

## LCMHS Board of Directors Meeting Minutes

Date: September 16, 2020

Start time: 5:00 pm

Adjourned: 6:29 pm

Board Members: Zach Williams, Fred Ober, Mike Feulner, MaryAnne Lewis, Dot Reeve, Chip Troiano, Polly Manosh, Luke Jandreau

Absent: Sharon Menard

Staff: Michael Hartman, Jim Heath, Jennifer Stratton

Guests: Brittany Rhoads

Notes: Luciana Swenson

Topic	Discussion	Action	Person Responsible
Approval of minutes	<p>The board reviewed the meeting notes from August 2020.</p> <p>Mr. Ober made the motion to approve the minutes from July 2020. Ms. Lewis seconded the motion. All approved.</p>	<p><b>By unanimous vote the minutes of August were approved.</b></p>	
CEO Report	<p>We are doing fairly well in operations overall. We started school last week and we are in all schools in the district, but there is a staffing challenge with the new contracts from schools, ending up needing between 10-13 additional Behavioral Interventionist. Some contracts allow one BI for 2 children, due to the need of less days a week per child.</p> <p>We are still looking for a Developmental Services Director as the candidate we were interviewing is not able to make the move to Vermont at this time.</p> <p>Wellness committee is coming back forward in promoting wellness within the staff, including incentivizing staff to take a flu shot and receiving a \$25 gift card when doing so. Genoa Pharmacy is providing the vaccine to staff, friends and family. More people are coming in the main office, for flu shots and services.</p> <p>Residential staff are mandatory to quarantine for 14 days when going out of state in a yellow or red zone, not being allowed to test for Covid-19 on day 7, per new CDC requirements. Staff have been very conscious on traveling but some situations arise.</p> <p>We have challenges with space that previously housed 2 or 3 employees per office, which is not acceptable with Covid. We are looking into space solutions (ie. trailer rentals) and will keep the board updated.</p>		

Our consumer contact numbers have gone down; we expect them going up with school starting. We are actively looking at the contact numbers. We have been reimbursed by services and the process looks good between the agency and DMH and DAIL.

We have had good success with Suicide Awareness, September being Suicide Awareness Month. We had a radio spotlight at WLVB earlier this month. Michael did an interview earlier today for channel 3 News. We have trained 74 providers in Lamoille County. It has been a huge collaborative work within the county, trained in the same piece.

Last month the Senior Leadership Team supported Jennifer's request for consideration that LCMHS become a Traumatic Brain Injury (TBI) provider. An application is in, and we are engaged in getting community partners involved to help us via letters of support. It is likely we would gain approval for this effort. The request made was in response to finding that we are increasingly getting referrals for persons with a TBI, but the provider system is underdeveloped. We will keep the board informed on how we are progressing with this application.

The Racial Equity Zoom meetings in the agency have continued this past week with a presentation by Shakia Woods, a child and family case manager at Washington County Mental Health, who is a member of their racial equity task force. Ms. Woods spoke to a broad range of racial equity issues working from her own background as a foster child, and through to her experiences in promoting equal access to healthcare and her own experiences of racial profiling in Vermont. We were joined in this zoom session by over 25 staff. Ms. Woods provided the group with a number of insights and data regarding racial inequity in housing, transportation, healthcare and was a very engaging presenter. We expect she may return in the near future as there was not much time in this session to have extended exchanges on race and equity.

The Core Training team has been working on the Training Plan and Manual for users as we continue to gear up for our "go-live". Currently we are scheduled to start the training in the second 2nd week of October and will start up the system for real on November 3rd. The NCSS team did so on September 1 and after the past two weeks have been very successful in getting their staff to work quickly. It appears at this point that the extra time taken to configure our system has paid off in that we have had one

	<p>of the most successful launches that Netsmart has experienced. There are plenty of stubbed toes, but no broken bones on this effort so far. UCS is the next agency in line, and is set to go in early October.</p> <p>Chris Glowac, our Child School Mental Health manager, is engaged in a Case Management training provided by OneCare Vermont, the Accountable Care Organization for the state. Her training is to gain certification as a certified case manager credential (CCMC), the only cross-setting, cross-discipline case manager credential for health care and related fields that is accredited by the National Commission for Certifying Agencies. This will help us to improve our understanding of the OneCare system and how to optimize our work in support and documentation of this work. We plan on creating a position to oversee the OneCare processes, 30-40 individuals, mostly in CYFS, and possibly being able to bring more money to the agency by providing the service.</p> <p>Next Wednesday on 9/23 we are having a Staff Appreciation Day Drive Thru in the agency from 2-6pm. Senior leaders will be greeting staff as they drive through our parking lot, cheer and thank them for their services. We will sponsor teams to have small pods of team building and luncheon for a few hours on their own scheduled time.</p> <p>Mr. Feulner asked if the BI contracts would be honored if the schools end up moving to 100% virtually. Mr. Hartman said that no, there is no guarantee. We have a great relationship with our schools, but that income is unstable and reflect 25% of our income.</p>		
<p>Finance Report</p>	<p>Mr. Williams presented the report that was given by Mr. Heath to the finance committee.</p> <p>The ending of FY20 has proven to be an interesting year to say the least when we think of all the changes regarding the COVID pandemic. For LCMHS, it looks as though we will be ending the year with a bottom line reflecting \$737,747.12. A few reasons behind this large surplus is:</p> <ol style="list-style-type: none"> <li>1) Mileage saving due to the stay at home order issued by the governor and staff working at home</li> <li>2) Grants and other financial COVID assistance from both the state and federal government totaling approximately \$288k. This does not include the PPP funds we received of \$2,275,000 which is in a money market account</li> <li>3) Additional allocation of Success by Six (SB6) funds which contributed another \$100k</li> <li>4) Funding gained through the state's new bundled rates</li> </ol>		

	<p>5) A large number of vacant positions placed on hold due to the pandemic</p> <p>Adjustments will likely be made to this amount pending results from the auditors. However, the agency will see a healthy financial end to a very different and difficult year.</p> <p>Moving forward, we are currently busy wrapping up the 401(k) audit and will begin our financial audit on Monday, September 21, which will last a period of 4 days. We expect the final financial audit reports by the middle to the end of October when completed.</p> <p>We also have a draft of the budget for FY21. A few minor adjustments need to be made to this before final approval.</p> <p>We have also been busy seeking bids on our insurance package which is set to expire on 11/1. We are seeking bids from our current provider, NFP, as well as Hickok&amp; Boardman for this renewal package.</p> <p>We were notified that we would be awarded \$158,161 from the Health Care Provider Stabilization Grant Program, pending final review and approval. These funds will be utilized in a number of ways to help the agency through the COVID era.</p> <p>Mr. Troiano shared the status of budget approval and bills at the State House, including housing and homelessness bill updates.</p>		
<p>Standing Committees</p>	<p>Mr. Williams asked if there were any questions regarding the standing committee notes. No questions were asked.</p> <p>Ms. Stratton said that the DS committee met today and there was an email from DAIL on payment reform. As earlier this year, Ms. Lewis offered help to advocate for the agency on those discussions. More to come on that once the DAs meet on the subject.</p>		
<p>Check signing process</p>	<p>Mr. Williams said that the check signing policy proposal was that:</p> <ul style="list-style-type: none"> <li>• Checks under \$200 would only need one signer, with two signatures on the list of checks</li> <li>• Checks over \$5,000 would be reviewed by CEO and a second authorized signer</li> </ul> <p>By approving the proposal, the board allows the agency to change the policy of Authority to Sign Disbursements as currently stated.</p>	<p><b>By unanimous vote the motion was approved.</b></p>	

	<p>Ms. Lewis made the motion to approve the proposal as stated above. Ms. Reeve seconded the motion. All approved.</p>		
Genoa Pharmacy	<p>Mr. Hartman checked with agencies that have Genoa as a provider and none of them have the pharmacy on their website.</p> <p>Board agreed that they would support the agency on not posting the pharmacy on the website. There is no action necessary by the board on the matter.</p>		
Board officers	<p>Mr. Williams said that the ByLaws language on election of directors must happen in October, by the annual meeting. He would like to consult with an attorney on the ByLaws language and possibly change that election to September, to align with the election of officers.</p> <p>Proposed that the voting of the officers and directors happen in September.</p> <p>Mr. Williams had discussions with Mr. Feulner and Mr. Ober regarding their role with the board, in which Mr. Williams will continue as the president for the time being, Mr. Feulner would work as a Vice-President and work toward wearing the hat as the President in the future. Mr. Ober and Ms. Menard have been strong team members within the officers. Mr. Williams also pointed out that each officer could hold the position for 4 consecutive terms of one year, which would mean that Ms. Menard might not be eligible to continue as secretary. She could however continue as an Assistant Secretary. Mr. Ober would be willing to act as the Treasurer if Mr. Feulner steps up as the Vice-President.</p> <p>Mr. Lewis said that she is willing to entertain the idea of becoming the secretary.</p> <p>Mr. Williams said that the board has many talents and strengths, and he</p> <p>The treasurer position might be intimidating, but anyone that would transition to the role will be supported by the board, the CEO and the CFO. Board members also can join as Assistant Treasurer and learn the role with time.</p> <p>Mr. Williams proposed that the election of officers is moved to the October meeting.</p> <p>Ms. Reeve made the motion to move the election of officers to the October board meeting. Mr. Jandreau seconded the motion. All approved.</p>	<p><b>Connect Mr. Williams with attorney to discuss ByLaws language</b></p> <p><b>By unanimous vote the motion was approved.</b></p>	<p><b>Ms. Swenson</b></p>

New board member	<p>Ms. Davies, who was elected last month resigned from the board due to time constraints. She might return in the future.</p> <p>Ms. Lamont has interest in rejoin the board and Mr. Feulner will follow up and contact her.</p>		
Review plan/agenda for next meeting	<p>Mr. Williams asked Ms. Swenson what are the needs for the annual meeting in October.</p> <p>Ms. Swenson said that because this will be a Zoom meeting instead of the usual in person, most of the presentations will be pre-recorded. There will be consumers' interviews and updates. She said that the board president and the CEO would facilitate the meeting, and move each topic to each presenter. She would like to have a tryout meeting a few days before the real one, to makes sure the roles are well defined, and will be happy to practice with each board member if needed. Board members present <i>the Years of Service Award</i> and the <i>Shirley Hayden Award</i> Nominees and winner. She will be in touch with Mr. Williams to give more specifics of the event.</p>		
Adjourn	<p>Mr. Troiano made the motion to adjourn the meeting. Mr. Lewis seconded the motion. All approved.</p>	<p><b>By unanimous vote, the meeting was adjourned at 6:29pm.</b></p>	