

**Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**January 14, 2020**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held at PKIMC at 5:35 p.m. on the fourteenth day of January 2020. The following Board members were present: Alan Schmitt; Rick Kniazowski; Meghan Kelly; Judy Starrett; and Scott Carver. Also present were HPCK Executive Director Amy Durand; HPCK Volunteer Coordinator Barb Bundy; and guests Gina Bishop and Becky Stoeckler.

**1. Mission Moment**

Judy shared an article regarding FAQ's about hospice. Mark will share a mission moment next month.

**2. Approval of Minutes for December 5, 2019**

The Board approved the minutes of December 5, 2019, a copy of which is attached to these minutes.

**3. Operations Report**

The group discussed the Operations Report, a copy of which is attached to these minutes.

**4. Financial Report**

The group reviewed a year-end financial report for 2019. The organization had a strong year and the Board recognized the efforts of staff in successful fundraising and operations, generally.

**5. Hearts for Hospice Ball**

Staff shared a draft agenda for the event and the group discussed plans for setup. Everyone is looking forward to a successful ball.

**6. HPCK Staff Comment**

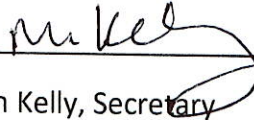
**7. Board Member Comment**

**8. Next meeting**

The next regular meeting of the Board will take place on February 11 at 5:30 p.m. in PKIMC Barometer Room.

The meeting was adjourned at 6:11 p.m.

ATTESTED to this 11<sup>th</sup> day of February, 2020.

  
\_\_\_\_\_  
Meghan Kelly, Secretary

APPROVED:

  
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Alan L. Schmitt, President

**Hospice and Palliative Care of Kodiak  
Regular Meeting of the Board of Directors Minutes  
February 11, 2020**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was called to order at PKIMC at 5:42 p.m. on the eleventh day of February 2020. The following Board members were present: Alan Schmitt, Mark Withrow; Rick Kniazowski; Scott Carver and Carol Austerman. Board candidate, Melissa Haffeman, PKIMC Palliative Care Nurse Practitioner, Becky Stoeckler, HPCK Executive Director, Amy Durand and Volunteer Coordinator, Barb Bundy were also present.

**1. Mission Moment (Mark)**

Mark shared a story about attending medical school, and how his instructor, John (who would later become his father-in-law) could listen to a heart and tell if that patient needed a new heart valve. At an older age, John graduated from Hospice many times after heart failure, strokes, and dementia, John passed away at the age of 94. John was a role model to many, and taught Mark and Carol a lot about the medical field.

**2. Approval of Minutes for January 14, 2020 (Alan)**

The group approved the minutes of January 14, 2020, a copy of which is attached to these minutes.

**3. Operations Report (Amy, Barb)**

The group discussed the Operations Reports, and copy of which is attached to these minutes.

**4. Upcoming Strategic Planning (Alan)**

Alan talked about our plans for the upcoming strategic planning and discussed how the first planning was facilitated by Foraker in 2014, and the second by Dan Canavan in 2017. Alan, Melissa, and Amy will get together to pre-plan for the meeting. We will talk more about the strategic planning in March, after the Hearts for Hospice Ball and Annual Volunteer Training are complete.

**5. BOD Vacancy (Alan)**

Melissa Haffeman submitted a Board of Directors application, a copy of which is attached to these minutes. The Board discussed, voted and approved Melissa to be on the Board with a term expiring April 2023. Melissa thanked the Board and is excited to bring her knowledge of planning.

**6. Hearts for Hospice Ball 2020 (Amy, ensemble)**

The group discussed the upcoming Hearts for Hospice Ball scheduled on Saturday February 15, 2020. The Staff and Board are very excited for the event. The group discussed doing “back to back” nights for this event in the future, or doing another event like this in October or December. Carol suggested we do not have the Annual Volunteer Training directly after the Ball in future years, and Alan and the group decided that the Monday after the Ball will be a paid

Holiday for staff.

**7. HPCK Staff Comment**

National Volunteer week is April 19 – 25, 2020. The staff would like to discuss a Volunteer Recognition dinner next Board Meeting.

**8. Executive Director Annual Review (Alan)**

The Board went into Executive Session and reviewed the Executive Director's Annual Evaluation. The Board discussed and approved the review.

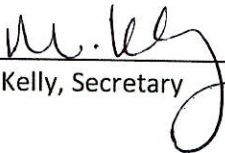
**9. Board Member Comment**

Melissa was thanked by all of the Board Members for joining the Board. They are all excited to have Melissa as part of the team.

**10. Next meeting – March 10 at 5:30p.m. at PKIMC Barometer Room.**

The meeting was adjourned at 6:50 PM.

ATTESTED to this 10<sup>th</sup> day of March 2020.

  
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Meghan Kelly, Secretary

APPROVED:

  
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Alan L. Schmitt, President

**Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**March 10, 2020**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held at PKIMC at 5:30 p.m. on the tenth day of March 2020. The following Board members were present: Alan Schmitt; Mark Withrow; Carol Austerman; Meghan Kelly; Judy Starrett; Melissa Haffeman; and Scott Carver. Also present were HPCK Executive Director Amy Durand; HPCK Volunteer Coordinator Barb Bundy.

**1. Mission Moment**

Scott spoke about the great success of the recent volunteer training and reflected on his appreciation of the mission that this group works to achieve. Rick will share a mission moment next month.

**2. Approval of Minutes for February 11, 2020**

The Board approved the minutes of February 11, 2020, a copy of which is attached to these minutes.

**3. Operations Report**

The group discussed the Operations Report, a copy of which is attached to these minutes. Staff had a successful volunteer training and HPCK has six new direct care volunteers. The Board plans to host a volunteer appreciation dinner on April 23 at 6:00 PM.

**4. Upcoming Strategic Planning**

Staff will poll Directors to set dates for the 2020 strategic planning session.

**5. Hearts for Hospice Ball 2020 Recap**

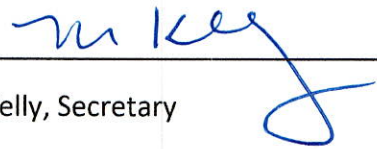
The group discussed the 2020 Ball, sharing successes and “lessons learned” for next year.

**6. Next meeting**

The next regular meeting of the Board will take place on April 14, 2020 at 5:30 p.m. in PKIMC Barometer Room.

The meeting was adjourned at 7:00 p.m.

ATTESTED to this 14<sup>TH</sup> day of April, 2020.

  
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Meghan Kelly, Secretary

APPROVED:  
  
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Alan L. Schmitt, President

**Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Annual Meeting of the Board of Directors**  
**April 14, 2020**

The duly noticed annual meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held via Zoom at 5:30 p.m. on the fourteenth day of April 2020. The following Board members participated: Alan Schmitt; Mark Withrow; Rick Kniazowski; Meghan Kelly; Judy Starrett; Melissa Haffeman; Veronica Costa-Bolton; and Scott Carver. Also present were HPCK Executive Director Amy Durand and HPCK Volunteer Coordinator Barb Bundy.

**1. Mission Moment**

Rick shared a Mission Moment, reflecting on the impacts of the pandemic on hospice staff who have been working around the limits on their ability to join clients in the same space, offering other forms of support. Meghan will share a mission moment next month.

**2. Approval of Minutes for March 10, 2020**

The Board approved the minutes of March 10, 2020.

**3. Operations Report**

The group discussed the Operations Report, a copy of which is attached to these minutes. Staff provided an overview of the recently adopted Tier System that helps guide volunteers under the various health mandates in place and answered questions.

**4. COVID-19 Update**

Alan provided an update on various aspects of the medical response to COVID-19, locally and beyond. The group shared reflections on a series of articles that Alan circulated prior to the meeting related to the impact of the virus and discussed the role of HPCK during the pandemic.

**5. BOD Member Appointments**

Alan and Carol are each serving additional three-year terms following the expiration of their current terms this month.

**6. Election of Officers**

The Board re-elected the slate of officers for the coming year: Alan as President, Mark as Vice President, Meghan as Secretary and Scott as Treasurer.

**7. Upcoming Strategic Planning**

Staff continues to prepare for strategic planning at a future date.

**8. Annual Calendar Review**

Staff will incorporate and maintain a running annual calendar to be included in future Board meeting packets. The Board will review the draft calendar at next month's meeting.

**9. Board Member Comment**

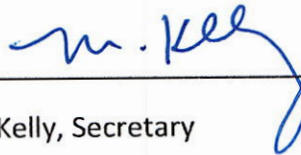
Alan announced that the Board has decided to grant Executive Director Amy Durand a salary increase for the coming year.

**10. Next meeting**

The next regular meeting of the Board will take place on May 12, 2020 at 5:30 p.m.

The meeting was adjourned at 6:46 p.m.

ATTESTED to this 12<sup>TH</sup> day of May, 2020.



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Meghan Kelly, Secretary

APPROVED:



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Alan L. Schmitt, President



**Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**May 12, 2020**

The duly noticed annual meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held via Zoom at 5:30 p.m. on the twelfth day of May 2020. The following Board members participated: Alan Schmitt; Rick Kniazowski; Meghan Kelly; Judy Starrett; Melissa Haffeman; Carol Austerman; Veronica Costa-Bolton; and Scott Carver. Also present were HPCK Executive Director Amy Durand and HPCK Volunteer Coordinator Barb Bundy.

**1. Mission Moment**

Meghan shared a Mission Moment focused on the challenges of palliative care during the pandemic, when patients are not able to be with family at the end of life. Carol will share a mission moment next month.

**2. Approval of Minutes for April 14, 2020**

The Board approved the minutes of April 14, 2020.

**3. Operations Report**

The group discussed the Operations Report, a copy of which is attached to these minutes.

**4. COVID-19 Update**

Staff continues to work from home, stopping by the office for supplies or business as needed. The Board expressed its collective priority that staff work where they feel safe.

**5. Financial Report**

Scott presented financials for the first quarter of 2020. The group discussed how the pandemic might impact future fundraising events and the possibility of virtual events.

**6. Upcoming Strategic Planning**

Amy provided an update, reporting that she is researching a venue where the Board could gather (while social distancing) to conduct its strategic planning.

**7. Annual Calendar Review**

The Board reviewed the annual calendar that staff has prepared and which will be included in future meeting packets.

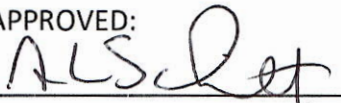
**8. Next meeting**

The next regular meeting of the Board will take place on June 9<sup>th</sup>, 2020 at 5:30 p.m.

The meeting was adjourned at 6:06 p.m.

ATTESTED to this 9<sup>th</sup> day of June, 2020.

  
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Meghan Kelly, Secretary

APPROVED:  
  
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Alan L. Schmitt, President

**Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**June 9, 2020**

The duly noticed annual meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held via Zoom at 5:30 p.m. on the ninth day of June 2020. The following Board members participated: Alan Schmitt; Mark Withrow, Rick Kniazowski; Judy Starrett; Melissa Haffeman; Carol Austerman; and Veronica Costa-Bolton. Also present was HPCCK Executive Director, Amy Durand.

**1. Mission Moment (Carol)**

Carol shared the following Facebook link: <https://www.facebook.com/thehospiceheart.net> and spoke about the wonderful articles and stories shared. Alan will share a mission moment next month.

**2. Approval of Minutes for May 12, 2020 (Alan)**

The Board approved the minutes of May, 12, 2020.

**3. Operations Report (Amy, Barb)**

The group discussed the annual raffle and Hospice Harvest BBQ. The date of August 22<sup>nd</sup> was already claimed at Abercrombie, so the group decided August 29<sup>th</sup> will be the new date of the event. If we are unable to hold the event, we may try to do a community meal pick up.

**4. PKIMC Palliative Care Nurse Practitioner update (Amy, Ensemble)**

Mark gave an update that PKIMC has decided not to pursue palliative care services for the foreseeable future. In place of the NP position, Providence of Anchorage is offering palliative care services through telehealth at this time. HPCCK Staff will continue to stay in contact local medical professionals and offer support.

**5. COVID-19 Update (Alan, Ensemble)**

HPCCK Staff are scheduled to go back into the office on June 15, 2020 unless an influx of new Covid-19 cases arise in Kodiak. The tier guide that was presented in April's board packet will be reevaluated mid to late June and all volunteers will continue to be updated.

**6. Strategic Planning (Alan)**

The Board completed the card sort, which will be reviewed and discussed at the next Board meeting.

**7. Annual Calendar Review (Amy)**

Amy changed the date of the Hospice Harvest BBQ to August 29. Our annual raffle is being held virtually.

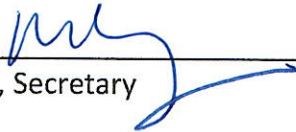
***Reminder: Please Record Your Volunteer Hours in Track It Forward***

**8. Next meeting**

The next regular meeting of the Board will take place on July 14<sup>th</sup>, 2020 at 5:30 p.m. at the KIMA building.

The meeting was adjourned at 6:30 p.m.

ATTESTED to this 14<sup>th</sup> day of July, 2020.

  
\_\_\_\_\_  
Meghan Kelly, Secretary

APPROVED:

  
\_\_\_\_\_  
Alan L. Schmitt, President

*Reminder: Please Record Your Volunteer Hours in Track It Forward*

**DRAFT Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**July 14, 2020**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held at the KIMA Clinic at 5:30 p.m. on the fourteenth day of June 2020. The following Board members participated: Alan Schmitt; Mark Withrow; Rick Kniazowski; Meghan Kelly; Scott Carver; Melissa Haffeman; Carol Austerman; Veronica Costa-Bolton. Also participating were HPCK Executive Director Amy Durand and HPCK Volunteer Coordinator Barb Bundy (telephonic).

**1. Mission Moment**

Alan shared a "Vision Moment" and spoke of his appreciation of the spirit of neighborliness, and keeping an eye out for ones neighbors in the community. He encouraged the Board to check in on people we know in the community. Veronica will share a mission moment next month.

**2. Approval of Minutes for June 9, 2020**

The Board approved the minutes of June 9, 2020.

**3. Operations Report**

The group discussed the Operations Report, a copy of which is attached to these minutes. Amy reported a slight lag in raffle ticket sales and encouraged the Board to continue its efforts to sell.

**4. KIB Grant / Tax Return**

Alan encouraged the Board to review a recent KIB grant application and the accompanying tax return which Amy submitted. The Board complimented Amy on her efforts in continually seeking funding and encouraged her to explore awards for non-profits impacted by the pandemic.

**5. COVID-19 Update**

Staff has returned to working from the office at PKIMC and have received nine referrals since June 15. Volunteers continue to work with clients (sometimes within the home) and newly trained volunteers are being incorporated into the rotation; all clients are being served. The Board discussed PPE and safety measures in place for volunteers and clients.

The Board discussed the importance of volunteer and client safety in the time of COVID and its concern that the organization be making its best efforts and utilizing best practices. The Board will revisit the volunteer home visit protocol and safety measures at its next meeting. In the meantime, staff will research the practices of other hospice agencies and will perform outreach

meantime, staff will research the practices of other hospice agencies and will perform outreach to volunteers to understand more about their experience and expectations. The Board requested that staff develop a liability waiver for immediate use by clients and volunteers. Staff will conduct research and proposed revised guidelines (Tiers Document) for volunteers (increased testing, PPE, etc.) and will share them with the Board.

#### **6. Strategic Planning**

The Board agreed to table strategic planning while the development of COVID safety measures continues and to set a separate session dedicated to the planning.

#### **7. Annual Calendar/Upcoming Events**

The Board discussed revising or cancelling the annual volunteer potluck event due to the risks of COVID. The topic will be revisited at a future meeting.

#### **8. Staff and Board Member Comments**

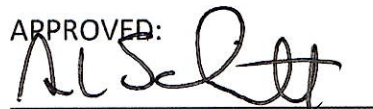
The next regular meeting of the Board will take place on August 11<sup>th</sup>, 2020 at 5:30 p.m. at KIMA.

The meeting was adjourned at 7:35 p.m.

ATTESTED to this 11<sup>th</sup> day of August, 2020.

  
\_\_\_\_\_  
Meghan Kelly, Secretary

APPROVED:

  
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Alan L. Schmitt, President

Alan L. Schmitt, President

**Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**August 11, 2020**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held at the KIMA Clinic at 5:30 p.m. on the eleventh day of August 2020. The following Board members participated: Alan Schmitt; Mark Withrow; Rick Kniazowski; Meghan Kelly; Melissa Haffeman; Judy Starrett, Veronica Costa-Bolton. Also present was HPCK Executive Director Amy Durand, volunteer Deb Holden-Engvall and interim-CEO of PKIMC Don Hanna.

**1. Mission Moment**

Veronica shared a “Vision Moment” focused on hospice and palliative care being offered in other countries during the COVID-19 Pandemic. She shared studies reflecting the importance of hospice and in-home care during a time when hospital space is at a premium. The studies also identified the long-term effects of isolation during a pandemic and the positive impacts of human contact at the end of life. Melissa will share a mission moment next month.

**2. Approval of Minutes for July 14, 2020**

The Board approved the minutes of July 14, 2020.

**3. Operations Report**

The group discussed the Operations Report, a copy of which is attached to these minutes.

**4. Quarterly Financial Report**

Amy presented an overview of the quarterly financials.

**5. Alaska State Statutes**

Alan shared the Alaska Statute related to volunteer immunity stemming from hospice services.

**6. COVID-19 Update**

The Board discussed home visits during COVID. Deb Holden-Engvall shared her experiences as a direct care volunteer. Staff and volunteers continue to follow the safety guidelines outlined in the HPCK Tier Guide. The COVID-19 Update will remain a standing agenda item for future Board meetings.

**7. Annual Calendar/Upcoming Events**

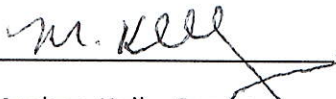
The Board agreed to cancel the annual community potluck event due to COVID.

**8. Staff and Board Member Comments**

The Board will discuss next steps in the strategic planning process at its next meeting, which will take place on September 15<sup>th</sup>, 2020 at 5:30 p.m. at a location to be determined.

The meeting was adjourned at 6:45 p.m.

ATTESTED to this 15<sup>TH</sup> day of September, 2020.

  
\_\_\_\_\_  
Meghan Kelly, Secretary

APPROVED:

  
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Alan L. Schmitt, President



**Minutes  
Hospice and Palliative Care of Kodiak  
Regular Meeting of the Board of Directors  
September 15, 2020**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held at the St. Paul Lutheran Church, Springhill Hall at 5:30 p.m. on the fifteenth day of August 2020. The following Board members participated: Alan Schmitt; Scott Carver; Rick Kniaziowski; Meghan Kelly; Carol Austerman, and Veronica Costa-Bolton. Also present was HPCK Executive Director Amy Durand, HPCK Volunteer Coordinator Barb Bundy, and interim-CEO of PKIMC Don Hannah.

**1. Mission Moment**

Barb shared a "Vision Moment" focused on the HPCK Library which contains reading materials related to hospice and palliative care. She called particular attention to several pamphlets by Barbara Karnes which she reported many end of life care providers rely upon and appreciate. Melissa will share a mission moment next month.

**2. Approval of Minutes for August 11, 2020**

The Board approved the minutes of August 11, 2020.

**3. Operations Report**

The group discussed the Operations Report, a copy of which is attached to these minutes.

**4. COVID-19 Update**

Volunteers, clients and staff continue to make use of the HPCK Tier Guide.

**5. Strategic Planning Update**

Staff will work to poll the group and to schedule an upcoming meeting for the group to specifically prepare for and discuss the strategic plan.


**6. Annual Calendar/Upcoming Events**

The Board agreed that a virtual Ball would not be desirable and to continue to brainstorm fundraising options for early spring, with the goal being to postpone the live event to later in the year.

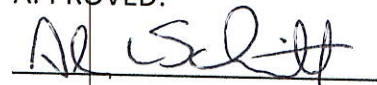
The next meeting of the Board will be October 13, 2020 at 5:30 PM at a location to be determined.

The meeting was adjourned at 6:25 p.m.

ATTESTED to this 13<sup>TH</sup> day of October, 2020.

  
\_\_\_\_\_  
Meghan Kelly, Secretary

APPROVED:

  
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Alan L. Schmitt, President

**Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**October 13, 2020**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held via Zoom at 5:30 p.m. on the thirteenth day of October 2020. The following Board members participated: Alan Schmitt; Mark Withrow; Scott Carver; Rick Kniazowski; Meghan Kelly; Carol Austerman, Melissa Haffeman, and Veronica Costa-Bolton. Also present were HPCCK Executive Director Amy Durand, and HPCCK Volunteer Coordinator Barb Bundy.

**1. Mission Moment**

Melissa shared a "Mission Moment" focused on the history of hospice care globally, noting its relatively recent arrival (in an official capacity) in the late 1970's in the United States. Amy will share a mission moment next month.

**2. Approval of Minutes for September 15, 2020**

The Board approved the minutes of the Board's regular meeting of September 15, 2020.

**3. Operations Report**

The group reviewed the Operations Report without discussion, a copy of which is attached to these minutes.

**4. COVID-19 Update**

Volunteers, clients and staff continue to make use of the HPCCK Tier Guide. A recent increase in the number of active cases in Kodiak serves as a reminder of the seriousness of the pandemic and the continued need for caution. The group discussed whether to meet in person or virtually for the upcoming Strategic Planning session (as well as future Board meetings).

**5. Strategic Planning Update**

Amy and Melissa provided an update on their progress in preparing for the Board's 2020 Strategic Planning session. The group will meet on Monday, October 26, from 5-8 PM to conduct the planning session.

**6. Grief Share**

The Grief Share group will begin meeting starting Tuesday, October 20, at the Southern Baptist Church and will continue to gather every week throughout the fall. Judy, Amy, and Barb will be working with Scott to facilitate the faith-based programming. HPCCK continues to seek a bereavement coordinator.

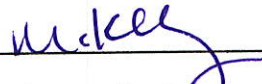
**7. Annual Calendar/Upcoming Events**

The Board agreed to postpone making a decision about the fate of the 2021 Hearts for Hospice Ball, with the general consensus being that a virtual Ball is not ideal. The Board will endeavor to make a determination at its November Board meeting, with the goal being to postpone the event, and not to cancel it.


The next regular meeting of the Board will be Monday, November 16, 2020 at 5:30 PM, at a location to be determined.

The meeting was adjourned at 6:31 p.m.

ATTESTED to this 16<sup>TH</sup> day of November, 2020.

  
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Meghan Kelly, Secretary

APPROVED:

  
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Alan L. Schmitt, President

Alan L. Schmitt, President

**Minutes  
Hospice and Palliative Care of Kodiak  
Regular Meeting of the Board of Directors  
November 16, 2020**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held via Zoom and called to order at 5:34 p.m. on the sixteenth day of November 2020. The following Board members participated: Alan Schmitt; Mark Withrow; Scott Carver; Rick Kniazowski; Meghan Kelly; Melissa Haffeman; Judy Starrett; and Veronica Costa-Bolton. Also participating were PKIMC Interim CEO Don Hanna; HPCCK Executive Director Amy Durand; and HPCCK Volunteer Coordinator Barb Bundy.

**1. Mission Moment**

Amy shared a "Mission Moment" focused on the Board's development of the initial mission statement in 2011. Judy will share a mission moment next month.

**2. Approval of Minutes for October 13, 2020**

The Board approved the minutes of the Board's regular meeting of October 13, 2020.

**3. Operations Report**

The group reviewed the Operations Report, a copy of which is attached to these minutes.

**4. COVID-19 Update**

Volunteers, clients and staff continue to make use of the HPCCK Tier Guide. The number of cases in Kodiak continues to grow and staff is following the guidance of PKIMC related to the time staff spends in the office.

**5. Hearts for Hospice Ball**

The group discussed planning for the Ball and agreed to work to reschedule the event for the fall of 2021. An honoree will be identified in the future, as an event date becomes more firm.

**6. Quarterly Financial Report**

Amy and Scott presented the financial report for the period ending in September 2020.

**7. Proposed 2021 Budget**

The group discussed the proposed budget and agreed to consider it for approval at next month's meeting.

**8. Policies & Procedures Review**

Staff will work to develop policies related to staff being out of the office for jury duty to be brought before the group at next month's meeting.

**9. Strategic Plan Approval**

Amy presented a draft plan based on the group's strategic planning session. The group approved and adopted the 2021-2023 Strategic Plan, and agreed to discuss progress on the Plan on a quarterly basis.

**10. Annual Calendar/Upcoming Event**

HPCK Staff installed the community memorial giving tree at the Brewery on November 13, 2020.

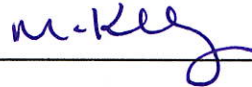
**11. Comments**

PKIMC has hired a new CEO who plans to start in the position on January 4, 2021.

The next regular meeting of the Board will be Tuesday, December 15, 2020 at 5:30 PM, via Zoom.

The meeting was adjourned at 6:35 p.m.

ATTESTED to this 15<sup>TH</sup> day of December, 2020.



Meghan Kelly, Secretary

APPROVED:



Alan L. Schmitt, President

**Minutes  
Hospice and Palliative Care of Kodiak  
Regular Meeting of the Board of Directors  
December 15, 2020**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held via Zoom and called to order at 5:30 p.m. on the fifteenth day of December 2020. The following Board members participated: Alan Schmitt; Mark Withrow; Rick Kniaziowski; Meghan Kelly; Judy Starrett; and Veronica Costa-Bolton. Also participating was HPCK Executive Director Amy Durand.

**1. Mission Moment**

Judy shared a "Mission Moment" focused on the importance of using creative approaches to connecting with our neighbors and community during the pandemic when we are not able to physically be together. Mark will share a mission moment next month.

**2. Approval of Minutes for November 16, 2020**

The Board approved the minutes of the Board's regular meeting of November 16, 2020.

**3. Operations Report**

The group reviewed the Operations Report, a copy of which is attached to these minutes. Amy discussed her recent Non-Profit Management Training and certification through The Foraker Group.

**4. COVID-19 Update**

Staff completes a Hope through Healing mailing over the course of 12 months to the families of clients who have died. The Board discussed the possibilities of extending the same mailing to the families of victims of COVID, as well as performing additional community outreach addressing non-death related grief processing. Amy and Veronica will work to prepare an announcement for the Daily Mirror and other social media platforms that will invite those who are interested to sign-up to participate.

**5. Policies and Procedures Update**

There are no proposed revisions to the Policies and Procedures at this time; the Board-adopted Employee Handbook addresses employee leave for jury duty.

**6. Hearts for Hospice Ball**

There are presently no updates. The venue is not available for reservation at this time.

**7. 2021 Budget Approval**

The Board approved the proposed budget for 2021.

**8. Annual Calendar/Upcoming Events**

The group agreed to discuss and select dates for 2021 annual HPCCK events at our January meeting.

**9. Comments and Adjournment**

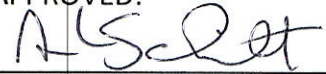
The next regular meeting of the Board will be Tuesday, January 26, 2021 at 5:30 PM, via Zoom.

The meeting was adjourned at 6:25 p.m.

ATTESTED to this 26<sup>th</sup> day of January, 2021.

  
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Meghan Kelly, Secretary

APPROVED:

  
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Alan L. Schmitt, President