now \$35,000.

CB Log – radar items which Ben and Mike L are meeting about:

- Wireless access points for emergency use (pull cords)
- New: maintenance ladder/access for cooling towers. \$12,150.

Submittals: Waiting for some item(s) but not holding us up.

General business

- Garage walkway: Revised doc with interior path on the north coming to Mike from Ben. Do not want anything fancy; ok if looks like the garage. What's important is a surface to walk on which works for pushing carts. \$75,000.
- CT Window replacement: VJS will meet with all 3 vendors.
- Gas pipe routing in CT garage is done.

Owner items

- Resident selections: VJS sent some final selections to subs. Maggie knows final selections from residents are due 3 weeks before the concrete pour.
- Discussion about storage of materials outside and Certificate of Insurance. VJS sending more info to Richard and Renee.
- Have started every-other-week meetings with VJS and Mike L for move-in, phasing and schedule logistics. Issues are coming to the surface and are being resolved.
- When neighborhood residents move to their new home, don't want to go down to another floor and then go back up. Is it possible to connect directly to the new building on floors 2 and 3 instead of going to the lower level and through the garage?

Summary of OAC Meeting #20 – Feb 21, 2019 **(Key items)**

Present:

EUA: Todd King

SJOL: Renee Anderson, Mike Lingle, Mary Beth Petersen (Building Cmt)

VJS: Ben Bergles, Jason Schneider

Safety/Site Logistics

- A few days before the OAC meeting, when there was lots of ice, two young people climbed the fence at night and left some graffiti on the site. They also got into an unlocked Lemberg Electric van.
- Neighbor Sarah from Hathaway complained about the lights needed for security on both sides of the crane and continues to complain about our subs parking on Summit, which is public parking so therefore is legal for our subs to park there. VJS is using a van for their employees. Total and Lemberg are obtaining vans for their subs, especially since the number of skilled trades on site will soon increase. A big thank you to Mike Lingle for being “kind and patient” with Sarah.
- Kane is “the cleanest street in Milwaukee” thanks to VJS, who is justifiably proud of this.

Schedule

- Weather is affecting finishing the site utilities.
- Skip hoist is going up on Wednesday on the side of the tower crane. During the installation (1 or 2 days) there will be increased congestion on both Kane and Prospect resulting in increased waiting time for traffic. VJS will increase traffic control staff. Once the loading dock is accessible on both the outside and inside, that will mean two spots for delivery and decreased congestion outside.
- 5th floor pour during week of Feb 25. Juggling skip hoist installation with floor pours. Monday and Tuesday will be long days for the construction crew.
- Currently we have lost 29 days out of the 15 planned. Will provide detailed schedule update in April to re-assess the winter weather impact. The number 15 was based on historical precedent as well as size and complexity. Craig Witz had lots of data to determine the number of projected lost days.
- Next milestone: exterior skin framing in last week of March, then more skilled trades coming on site.

Design Review

- Canopy: After inside and outside of the box thinking and many side bars, a concept has been sent to Renee for more discussion with Mike and Donna about what is needed considering the grade and how we'll use 3 entrances. The goal is to love how it looks, have it work well and be in our price point. We're not there yet. No problem with needing more time.
- Lighting: Renee and Donna visited BBC lighting for the main lobby fixture. VJS is exploring the auditorium fixtures.
- Demo kitchen: Much discussion about the best approach for the hood: covering (current plan is a Denmar hood with tile all the way around it or can we afford a covering that looks like hammered copper), tying in to the ceiling, will residential options meet code, must vent out on roof, how much will it be used, can location be moved, it's frustrating to meet WI code as it restricts us. Both Jason and Ben had many pictures of different hoods on their cell phones. Stay tuned for more discussion.
- Mock-up room: Visited on the site tour. Multiple items to address(which is the purpose of a mock-up room): faucet too high for someone in a wheelchair to reach; toilets are too low so will get feedback from nursing (done at 17 ½, can be done at 19); top shelf in the bathroom cabinet is too

high and using a step stool is a safety hazard even if the items aren't accessed often; distance between one of the pull-down grab bars and a cabinet next to it might be too tight; robe hook needs to be moved and not be plastic; a better shower head; combine the 2 light switches in the bathroom into 1; add a night light in the bathroom. **Overall, there are trade-offs among code regulations, cost, colors available, and preventive maintenance.**

- On the plus side: the barn door is easy to open and close; when walking in the bathroom to the shower you don't feel the floor slope until you're at the shower drain on the far wall; the built-in furniture is attractive and of good quality.
- Furniture time frame/bidding: Good meeting yesterday; CB 5 ready Wed Feb 27. Reviewing finishes for common areas on floors 2,3,4. Want a consistent look on those floors, with the resident room door color similar to the cabinet color.

Submittals

- Ben able to get a price decrease with a change in materials for an unexpected savings of \$28,500.
- Good meeting with Spectrum

Central tower window replacement

- Jason vetting options with 2 supplier vendors. Style is "slide by" and not awning style. A third vendor backed out due to not having the capacity for this job.

Resident selections

- Maggie has met with 75 Charter Club members, with finalizations out to 10 and responses back from 3. Relocating Maggie's office so she has less interruptions when it gets busier. On schedule now according to VJS. Want to prevent a log jam in the future.
- Starting to become real for the Charter Club members: "taking a big gulp with all that needs to be done such as downsizing, selling their home, etc."

Turnover/Move-in Logistics (for our neighborhood residents moving to their new homes)

- Mike having many meetings with employees resulting in a big To Do list, which is better to do now rather than later, so there's no panic.
- Continuing to work on accessing the new Health Services Building when there's demolition and construction between it and the Central Tower.

Other

- **Crane position will need to change once the Tower is up**, in order to access the back side of the building where the 5th floor will cantilever over. VJS looking at a variety of options including a crawler crane. Securing the crane to the building and tying it in to the roof will likely affect the K unit on the 15th floor which may have a delayed occupancy and an impaired view during construction (sounded like the crane will be right in front of the window.)
- The site will get tighter then, requiring moving the VJS "lodging."
- VJS providing cost information for installation of the pedicure chair being paid by a donation from a resident.

Next meeting: March 7.

Saint John's On The Lake

Tower Resident Council

Resident Council Meeting
Minutes
February 4, 2019

CHAIR: Joanne Barndt

VICE CHAIR: Jeanne Durnford

SECRETARY: Mary Ellen Winter

CENTRAL TOWER REPRESENTATIVES: Susan Ploetz 2; Anne Luber, 3; Pat Busalacchi, 4; Sue Oster, 6; Mary McAndrews, 7; Virginia Brennan, 9, Barbara Kloman, 10.

SOUTH TOWER REPRESENTATIVES : Richard Lindberg, 2,3,4; Pat Rieselbach, 5,6; Wes Schaum, 7,8; ; Joan Hardy, 9,10; Judy Goetz, 15,16; Connie McCarty, 17,18; Gene Gilbert for Inez Gilbert, 19,20,21.

COUNCIL COMMITTEE CHAIRS : Cheri McGrath, Food; Tom Briscoe, Facilities; Cheri Briscoe, Garden and Landscaping; Miriam Reading, Lloyd Lewis, Health; Rita Rochte, Library; Bobbie Schmitt, More of Our Story; LifeStreams, Kent Mayfield; Pat Busalacchi, Nominating; Angie Kopf, Volunteer.

SJOL BOARD MEMBERS: Sanford Fedderly, Mary Beth Petersen.

MANAGEMENT: Donna Spars.

RESIDENTS: Susan Mazza, Alan Wheeler.

The meeting was called to order at 3:06 p.m.

Agenda approved. Minutes of January, 2019 approved.

OLD BUSINESS: None.

NEW BUSINESS: Miriam Reading, co-chair of Governance Committee, gave a progress report on the Committee's efforts to determine a new system of governance once the North Tower is occupied. This Council meeting's concern was the pairing of Floors which would incorporate

an additional Tower. Floor Representatives and Committee Chairs were divided into eight groups to discuss three plans suggested by the Governance Committee. The choice of all groups was #3 which allows for the most even distribution of Floors while taking into account the number of residents living on each Floor in the grouping. Several groups favored a three year rotation of Floor pairings. The Committee will continue to work out the details for presentations at further Council meetings. Next month Committee membership will be discussed.

COMMITTEE REPORTS:

DINING: A blessing of the new Bistro chairs was held February 4th, 2019. Resident Alan Wheeler requested that packages of frozen vegetables be available for purchase. They could be found in the ice cream case. He also suggested that the meat selection on Taylor's Specials menu not always be steak.

FACILITIES: SJOL is studying a variety of approaches to snow removal in the South Tower parking lot now that we have a new truck.

GARDENING AND LANDSCAPING: Cory Bloomer is no longer working with Saint John's on the Lake. The Mechanics department will again be searching for a new Groundskeeper. In the meantime, Alan Kelnhofer and other staff will be covering the outside snow removal and sidewalk maintenance needs as they occur.

The next meeting of the G&L committee will be on Mar. 13 at 2 pm in the KELC.

GREEN: Lizzie Cook, Housekeeping, continues to work on obtaining new recycling bins and to creating recycling signage showing which recyclables go where. She will attend the next Committee meeting.

HEALTH: The Committee is a link for residents to health care here at SJOL. The Committee's role is to help answer questions, understand concerns and enable the many transitions endemic at this stage of residents' lives. The Committee understands that topics need to be repeated since the information may have new relevance.

LIBRARY: There are Black History Month selections available and on display. Books may be reserved by using the procedure located at the sign out desk. Committee members are available Wednesday mornings from 10 to noon to answer questions. Please remember that donations of CDs and DVDs should be dropped off at the donation shelf in the Third Floor Media Library.

LIFESTREAMS: As always the LifeStreams Support Committee welcomes suggestions for ongoing program topics and presenters, especially ways to improve presentations, scheduling, new speakers. In its February meeting, Donna Spars will share her vision for LifeStreams as the community expands to welcome new residents in the North Tower, including the “hybrid” Assisted Living apartment-dwellers. Later in the month, a working group will begin a reconsideration of the recommendations which were brought forward in 2014 as part of the Aging and Loss Task Force, initiated by Jean Tyler and Dan Patrinos. Meetings are, of course, open to all residents – 2nd Wednesday of each month in the Administrative Conference Room. Meetings begin at 10:30 a.m.

MORE OF OUR STORY: The first issue of 2019 was published at the end of January. The March/April issue will appear at the end of March. If you have any questions, please contact Bobbie Schmitt, Joe Mazza or Virginia Chappell. Submissions are due by Match 15, 2019.

NEWCOMERS: The Newcomers Party is tomorrow February 8, 2019.

NOMINATING: The Committee met January 31st to discuss the work to be done and to set up a timetable.

VOLUNTEERS: There is an updated Volunteer Opportunities booklet available at the Service Desks.

FLOOR REPRESENTATIVES REPORTS:

CENTRAL TOWER:

2nd Floor: Central 2 accepted the invitation from Central 10 for a joint meeting with Dan Lemminger on Jan. 23. We appreciated the information sheets prepared by Dan and his explanations as well as his answers to our many questions. All but one of our floor residents were in attendance.

3rd Floor: Nothing to report this month.

4th Floor: Central 4th floor and South 15th and 16th met on January 14th with Jim Ballard as our excellent guest speaker.

5th Floor: The Floor met with South Tower Floors 13, 14 on January 30, 2019. Kate Steinbach was the scheduled speaker, but had to cancel due to weather conditions. The group spent the time getting to know each other. Dinner at Taylor's followed.

**Notes for Resident Council
From Donna Spars
February 5, 2019**

Move-ins:

Ms. Susan Grosse, **9A**, February 5
Mr. Robert and Mrs. Barbara Elsner, **912**, February 8
Ms. Judith Miller, **404**, March 15
Dr. Patrick Bellegarde-Smith, **319**, March 18
Mrs. Nora Lex, **407**, April
Mr. John and Mrs. Julie Carpenter, **9E**, April 8
Mrs. Elaine Stalheim, **616** (formerly 614), May

Residents not yet moved in:

Mrs. Helen Bechthold, **517**, unknown
Mr. Arthur and Mrs. Nancy Mitchel, **10C**, unknown
Mr. Frederick and Mrs. Anne Stratton, **811**, unknown

A note from your Green Committee: Recycle containers to reduce trash.

6th Floor: The Floor had a reception for resident Mary Allen. Mary left SJOL for a warmer climate.

7th Floor: The Floor held its usual meeting in January.

8th Floor: No report this month.

9th Floor: Barbara Elsner is moving from the South Tower to Central Tower apartment 912.

10th Floor: See report for the 2nd Floor Central Tower.

SOUTH TOWER:

Floors 2, 3, 4: Nothing to report this month.

Floors 5, 6: Nothing to report this month.

Floors 7, 8: They met January 10, 2019 with John Calderon, Facilities Services Manager, as guest speaker.

Floors 9, 10: The Floors have a new resident whose name is Susan Grosse.

Floors 11, 12: No report this month.

Floors 13, 14: See Central Tower Floor 5 report.

Floors 15, 16: Nothing to report this month

Floors 17, 18: All seems to be doing well. A March meeting will be planned.

Floors 19, 20, 21. No report this month.

MANAGEMENT: Nothing to report this month.

ANNOUNCEMENTS: The next meeting is March 3rd, 2019.

The meeting adjourned at 4:20 p.m.

Respectfully submitted,
Mary Ellen Winter, Secretary.

Laundry	<ul style="list-style-type: none"> Several residents have reported that laundry is not getting done as quickly as it should. They believe that there aren't enough staff people available to get the job done. 	Feedback will be forwarded to Anilisa.
Environmental Services	<ul style="list-style-type: none"> Construction update was shared with those in attendance. 	No actions needed
Activities	<ul style="list-style-type: none"> Monthly calendar of events was reviewed. Consider adding take-out pizza as a special meal. 	Lifestream's staff to explore possible special meals in the future.
Minutes	Resident council minutes were recorded and submitted by Paul MacSwain	
Next Meeting	The next resident council meeting for the Windsor and Stratford Neighborhoods will take place on February 19, 2019 at 2:00 pm in Stratford Court.	<p>Agenda:</p> <ol style="list-style-type: none"> Review of December meeting minutes. Dining/Homemakers report Housekeeping report Nursing Report Laundry report Environmental Services report Activities report Review of Resident's Rights

Residents in attendance:

Dr. Donald Beaver
 Patricia Cepress
 Patricia Johnson
 Dr. Joseph Libnoch
 Katherine Helminiak

WHAT Windsor/Stratford Courts Resident Council Meeting Minutes

WHEN January 15, 2019

WHO	<input checked="" type="checkbox"/> Anilisa McDonald, DON	<input checked="" type="checkbox"/> Paul MacSwain, Social Worker	<input checked="" type="checkbox"/> Jessica Hewitt
	<input checked="" type="checkbox"/> Andrew Kubaki	<input checked="" type="checkbox"/> Brenda - Volunteer Ombudsman	<input type="checkbox"/> John Calderon
	<input checked="" type="checkbox"/> Residents – see attached list	<input checked="" type="checkbox"/> Jennifer Bates	<input checked="" type="checkbox"/> Nakiesha Jones

Topic	Discussion/Conclusions	Actions/Recommendations/Follow-up
Nursing	<ul style="list-style-type: none">A resident has commented that the nursing staff is excellent and kindSeveral residents have reported gossip that they have overheard in their rooms and hallways. This gossip is about staff and other residents.A resident has reported loud talking, singing, and dancing in the halls during the night which has been disruptive to sleep.	Compliment will be forwarded to nursing staff by Anilisa, DON. Saint John's does not tolerate gossip. Nursing staff will be reminded of this policy by Anilisa during the next nurses meeting. Staff will be educated about the need for quiet during sleeping hours at the next nursing meeting.
Dining/Homemaking	<ul style="list-style-type: none">A resident has presented the idea of made to order pizzas in the neighborhood. They have suggested the possibility of a pizza oven in the kitchens to facilitate the idea.A resident has requested, "good, whole wheat bread" be available.A resident has requested a special meal of Chicken and Waffles for breakfast or lunch.	Menu suggestions will be communicated to chef, Andy. Andy and Jennifer will meet with resident for clarification and communicate request to homemakers.
Housekeeping	<ul style="list-style-type: none">Resident report that the cleaning schedule is not consistent. Some days the only cleaning being done is to empty the garbage in the bathroom.	Feedback will be communicated to Elizabeth Cook.

WHAT Canterbury Court Resident Council Meeting Minutes

WHEN January 16, 2019

WHO	<input checked="" type="checkbox"/> Meighan Bentz, RN Manager	<input checked="" type="checkbox"/> Susan Kopesky, CSW	<input checked="" type="checkbox"/> Anne Luther, CTRS
	<input checked="" type="checkbox"/> Andy/Gabby, Dining	<input checked="" type="checkbox"/> Mike Lingle, ES	<input checked="" type="checkbox"/> Residents – see attached list

Topic	Discussion/Conclusions	Actions/Recommendations/Follow-up
1. Review of last meeting minutes	December Canterbury Council meeting minutes were reviewed.	No changes were suggested. No follow-up needed.
2. (Dining Services) Dietary	A resident commented: "glad we are having chili again". Andy explained now that Gabby is here baking, desserts will be on the menu.	No changes were suggested. No follow-up needed.
3. Housekeeping	No concerns.	No changes were suggested. No follow-up needed.
4. Nursing	A resident commented: "I am really pleased with the immediate attention we receive".	No changes were suggested. No follow-up needed.
5. Environmental Services	No concerns.	No changes were suggested. No follow-up needed.
6. Laundry	A resident commented: "Marci does a really good job".	No changes were suggested. No follow-up needed.
7. Lifestreams	Reviewed upcoming events.	No changes were suggested. No follow-up needed.
8. Next Meeting	Next resident council meeting: February 20, 2019	Agenda: review minutes from last month.

Adrienne Haeuser
Phyllis Van Wagoner
Edward Heinecke
David Huntington
Bea Curley
Jan Scherr
Celeste Munson

Mary Pollack