

# ACTS

## Retirement-Life Communities®

TO: ACTS Residents  
ACTS Employees

FROM: J. Mark Vanderbeck, CEO  
Gerald T. Grant, President & COO

DATE: August 6, 2014

RE: *ACTS Leadership Structure & New Organizational Appointments*

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As we assume our new leadership responsibilities, we want to take this opportunity to announce several changes in management responsibilities, reporting relationships, and the promotion of several senior staff members.

### Organizational Appointments

We are pleased to announce the promotion of three individuals to key leadership positions in the organization. Each of these named individuals have served ACTS for a number of years and during their tenure have progressively assumed more responsibility and been a significant contributor to the organization's growth and success.

Karen Christiansen – Karen has been promoted to the position of Executive Vice President and Chief Financial Officer (CFO). Karen has served ACTS for the past 18 years in a variety of financial positions, most recently as Senior Vice President of Financial Services. She holds a Masters Degree in Finance and is a Certified Management Accountant (CMA). Karen succeeds Jerry Grant as CFO and, in addition to her increased financial responsibilities, she will directly oversee the corporate areas of Information Technology, Procurement and Risk Management.

Charles Coxson – Charlie has been promoted to the position of Senior Vice President of Community Operations. Charlie has served ACTS for over 16 years in a variety of operational roles, including Executive Director at multiple communities and most recently as the Regional Vice President of the Florida Region. In his new role, Charlie will be responsible for all aspects of community operations at our 23 ACTS locations.. Supporting his efforts will be the four Regional Vice Presidents and the Vice President

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of Dining Services & Wellness and the Vice President of Health & Home Services.

Jefferson Kaighn – Jeff has been promoted to the position of Senior Vice President of Legislative Affairs & Organizational Development. Jeff has served ACTS for over 19 years in a variety of operational roles, including Executive Director at multiple communities and most recently as the Regional Vice President of the Pennsylvania Region. In his new role, Jeff will be responsible for developing our social accountability and outreach programs, managing our public policy and advocacy efforts with legislators and our participation in state and national association groups, and to identify and pursue new strategic business opportunities.

As Senior Vice Presidents, these individuals will report to the CEO (Jefferson Kaighn) and the President (Karen Christiansen, Charles Coxson). Over the next several months, we will work to transition these leadership responsibilities, appoint individuals to fill any vacant positions, and make any changes in reporting relationships that are deemed necessary.

Please join us in congratulating Karen, Charlie and Jeff on their promotions and wishing them continued success as they assume their increased responsibilities.