**LCMH Board of Directors Meeting Minutes**

Date: 7/19/23

Start time: 5:02 pm

Adjourned: 6:22 pm

Board Members: Luke Jandreau, Zach Williams, Mary Anne Lewis, Mike Feulner, Stacey Madden, Cindy Morin, Geoff Lindemer, Saudia Lamont

Absent: Chip Troiano, Susan Kimmerly, Fred Ober

Staff: Michael Hartman, Jim Heath, Jennifer Stratton, James Eby, Robyn Daley

Guests:

Notes: Emily Roemer

Meeting called to order at 5:02 pm by Luke Jandreau

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| Topic | Discussion | Action | Person Responsible |
| Introductions | James Eby – New director of quality. He has spoken to Annie and is meeting with the divisions.  Geoff Lindemer – New board member. Finance background. Excited to work with a complex organization and learn about it. |  |  |
| Approval of Minutes | Removed “Morin”, from check signing references.  Correction of “consistent” on page 6. | Motion to approve – Stacey Madden  Second – Cindy Morin  Unanimous approval – Mary Anne Lewis abstained. |  |
| CEO Report | Consumers served in June is lower than average, which is normal for the summer months when school is out and less children are served. July can be low due to people on vacation. The number starts moving up in August. Number of services is also lower, for similar reasons to number of consumers. The final numbers for the month will be higher as staff complete charting services for the month.  Flood Response – The agency on a whole is OK. Two staff lost their homes, one in Johnson, one in Hardwick. FEMA is basing response by county damage. Staff are being assisted. Had the water been any higher, many more consumers would be affected. Our ITS house in Johnson was spared, but buildings nearby were completely flooded. The group home in Johnson had some problems related to the flood but was not flooded. Copley, the Plaza, ABA and Harrel buildings were fine. Many people living in Johnson and Hardwick had significant damage. Luke Jandreau – does AHS require a continuity plan? Michael Hartman – Yes, we have a plan and it is continually revised. A plan was formulated that people from Johnson group home could have gone to Copley. Harrel can also be used as a back-up for group home residents if needed. Our IT system has a backup in Williston, the main location is in Barre. In this case, the system in Barre was shut down preventatively. And we had no issues with IT. Luke Jandreau – good work. Michael Hartman – Sherry Marcelino (LCMHS housing coordinator) started working with consumers Tuesday morning to find places for them. Sherry Marcelino and Katina Idol offered services to consumers in the shelters throughout the community. Tyler Spring-Stowe paddled into Johnson to help a friend and ended up rescuing other community members. NVU was used as a main shelter as more local shelters were condensed into one location. Red Cross took over at NVU when they arrived. One consumer was moved from her apartment due to it being condemned because of the flood and is now living at Copley. Phil Kaiser is re-looking at the Copley apartments and they may be used for people who lost housing.  The crisis team was involved in the accident at Smugs doing post-incident response. There is a plan for tight debriefing in this type of situation, but the needs at Smuggs were broader than the plan. There were staff who responded to the incident, guests, and others who required support and we provided that support for about 4 days after.  DMH sent a quality report. Some excerpts include a summary of grievances and appeals. We had an appropriate number of grievances based on our consumer population. We have one case where a consumer didn’t feel satisfied by the outcome. LCMHS did training around grievances about a year ago and realized that while we were following the grievance procedures, they weren’t being documenting them as grievances officially. But that has been corrected. The whole presentation will be sent to the board and the website where you can read more about grievances and appeals in DMH. DS has a different tracking site, but DMH and DS are both based on federal requirements.  Grants – RFPs were submitted for the Health Equity Grant that was awarded. This grant is related to all health metrics in Lamoille, not just mental health. The grant will focus on certain groups, such as LGBTQIA and BIPOC, and their access to health care related services. Training will be provided by the group whose RFP is accepted. The health field has done a lot more research and data gathering on the effects of ethnicity, gender identity, age, etc on the service people receive from their providers. There was also a health equity presentation scheduled for staff day, but it has to be re-scheduled due to the flood. Our health care provider also pointed out some trends/room for improvement for staff use of insurance and the availability of wellness programs through insurance. The outlook is good for the $500,000 grant from the Department of Justice. It would bring a peer aspect to crisis services (which will also be supported by an AHS grant shared across the state). The DOJ also includes funding for an imbedded mental health staff for Morristown Police. It would provide 3 years of funding. DOJ has been in contact with Jim Heath and Judy Rex to complete the application to their satisfaction. The CCBHC grant which would make the agency similar to an FQHC, which can increase Medicaid funding.  ASAP was officially closed on July 1. The department of health never replied to our requests for additional funding. An article about it piqued the interest of the legislature and Michael Hartman will be speaking with them in August. The department of corrections has also expressed concerned with the effects of closing “public inebriate programs.” No similar programs are available in Lamoille.  HR has stayed the same. About many people are being hired as those who are leaving. 4 significant staff have left, including Bryanne Castle. She is moving to a for-profit company who is contracted with the department of corrections. Non-profits cannot compete with private companies in terms of salaries. The number of applicants is not meeting the need.  Mary Anne Lewis – is there anything we can do for the staff who lost their homes. Michael Feulner suggested making a contribution and Jim Heath will forward it to the staff.  Staff Day was utilized to provide Caja Medera tacos to neighboring providers. About 200 people showed up. Luke Jandreau – it was a nice day seeing everyone and opening it to the community. Saudia assisted in distributing water that was dropped off by the Alchemist during the event.  Policy update on the disbursement process that was discussed in the previous board meeting. Luke Jandreau – per his review it reflected what was discussed at the meeting. Luke Jandreau and Michael Hartman will sign. Geoff Lindemer – can the board treasurer be an authorized signer as a back-up. Luke Jandreau – for day to day business it would not be efficient, but the treasurer can have that authority. Mike Feulner – the board bylaws would allow it and the policy as written supports what is written in the bylaws. Michael Hartman – Zach Williams (the treasurer) is not currently listed as signer with the bank. If we would like to add that in policy, we would need to vote on the change. Geoff Lindemer – do the bylaws state that the treasurer can sign? Luke Jandreau – the president does, the treasurer is allowed in certain instances. Stacey Madden – on some boards the treasurer does have that kind of access unless there is a conflict of interest of with the treasurer and the specific bank. Luke Jandreau – the policy is for day-to-day activities, where the bylaws makes allowances. Per Luke Jandreau and Michael Hartman, the treasurer has not been a signer in the past 10 years or so. If further review of bylaws, necessitates a change, it will be addressed. Luke and Michael Hartman – the topic will be revisited so we can have the treasurer added as a signer with the bank. Stacey Madden – are any board members currently signers? Michael Hartman – no. Jim Heath – Can board members be added when a replacement for Jim Heath is found so that it can all be addressed at the same time? Luke Jandreau – agrees with that suggestion. |  |  |
| **Finance Updates** | Jim Heath – Finance committee met. Finances have been unchanged. The deficit remains about the same. Certain cuts needed to be made, ASAP was the first item. There are additional cuts that can be made to lessen the deficits. The investment account has gained $31,000 over the past month, which brings it close to the original investment amount. Any profit made from that will be used toward employee education and advancement. The match amount for one of our CYFS programs was calculated incorrectly. It won’t affect us as the amount is processed from the state to schools through us. A cost analysis with the state is being done to bring parity among the designated agencies.  Agency of human services owes us reimbursement from premium pay disbursements. Jim Heath is in contact with state representatives about when that will be received.  Geoff Lindemer will be at the finance committee meeting in August.  Luke Jandreau – there’s a lot to be desired for the rest of the fiscal year.  Jim Heath – we have not received a response about the 2024 budget being submitted. The monthly financials were also sent to Alan House.  Michael Hartman – the union contract requires a 1% increase per year. Despite the legislature passing a 5% increase, the secretary of health and human service and the DA’s have not reached an agreement on the final split. The 1% increase has been honored for the first paycheck of the fiscal year, but additional corrections will be needed when the 5% is available. Saudia Lamont – offered to present specific questions to her colleagues. Michael Hartman will provide her those questions. |  |  |
| **Committee Reports** | Michael Hartman – Bryanne Castle (adult behavioral health director for the past 3 years, has been with LCMHS for 12 years) is leaving LCMHS on Friday. Michael Hartman will be assuming some of her duties as a well as dispersing her duties amongst other staff. She has been quite a presence her and will be missed. |  |  |
| **New/Old Business** | Geoff Lindemer would like to review bylaws and any policies related to finance and investments. |  |  |
| **Agenda for Next Meeting** | None. |  |  |
| **Closing** | Luke Jandreau– We do not have to vote to end the meeting. Thank you to staff and all who showed up to staff taco day. Hopefully we can do more similar events for the board to meet everyone. Welcome to Geoff Lindemer and James Eby. Thanks to staff for their hard work. |  |  |

The meeting was adjourned at 6:22 pm.