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| LCMHS Board Minutes | |
| Date | May 15th, 2024 |
| Time | 5:02 pm |
| Meeting called to order by | Zach Williams |
| Meeting Adjourned | 6:22 pm |

## In attendance

Board: Mike Feulner, Cindy Morin, Mary Anne Lewis, Chip Troiano, Geoff Lindemer, Zach Williams, Stacey Madden

LCMHS Staff: Jennifer Stratton, Robyn Daley, Meg Bickerstaff, Katy Kuchta,

Guests: Derek Hoy – CFO – NCSS

Notes: Emily Roemer

## Introductions

* Derek Hoy – CFO for NCSS. He is the chair of the VCP CFO committee. We share the EMR and Sage. Their controller is from the Morrisville area.

## Approval of minutes

The minutes from April’s meeting were approved.

FIRST: Mary Anne Lewis

SECOND: Stacey Madden

APPROVED: unanimously approved – Mike Feulner and Chip Troiano abstained

DISCUSSION: None

## Finance Report

* Jennifer explained the Core 4 Agencies (Washington, United, NCSS and LCMHS) and how it strengthens our agencies. It has assisted greatly in audits and aligning processes. All agencies are struggling to hire staff, especially in senior leadership positions. When Jeff Kellar resigned as LCMHS’ CFO, Jennifer reached out to the CEOs of the Core 4. NCSS offered to have conversations about how to utilize Derek at LCMHS during the CFO hiring process. The current plan is to have a 90-day contract with Derek providing support to LCMHS. This is key as FY 2025’s budgets are due soon and a lot of work is being done on payment reform. NCSS’s finance team has the capacity to fill in for Derek’s time at LCMHS. Should the contract continue, NCSS can hire additional staff to meet their needs. Derek will be on-site at LCMHS tomorrow. A key priority for Derek, if the contract is enacted, is to provide up-to-date financials for the agency and individual programs. The executive committee of the board reviewed this plan at length on Monday. Zach noted that the Core 4 has been a great resource. Jennifer is meeting with Commissioner Hawes and will discuss if any additional approval is needed to enact this contract. Previous conversations about partnership between agencies with Commissioner Hawes have been positive. Jennifer hasn’t seen any guidelines from DAIL or DMH that would require permission, but she will be informing them. Geoff and Chip also noted their approval for this collaboration and the potential for great long-term results. Derek explained his history at NCSS. He came into NCSS when they were in a similar financial situation to what LCMHS is in now. He also had to map the GL coding system. He believes that financial information should be accessible and transparent. He believes that financial information that allows for projections is key. They have had great success using Sage and building reports for budgeting. CCBHS is also in the works and there can be collaboration on the reporting for that. Focus of the meeting tomorrow is building relationships, looking at what is successful and what can be improved. He is proud of the mental health supports provided in Vermont and proud to be a part of the system.
* Zack noted that having similar processes at NCSS and LCMHS will support the system as a whole and be beneficial to both agencies. There is a plan to continue to look for a CFO. Howard Center also provided some leads on candidates they have met with recently in their search for CFO. Jennifer is also looking into some additional options for temporary/part time CFO and finance staff.
* Legislature did approve a 3% increase.

## CEO Report

* Union negotiations have started. Amy Fitzgerald (HR Director) and Robyn Daley (CYFS Director) are representing the administration. Of the DAs, only Howard and LCMHS have union representation.
* An offer was made for a Grant’s Manager. Michael Hartman has been managing grants in the interim.
* The roof is complete.
* The Department of Labor has finalized the overtime rule, and it has major implications for the agency and system. The minimum salary for managers has increased almost $20,000 per year. The CFO group is meeting to analyze this change.
* Lamoille Health Partners is struggling with staffing their behavioral health program. They are hiring a consultant to advise on what services are working well and which aren’t.
* Since the CEO report was written, ABH lost another case manager. A stipend will be provided to the remaining case managers while the positions are vacant. Oasis is also struggling as they are providing services for two consumers.
* DS has lost their intake coordinator, though they are staying at the agency. Katy has been spending a lot of time with payment reform and other meetings. There has been a lot of internal transfers/promotions to support the needs of the department. There have been few applicants for any of the open DS positions. ITS needs 1.5 additional staff to discontinue using VCIN for staffing. They have successfully leveraged out of the box thinking to provide care for 2 consumers who recently lost housing.
* CYFS is working on next year’s school contracts and being innovative with the current staff. They are developing a 1:5 contract to support the needs of students. Finding a BCBA is key for this plan to work. Our contract with the family center provides support for 27 kids and all those positions are open. They are currently being supported by senior staff. There are 60 kids on the waitlist for outpatient services and that program is fully staffed. EPIC is still going well.
* Zach praised the work being done by the staff here in caring for the community. Their loyalty is appreciated.

## Committee Reports

* Adult and CYFS standing committees are being combined. This plan is being worked out and is set to launch around September.
* CYFS chart audit revealed some concerns with medication documentation. Robyn clarified that we barely didn’t pass. Three charts were reviewed related to prescriptions for anti-psychotics. Robyn spoke to Dr. McGee. Upon review, the documentation wasn’t in the place it was expected. He will create a template to follow for these scenarios to ensure the documentation is readily available.
* Genoa Pharmacy is in our building. There is one pharmacist and three additional staff. The service has been very beneficial compared to the pervious mail-order system. Many nurses and staff spend time coordinating medications for consumers.
* DS meeting has been focusing on payment reform and conflict free case management.

## NEW Business/old business

* No updates on strategic planning. The person they met with is working with NCSS and Jennifer met him. Jennifer and Susan will review services offered.
* Board Member Longevity – The history of the term limit is unclear, but it is common. Amendments to the bylaws have to be approved by DMH. Mike F to assist if that is something we plan to do. Jennifer and Mike F to collaborate if there are DMH requirements for this limit or if there can be no limits. Mike noted that our term limit is on the small size (9 years) and recommended increasing it to about 13 years if it can’t be eliminated. We want to avoid dropping below the required membership for the board.
* Can the CEO be given the authorization to remove access to bank accounts upon termination of anyone who has access? Geoff noted that Jennifer or a CEO or HR could make that call in an emergency, but board approval has to be documented before or after the decision is made. Jennifer to research if DMH regulations oppose a policy allowing this.

**MOTION:** Move to remove Jeffrey Kellar from all finance related authorizations including access to all bank accounts and all signing privileges.

First – Mary Anne Lewis

Second – Mike Feulner

Unanimously approved.

* Jennifer read an email from Jeff Kellar noting that we are OK on cashflow. $400,000 was received for ITS services. The loss for quarter 3 was less than expected. School based matching is due soon and DMH approved a partial amount. $700,000 is due by June 10th. This is due to Medicaid match, school services and reconciling per member per month payments. Children’s is currently meeting the per member per month payments. Adult is not meeting that membership and money has to be paid back. Payroll cashflow is OK. We have not recently used the line of credit to Jennifer’s knowledge.
* The executive committee will need to begin Jennifer’s performance evaluation. Generally, a meeting 6 months prior to the evaluation is customary, which is quickly approaching.
* Susan emailed an opportunity for training on executive evaluation. Susan, Geoff and Mary Anne are planning to attend.
* Benefit Bake at American Flatbread – May 23rd.
* Staff Day – Friday, July 19th, 2024

## Next meeting(s)

* Dates for strategic planning
* Discussion of board member longevity per the bylaws.
* May 2024 – 72 Harrel St. Morrisville, VT – Conference Room