

LCMHS Board of Directors Meeting Minutes

Date: August 18, 2021

Start time: 5:01pm

Adjourned: 6:13pm

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

Absent: Chip Troiano, Sharon Menard, Saudia Lamont

Staff: Michael Hartman, Bryanne Castle, Kathy Curran

Guest: Brittany Rhoads

Notes: Luciana Soares

Topic	Discussion	Action	Person Responsible
Approval of minutes	Mr. Williams made the motion to accept the minutes from July 2021 as presented. Ms. Lewis seconded the motion. All approved.	By unanimous vote the minutes of July were approved.	
CEO Report	<p>Mr. Hartman presented the CEO report.</p> <p>He mentioned that the first graph on the report should have shown the blue vertical line by the month of June, and not April as shown. The agency has been pretty steady with number of episodes but by December and end of June the numbers are lower due to school programs being more challenging. In comparison to 2018 and 2019 the numbers show an increase of services. We expect to be in good shape once school starts.</p> <p>DS Transition home is ongoing with closing of the land finalized and the old home removed.</p> <p>We will have some new data on client satisfaction survey next month. Anne Paumgarten has completed a retention data report. We've had decreased the number of staff leaving year by year, showing 85 in 2019, 78 in 2020 and only 57 leaving the past fiscal year. We've been working on strategies to increase the retention of staff through the years.</p> <p>Covid-19 update: yesterday we had staff appreciation day, employees were back at masking promptly. There is a lot of discussion going on within DAs on mandatory vaccinations and we have been talking to partners and managers to get a gage on this option. Local testing has been diminished in our county and this could be a challenge.</p>		

	<p>Golf tournament: Mr. Feulner said that the fundraiser was very successful and we raised over \$13,000 (after expenses) and a good event to put the agency's name out there. He thanked Polly, Luciana, Luke, Sharon, Chip, Michael and all that helped with the event.</p> <p>Mr. Hartman said that Polly did a wonderful job organizing the event and we have received many compliments of how enjoyable it was.</p> <p>Mr. Hartman said that both himself and Mr. Feulner sent a letter to DAIL on the use of a new assessment tool, named SIS assessments, which has been used by other DAs and SSAs. Other assessments are being used across agencies with determination of client's needs and how to include them within programs. However, the new assessment for the DS program was done by video for training purposes and concerns were raised about the length of the assessment (4-5 hours instead of the original 2 hours), how exhausting they are, and how they are being done. In addition, some questions are not really clear to clients, some hypothetical and concern how it could affect individuals funding. All DAs are pleading with DAIL to slow down on the new assessment and the difficulties occurring.</p>		
<p>Finance Committee</p>	<p>Mr. Williams presented the finance committee report. KBS will be coming in and sending a final audit report by the end of the month. The PPP loan has been forgiven and will not show as a recurring income, but as a one-time income.</p> <p>We have finished the year on budget.</p> <p>The committee discussed the uncertainty in the world and the need to continue to be conservative.</p> <p>The committee also discussed the investment policy and the risks for the agency, will continue to discuss until all agree with the final draft, and further bring to the board.</p> <p>Mr. Hartman said that the report shows the first glance of the year but will continue to consider any expenses that Covid might still bring to the agency.</p> <p>Mr. Jandreau asked if staff expect to have an annual raise similar to this year, that came with the help of the one-time PPP loan. Mr. Hartman said that staff was aware of the effort and market adjustment, hopefully we will be able to allow staff to get paid a living wage. Ms. Rhoads said that the</p>		

	<p>communication sent to staff was of a market adjustment to make sure all positions reflected a fair payment. Mr. Jandreau said he is looking forward to the assessment coming from staff satisfaction and the board supports the staff.</p>		
Equity & Diversity	<p>Mr. Feulner said that Ms. Lewis is working on education opportunities for board members. Ms. Lewis said she contacted Mr. Michael Hill, who has provided some training for LCMHS staff. She has a meeting with him tomorrow and will report back.</p>		
<p>New business September and October Meetings</p> <p>Agency review</p> <p>Golf Tournament</p> <p>Other business</p>	<p>Mr. Feulner said that both September and October meetings will require full attendance as September is the election of officers, and October will be the annual meeting.</p> <p>Mr. Feulner is going through the 28 pages of the review. He plans on summarizing it to the board by the next meeting, but it looks overall positive. It also has some elements that require the board to address.</p> <p>Mr. Hartman said that the process of re-designation has started for next year.</p> <p>Mr. Feulner would like to review the conflict of interest of the by-Laws due to the purchase of raffle tickets by board members, who won several prizes.</p> <p>Ms. Rhoads offered to share documentation on board participation for a 501c3.</p> <p>Mr. Feulner said that the article on the newspaper thanking supporters was very positive. Mr. Hartman said that we also have an ongoing ad to let people know we are available 24 hours and to contact the agency if/when needed.</p> <p>Mr. Feulner asked if there were any other questions or comments.</p> <p>Mr. Jandreau thanked for the organizational charts shared.</p> <p>Mr. Jandreau asked when and what the next fundraiser would be. Mr. Feulner said that once Covid gets better the group will discuss the next event.</p>		

Adjourn

The meeting was adjourned at 6:13pm.

