

**ITEM B.206
FOR INFORMATION**

**MINUTES OF THE MEETING HELD BY:
JARVIE COMMONWEALTH SERVICE COMMITTEE
April 24-25, 2013**

THE INTERCHURCH CENTER
475 RIVERSIDE DRIVE, SUITE 430, NEW YORK, NY 10115

COMMITTEE MEMBERS PRESENT:	Mr. Jon Brown Mr. Alan D. Ford Ms. Elinor Hite Ms. Betty Jones Ms. Sara P. Lisherness Ms. Leslie McCall, Chair, JCSC Mr. Gregory T. Rousos Rev. Patrick H. O'Connor, Secretary
GUESTS	Ms Angela Duffy, Esq. Ms. Anita Clemens
COMMITTEE MEMBERS EXCUSED:	Mr. Douglas McArthur Ms. Karen Gray (newly appointed member representing the Foundation)
JARVIE STAFF PRESENT:	Ms. Sofia Carreras Ms. Susan F. Cohn Mr. Raymond J. Hamilton Ms. Margaret H. Reiff

MEETING CALLED

The Jarvie Commonweal Service Committee (JCSC) met on Wednesday, April 24, 2013 and Thursday, April 25, 2013 in the Culpeper Room, on the 9th floor (Rockefeller Bros. Foundation), The Interchurch Center, 475 Riverside Drive, New York, NY, 10115.

WENESDAY, APRIL 24, 2013

1. **PRAYERS AND DEVOTIONS**

Jon Brown led prayers and devotions at 2:15 pm.

2. **MEETING CONVENED**

Rev. Patrick O'Connor convened the meeting on Wednesday, April 24, 2013 at 2:20 pm. There was a quorum present.

3. **APPROVAL OF AGENDA**

PRESBYTERIAN MISSION AGENCY BOARD
April 23-25, 2014
Compassion, Peace and Justice Ministry Area

ACTION: The JCSC, on motion by Sara Lisherness, seconded by Leslie McCall, VOTED TO APPROVE the Agenda of the April 24-25, 2013 meeting of the Jarvie Commonweal Service Committee.

4. APPROVAL OF MINUTES

ACTION: On motion by Greg Rousos, seconded by Leslie McCall, the Committee VOTED TO APPROVE the Minutes of the October 31, 2012 Conference Call Meeting of the Jarvie Commonweal Service Committee.

5. PRESENTATION REGARDING PERFORMANACE OF JARVIE'S ENDOWMENT UTILIZING THE FOUNDATION /BNM'S INVESTMENT STRATEGIES – Anita Clemens

Ms. Anita Clemens, an Investment Relationship Officer for the Presbyterian Foundation, distributed the Investment Review document for Jarvie dated April 2013. She then updated the Committee on the performance of Jarvie's investments indicating that 2012 ended with +12.5% compared to the benchmark of 10.5%. She also indicated that we have had a strong first quarter of 2013. She provided an overview of the Foundations' "balance growth spending fund" and the ways that Cambridge Associates, LLC, has utilized its philosophy of diversification of investments in order to achieve growth. The portfolio has gone through a significant transformation especially related to a shift from stock bond holdings into diversified assets and utilization of 40 Cambridge managers. Ms. Clemens conveyed that the Foundation maintains its commitment to socially responsible investing, which prohibits investment in products such as alcohol and tobacco. She reminded the JCSC that this approach is "not an effort to be perfect, but to be faithful." She concluded by noting that these are very volatile times and how important it is to have portfolio managers like Cambridge Associates, LLC, who can quickly adapt to and make changes in investments as the need arises.

6. REPORT OF ADMINISTRATION AND FINANCE SUBCOMMITTEE

Ms. Leslie McCall reported to the JCSC as Chair of the Administration and Finance subcommittee:

- She conveyed that the Subcommittee completed the "Annual Investment Policy Review" and found the policy to be appropriate. Ms. McCall reminded the JCSC that we have made a lifetime commitment to our beneficiaries and no matter how low our endowment goes we still have an obligation to help meet their needs. Consequently, the Administration and Finance Subcommittee affirmed that it continues to be appropriate to maintain that a year's worth of spending in liquid assets.

ACTION: The Administration and Finance Subcommittee voted to approve maintaining the use of this policy throughout the coming year. BY COMMON CONSENT the JCSC ACCEPTED the report of this action.

- The subcommittee reviewed the "March 31, 2013, 1st Quarter Financial Reports" and found that while frailty is up, other costs are controlled. They also noted that Jarvie has a total of 95 million in net assets.
- The Subcommittee reviewed the "Report of Beneficiary Budget Changes" and recommends that the JCSC accept the changes as submitted.

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ACTION: BY COMMON CONSENT the JCSC, VOTED TO APPROVE and ACCEPT the Beneficiary Budget Changes dated October 1, 2013– April 16, 2014 as moved by the A&F Subcommittee.

ACTION: BY COMMON CONSENT the JCSC VOTED TO APPROVE acceptance of the report provided by the Administration and Finance Subcommittee.

7. REPORT OF THE COMBINED MEETING OF THE INDIVIDUAL SERVICE PROGRAM SUBCOMMITTEE AND SOCIAL SERVICE ADVISORY COMMITTEE

Ms. Betty Jones reported as the chair of both committees.

- She indicated that the meeting started with the group getting caught up with each other as the ISP/SSAC hadn't met since April 2012. The committees also welcomed two new SSAC members, Jennifer Finn, Founder of Concerts in Motion, and Kate Hall, a former Jarvie Social Work Intern who now works for an aging service organization in Princeton, NJ.
- The Statistics and Necrology of the ISP were reviewed and approved by the Committees as follows:

Annual Statistical Report of Beneficiaries of the Individual Service Program for 2012

Summary by Caseload –April 17, 2012 through December 31, 2012

Social Worker	4/17/12	STB	Total	New Bs	Deaths Disc. & Transfers	4/16/12 B's	STB	Total
Joe Garner	10	0	10			10		10
Michelle Grant	21	0	21	+2	*-1, **-1	21		21
Wendy Handler	15	0	15	+1		16		16
Ruth Leonard	24	0	24		*-2, **-1	21		21
Cathie Cusack	17	1	18	+2	*-2	17	1	18
Susan Cohn	1		1			1		1
Totals	88	1	89	+5	*-5, **-2	86	1	87

B= Beneficiary STB = Short-Term Beneficiary

*Death **Withdrawn

Necrology of Beneficiaries for 2012

Deaths and Discontinued Beneficiaries from January 1, through December 31, 2012

#	CASE #	DATE OF DEATH/ DISCONTINUANCE	AGE	SOCIAL WORKER	MONTHLY BUDGET	NUMBER OF YEARS AS BENEFICIARY
1	2417	January 13	85	Cathie Cusack	\$4012.85	12 years 9 months
2	2357	January 13**	90	Joe Garner	\$0.00	9 years 9 months
3	2415	March 3	104	Wendy Handler	\$25.00	13 years 11 months
4	2462	April 30	98	Cathie Cusack	\$0.00	12 years, 2 months
5	2494	May 22	93	Ruth Leonard	\$2805.00	11 years, 6 months
6	2406	May 23	91	Michelle Grant	\$1493.14	14 years, 6 months
7	2389	June 12**	91	Ruth Leonard	\$12,518.53	15 years, 6 months
8	2408	November 3	80	Ruth Leonard	\$3737.05	12 years, 10 months
9	2400	November 29**	92	Michelle Grant	\$0.00	15 years, 6 months
10	2351	December 23	93	Cathie Cusack	\$3758.60	16 years

**Withdrawn

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Statistical Report of the Beneficiaries of the Individual Service Program - Year to Date 2013

Summary by Caseload –January 1, 2013 through April 16, 2013

Social Worker	1/1/13	STB	Total	New Bs	Deaths Disc. & Transfers	4/16/13 B's	STB	Total
Joe Garner	10	0	10			10		10
Michelle Grant	21	0	21			21		21
Wendy Handler	16	0	16			16		16
Ruth Leonard	21	0	21			21		21
Cathie Cusack	17	1	18		*-3	14	1	15
Susan Cohn	1		1			1		1
Totals	86	1	87		*-3	83	1	84

B= Beneficiary STB = Short-Term Beneficiary

*Death **Withdrawn

Necrology of Beneficiaries – Year to Date 2013

Deaths and Discontinued Beneficiaries from January 1, through April 16, 2013

#	CASE #	DATE OF DEATH/ DISCONTINUANCE	AGE	SOCIAL WORKER	MONTHLY BUDGET	NUMBER OF YEARS AS BENEFICIARY
1	2280	January 14	103	Cathie Cusack	\$20.00	23 years, 10 months
2	2349.1	February 22	82	Cathie Cusack	\$0.00	17 years, 1 month
3	3358.1	March 15	89	Cathie Cusack	\$0.00	4 years, 2 months

- Ms. Jones then reported on other highlights from the meeting including:
 - The project to revise Jarvie’s “Green Book” that conveys the “Traditions, Policies and Methods” of the Individual Service Program, which is being undertaken by one of the 2012-2013 Social Work Interns, Mr. Muttaqui Dhulkifl, in consultation with Susan Cohn and Margaret H. Reiff. Mr. Dhulkifl presented to the committee about the process of updating the booklet that was created in 2002 and is in need of changes in language, adaptation of a number of policies and inclusion of procedures previously not included in the document.
 - Ms. Aimee Philpott and Ms. Catherine Cusack jointly presented the case of a Jarvie Beneficiary living in a NJ nursing home who has experienced substandard care, abuse and neglect. Ms. Cusack has documented 28 pages of concerns related to this Beneficiary’s needs and corrective action plans have been negotiated and put in place. The Committee commended the staff for the pro-active role they have played as advocates for this Beneficiary and conveyed their hope that they feel good about their work despite ongoing frustrations with the care provided by the facility.
 - The Committee engaged in an extended discussion of difficulties experienced with the MSW student interns this year. Both Aimee Philpott and Susan Cohn have diligently worked with both interns with little affect. Approaches to screening prospective SW Student Interns in the future. . It’s a problem that starts with the Universities and their field placement people. Members of the Committee offered to continue discussions about this subject since there have been issues with a number of student interns’ level of commitment, lack of ability to work independently, and limited capacities.

ACTION: BY COMMON CONSENT, the JCSC VOTED TO APPROVE the report of the Individual Service Program Subcommittee.

8. REPORT OF THE GRANTS TO ORGANIZATIONS SUBCOMMITTEE

Rev. Patrick O'Connor reported as the chair, along with Margaret H Reiff as staff liaison.

- The GTO Committee and GTO Subcommittee did not meet in conjunction with this meeting, but will schedule a meeting at a later date. Rev. O'Connor and Ms. Reiff shared brief updated on site visits to recent grantees and that it is not possible to appreciate how significantly Jarvie's grant funds help the organization until you visit them. The need is great and providing grants, even to a limited number of organizations, is an important component of Jarvie's mission. Ms. Reiff reported that philanthropic funds are desperately needed as government funding continues to shrink and that there are countless organizations that inquire about potential funding on an ongoing basis.
- Ms. Reiff also reported that Superstorm Sandy continues to have a profound impact on older adult in many areas throughout the NY metro area. The Aging Services network has rallied to meet needs, but funding has been scattered and the channels for helping individuals secure emergency assistance are quite complex.

ACTION: BY COMMON CONSENT, the JCSC VOTED TO APPROVE the report of the Grants to Organizations Subcommittee.

9. EXECUTIVE DIRECTOR'S REPORT

Committee Membership

Ms. Reiff updated the Committee about the need to fill a seat on both the Nominating and Personnel Subcommittees that were vacated as a result of changes in JCSC membership from 2012 to 2013. Rev. Patrick O'Connor asked the Committee members if there were any volunteers to serve on these subcommittees. Sarah Lisherness volunteered to serve on for the Personnel Subcommittee and Ms. Betty Jones volunteered for the Nominating Subcommittee. Appreciation for their willingness to serve in these roles was expressed by all present.

2013 JCSC Commitment Forms

Ms. Reiff distributed the 2013 JCSC commitment forms to Committee members and Ms. Elinor Hite asked the JCSC members to take a moment to complete the Commitment Forms, stressing the importance that all Committee members commit to offering specific forms of support to Jarvie's mission, including the provision of an annual financial contribution. Ms. Reiff reported that the JCSC achieved 90% participation in making financial contributions to Jarvie in 2012. She expressed appreciation for this significant increase from 60% participation in 2011. Both Ms. Hite and Ms. Reiff stressed that the amount of the contribution is not important, that any sum, no matter how small or large is welcomed and it is up to each JCSC member to decide what they are able to give. However, reaching the goal of 100% participation is crucial as Jarvie begins to move forward to explore development opportunities, which is included as a component of current Strategic Plan.

Revision of Thumbnail Sketches for JCSC, GTO, & SSAC Members

Ms. Reiff explained the importance of having brief "thumbnail sketches"/bios about each member of the JCSC, GTO and SSAC in order to help new members learn about those they will be serving with. She distributed aexil of the existing descriptions to long-standing members of the JCSC and requested

that they review them and provide her with any necessary corrections or edits. She provided newer members with blank forms to complete and return to her.

Update On Activities

- Ms. Reiff presented information about a unique and invaluable program, Concerts in Motion, which provides individual concerts for older people in their homes/other places of residence. She conveyed that Jarvie has arranged for a number of Beneficiaries to receive concerts and that all of them enthusiastically reported that the experience greatly enhanced their quality of life. Ms. Reiff shared a brief video about the program's founder, Ms. Jennifer Finn, noting that it included interviews with several older adults, including one of the Jarvie Beneficiaries. Ms. Reiff also celebrated that Ms. Finn has agreed to serve as a member of the SSAC and will provide a unique perspective as someone who has performed for Beneficiaries and many other older adults.
- Ms. Reiff provided a report regarding staffing transitions once again noting Roy Peterson's departure after serving the PCUSA and Jarvie for a total of 27 yrs. She informed the Committee that Ms. Amanda Frudakis has been hired to fill the new position of Case and Administrative Assistant and has already made wonderful contributions to the ISP.
- Ms. Reiff updated the Committee about the 2013 Colloquium. She noted that Mr. Marc Agronin, M.D. will serve as one of the plenary speakers and share his expertise regarding working with older adults with dementia. Other information about the Colloquium was shared by distributing copies of the program to the JCSC members.
- The update on Jarvie's technology assessment confirmed the need for Jarvie to upgrade/purchase new technology tools. This includes a trial of a new Micro Soft device, the Surface Pro that JCSC member, Doug McArthur helped to research. Reports from staff have been positive so far and this tool will enable the Social Work Staff to remote in to the Beneficiary database from Beneficiary home visits, which will allow them to engage the Beneficiaries in "live" review of important documentation including, but not limited to, Budget and Financial documents, Emergency Records, etc., which is very helpful.
- Ms. Reiff reported on the success of a workshop that she presented with Ms. Susan Cohn and Dr. Patrick Arbore, a San Francisco based clinician, at the annual American Society on Aging conference in Chicago. The workshop, "Serving Older Adults with Mental Illness: Challenges and Dilemmas for Care Managers and Clinicians" was well attended, and participants engaged in lively and thoughtful discussions. A PDF copy of this presentation will be posted on the Jarvie website.
- Ms. Reiff concluded with an update regarding her service as Vice Chair of the Social Work Section of the New York Academy of Medicine. One of her contributions to the Section's work in 2013 involves organizing the section's annual "Movie Night" on April 30, 2013. This event will provide a free showing of the film "Gen Silent", a critically-acclaimed documentary that tells the story of six Lesbian, Gay, Bisexual and Transgender (LGBT) seniors who face difficult decisions about "hiding their friends, spouses – their entire lives – in order to survive in the care system" or risk experiencing discrimination and disparities in the quality of care they receive. It is a powerful film and registration for this event has been much higher than in past years.

10. Distribution of Confidential Information Packets of Applicants' Information to be Reviewed for Acceptance by the JCSC

Ms. Susan Cohn distributed the information packets containing the information and proposed budgets for the applicants, reminding the JCSC members of the need to maintain confidentiality of this information by returning the packets the following day after each is reviewed.

11. Meeting Adjourned at 4:08 pm

THURSDAY, APRIL 25, 2013

1. PRAYERS AND DEVOTIONS

Elinor Hite led prayers and devotions in the Culpeper Room at 8:50 am.

2. REPORT OF AUDIT COMMITTEE

ACTION: BY COMMON CONSENT the JCSC, VOTED TO APPROVE and ACCEPT the AUDIT REPORT as moved by the Audit Subcommittee.

3. PRESENTATION OF FIVE APPLICANTS FOR ACCEPTANCE BY THE JCSC

Mr. Joe Garner provided brief presentations to the JCSC for 5 applicants whom the staff believes meet the criteria for acceptance as Jarvie Beneficiaries.

CODE#/CASE GRANT	FEMALE/MALE	AGE	AMOUNT OF MONTHLY
3366	Female	76	\$ 1,161.92
3483	Female	88	Service Only
3495	Female	85	\$ 3,073.00
3509	Male	75	\$ 635.00
3510	Female	67	\$ 2,044.45

Mr. Garner shared detailed information regarding each applicant and invited questions or comments from the JCSC members.

Two members of the Committee raised questions the substantial life insurance premium listed on the budget for Case #3495. Mr. Garner conveyed that this candidate purchased the policy at a time in her life when she could afford the premiums. Ms. Reiff noted that in a number of other cases, Beneficiaries who had life insurance premiums with costly premiums, Jarvie asked them to cash out the policies. Another Committee member then inquired about whether this candidate is serious about selling her house. Ms. Cohn responded that, yes, the individual agrees that she needs to sell her home since she is “house rich” but cash poor and unable to continue to pay the expenses to remain in her home, upon which she holds two mortgages. Ms. Cohn also briefly reported on the housing market in the town where this woman resides and that it is unclear what the value of this two family home will be in light of its current condition. Ms. Cohn, Mr. Garner and Ms. Reiff reported that the sale of her home is a condition for Jarvie’s ongoing involvement with this potential Beneficiary and that understands this.

The Committee also engaged the staff in discussion regarding the unusual legal issues faced by Case # 3510 related to a commercial property in Queens that she owns, but has been taken over by another party who she planned to sell shares of the property to and work with as a partner/co-owner. The Committee asked Ms. Angela Duffy, Legal Counsel for the Foundation, about her thoughts regarding this matter. Ms.

Duffy indicated that she would help to search for further information regarding the matter after the staff secures more detailed information from this individual.

ACTION: On motion by Elinor Hite, seconded by Leslie McCall, the JCSC **VOTED TO APPROVE CASE # 3495** presented for acceptance as a Beneficiary of the ISP.

ACTION: On motion by Elinor Hite, seconded by Alan Ford, the JCSC **VOTED TO APPROVE CASE # 3483** presented for acceptance as a Beneficiary of the ISP.

ACTION: On motion by Betty Jones, seconded by Leslie McCall, the JCSC **VOTED TO APPROVE CASE # 3509** presented for acceptance as a Beneficiary of the ISP.

ACTION: On motion by Betty Jones, seconded by Jon Brown, the JCSC **VOTED TO APPROVE CASE # 3510** presented for acceptance as a Beneficiary of the ISP, with the mandate that the legal issue noted above be explored.

ACTION: On motion by Elinor Hite, seconded by Alan Ford, the JCSC **VOTED TO APPROVE CASE # 3366** presented for acceptance as a Beneficiary of the ISP.

4. UPDATE ON STRATEGIC PLAN IMPLEMENTATION

Ms. Reiff updated the JCSC on progress made to date in implementing Jarvie's Strategic Plan, utilizing a PowerPoint presentation. Specific accomplishments related to each of the three strategies were highlighted including:

Strategy 1 – Utilize Jarvie ISP as a “Living Laboratory” to Develop Best Practices...

- Components of reviewing and comparing program Jarvie's program with best practices in the field of care management were initiated through preparation for and presentation of a workshop at ASA's annual conference.
- Revision of the “Green Book” was initiated in Fall 2012 by one of the Social Work Student Interns, Muttaqi Dhulkifl, under the supervision of Ms. Cohn and Ms. Reiff.
- A comprehensive assessment of Jarvie's technology needs has been initiated. Launched a trial utilizing the Microsoft Surface Pro via a “hotspot” connection by one of two members of the social work staff to determine its effectiveness in supporting their work with ongoing Beneficiaries and candidates for the ISP.

Strategy 2 – Reinvigorate the GTO Program...

- As of November 2011, the JCSC has committed to allocating \$100k per year to provide grants to organizations, which was incorporated in the 2012 and 2013 budgets.
- The GTO Committee continues to review priorities, explore critical issues, and seek out partnerships to help guide the process of soliciting applications for funding.

Strategy 3 – Expand Jarvie's Role as a Dynamic Information Source...

- Completion of a market review incorporated contributions of Consultants from Strategic Communications and Planning, Jarvie's Strategic Planning Assistant, Susan Stone, and engagement of the full Jarvie staff.
- Significant work was completed in 2012 related to web restructuring and shift to a “Content Management System” that will allow Jarvie staff to make changes directly to various sections of the website allowing for more timely updates and easier distribution of information/resources..

- Initiated a shift in scheduling the 2012 Colloquium, changing it from a Friday to a Thursday, which resulted in increased attendees. Additionally, scribes were recruited to provide summaries of all workshop sessions and the plenary sessions were videotaped; the summaries and you tube recordings of the plenary sessions have been posted on Jarvie's website.
- Collaborated with Foundation site to create a profile within the Presbyterian Mission Exchange.

Development – Launch Jarvie's exploration of Development Opportunities

- Jarvie staff collaborated with Foundation personnel to create a profile on the Presbyterian Mission Exchange's website and secure access to their "donate now" system accepting online contributions on behalf of Jarvie. A "donate now" button has been added to Jarvie's website, which was demonstrated as part of the PowerPoint presentation. Members of the JCSC raised questions about the color selected for the "Donate Now" button and unanimously recommended that it be changed to the color green, with hyperlinks listed in blue text.
- Further goals and actions are to be initiated in 2013 and beyond.

ACTION: BY COMMON CONSENT members of the JCSC **UNANIMOUSLY VOTED TO ACCEPT** the Strategic Plan Implementation Update.

4. Executive Session

The JCSC voted to go into Executive Session at 10:15 am. There were no action items. A motion was made, seconded and passed to close the Executive Session at 10:30 am.

5. Proposed Dates for 2014 Meetings

April 30, 2014 – May 1, 2014

November 5, 2014 – November 6, 2014

ACTION: BY COMMON CONSENT members of the JCSC **UNANIMOUSLY VOTED TO CONFIRM** the dates for the JCSC Meetings in 2014.

6. Adjournment and Closing Prayer

ACTION: The JCSC, on motion by Sara Lisherness, seconded by, Ms. Betty Jones, **VOTED TO ADJOURN** the meeting of the JCSC at 10:37 am.

Ms. Sara Lisherness led the JCSC in a closing prayer.

Submitted by,

ELECTRONIC SIGNATURE PROVIDED BY MS. JONES ON 2/14/14

Ms. Betty Jones, Secretary
Jarvie Commonweal Service Committee

PRESBYTERIAN MISSION AGENCY BOARD
April 23-25, 2014
Compassion, Peace and Justice Ministry Area

Prepared by:

Sofia Carreras, Recording Secretary in consultation with Margaret H. Reiff, ED/CEO
Date: February 13, 2014

APPROVAL SECURED VIA EMAIL VOTES CAST BY THE MEMBERS OF THE JCSC ON FEBRUARY 14, 16 AND 19, 2014. UNANIMOUS APPROVAL BY THE 8 MEMBERS PRESENT AT THE MEETING. THE TWO MEMBERS WHO WERE NOT PRESENT AT THE MEETING ON APRIL 24-25, 2013 ABSTAINED FROM THIS VOTE.