

LCMH Board of Directors Meeting Minutes

Date: 08.02.2018

Start time: 12:08

Adjourned: 1:08

Board Members: Zach Williams, Fred Ober, Mary Anne Lewis, Fein Rosenblum, Dot Reeve, Michele Whitmore, Karen Carlson

Absent: Chip Troiano, Sharon Menard, Bev Allen

Staff: Savi Van Sluytman, Bill Frattini, Robyn Daley, Michael Hartman, Rebecca Copans

Notes: Rebecca Copans

Guest: Brittney Rhodes

Topic	Discussion	Action	Person Responsible
1. Discussion about the time of the Board Meeting	<p>Mr. Williams: Proposed to move the time of the board meeting. Difficult for several board members to make it during the day. He remains very committed to the board and appreciates his colleagues' patience during his job transition.</p> <p>Mr. Ober: Moved to change the board meeting time to 5:00 on the first Thursday of each month.</p> <p>Ms. Reeve: Seconded the motion.</p> <p>Mr. Williams: Discussion?</p> <p>Ms. Lewis: 5:00 on Thursdays doesn't work, conflicts with the farmers market. Proposed Wednesday at 5:00.</p> <p>Ms. Whitmore: Can't always predict her schedule but evening does tend to work better.</p> <p>Ms. Van Sluytman: Go back to the third Wednesday of the month?</p>		

	<p>The first week of the month is very hectic.</p> <p>Mr. Williams: Consider history? Thoughtful of employees having to give another hour at the end of the day. Were there other reasons we made the change?</p> <p>Ms. Van Sluytman: We thought it would be easier for people to come during their lunch hour.</p> <p>Mr. Williams: Other thoughts?</p> <p>Ms. Whitmore: Can we start at 4:00? Addresses staff staying an hour later.</p> <p>Mr. Williams: Want to be sure that staff is getting comp time for the hours if moved to evening.</p> <p>Mr. Ober: Move to hold the board meeting on the third Wednesday of the month at 5:00.</p> <p>Ms. Reeve: Seconded the motion.</p> <p>All approved.</p> <p>Mr. Williams: Next meeting will be on September 19 at 5:00 pm. Annual meeting happens to be on the third Wednesday of October. Encourages direct feedback if that time change doesn't work for anyone.</p>		
<p>2. Introductions</p>	<p>Ms. Rhodes: Will be either her or Sarah Williams who attends board meetings.</p>		
<p>3. Minutes to approve</p>	<p>Mr. Williams: Thank you for the donations from Union Bank in lieu of your retirement party!</p> <p>Ms. Carlson: Good place for it to go.</p>	<p>By unanimous vote, the minutes of the July meeting were approved.</p>	

	<p>Ms. Reeve: Motion to move minutes.</p> <p>Ms. Carlson: Second the motion.</p> <p>All approved.</p>		
<p>4. CEO Report</p>	<p>Ms. Van Sluytman presented the CEO report.</p> <p>Ms. Van Sluytman: Signed and sealed CBA agreement for the next 3 years. Thanks Brittany. This was a very good process. First time in memory that it was closed in July.</p> <p>Mr. Williams: Savi and I had conversation about having cliff notes of the negotiations; one pager with bullet points. Key components, what are they negotiating, what changed from last agreement.</p> <p>Ms. Van Sluytman: Had staff development day. Feedback was positive. Heartened to see people to have a good time and that there was so much involvement from staff.</p> <p>We have signed an agreement with 4 other agencies for UEMR. Right now hoping to get a 50/50 match state/federal for implementation. State wants all of the agencies to be on the same platform so they will help. Operational costs will be higher than current costs, but we are going to get a lot more.</p> <p>Mr. Williams: IT world is changing with buying software and licensing. Often we pass on doing updates because of the cost, this</p>	<p>Cliff notes from CBA agreement</p>	<p>Mr. Frattini</p>

	<p>agreement will allow the agency to stay current. Once you get behind it's hard to catch back up.</p> <p>Ms. Van Sluytman: Storage piece is very important, we would be protected in the case of a loss. With cloud based system it would be stored in two places.</p> <p>Mr. Williams: Ben & Jerry's gave us a grant—kudos.</p>		
5. Finance Committee	<p>Mr. Ober: 3 parts:</p> <ol style="list-style-type: none">1.) Budget2.) Rate increase on self-pay insurance3.) Have not been able to close out the fiscal year yet. Savi has been working like crazy to get it together. Will be next month before we get closure. <p>\$16k deficit, with a budget of \$18m.</p> <p>Mr. Ober: Motion to send the budget to the State.</p> <p>Ms. Reeve: Second the motion.</p> <p>All approved.</p> <p>Mr. Williams: Do we need to formally approve the rate increase?</p> <p>Mr. Ober: Increase in our internal rate</p> <p>Ms. Van Sluytman: if there is a difference, it will go to a donated account. We would like to capture that, which is part of the accounting.</p>		

	<p>Mr. Ober: move to increase rate to 3.8% to be in line with state</p> <p>Mr. Williams: Second the motion.</p> <p>Ms. Van Sluytman: the budget is a guide based on assumptions and very well may change.</p> <p>Mr. Williams: Always welcome feedback on the report if there is too much or too little information. Finding the balance.</p> <p>Ms. Reeve: summary was excellent</p>		
<p>6. Governance Committee</p>	<p>Ms. Reeve: Bylaws state that we are affiliated with Copley, is that still true?</p> <p>Ms. Van Sluytman: Not any more.</p> <p>Dot: Department of Health needs to review the bylaws.</p> <p>Michael: Antiquated, likely DMH.</p> <p>Ms. Van Sluytman: Will check.</p> <p>Mr. Williams: Makes a lot of sense to call into sub-committee meetings rather than be in person. Finance committee will meet by phone.</p> <p>Ms. Lewis: Community Engagement will do the same.</p> <p>Mr. Ober: We might consider allowing members to call into the full board meetings.</p> <p>Mr. Williams: Completely agree, will bring that up. Look into technology?</p>	<p>Check that the Dept. of health or mental health needs to certify the bylaws</p> <p>Can board members call into the meetings?</p>	<p>Ms. Van Sluytman</p> <p>Mr. Williams</p>

	<p>Michael: Sean is looking into the technology that is HIPPA compliant.</p> <p>Mr. Williams: All members should take the time to read the bylaws.</p>		
7. Community Engagement Committee	<p>Ms. Copans: There is a draft board recruitment letter in your package, use it as a base, change it as you see fit.</p> <p>The committee looked at the GANTT chart, rearranged items to reflect action.</p> <p>Will be hosting a Paint & Sip event— low overhead event that can bring in some donations.</p> <p>Mr. Williams: Encourage board members to collect donations from business people as they are offered throughout the year.</p> <p>Ms. Whitmore: will ask art teachers/students at Johnson about leading the Paint & Sip.</p>	<p>Ms. Whitmore: will ask art teachers/students at Johnson about leading the Paint & Sip.</p>	
8. CRT Standing Committee	<p>Mr. Hartman: CRT meeting was held just before this meeting, no notes yet.</p>		
9. Pharmacy Update	<p>Ms. Van Sluytman: Licensing of space went well. Is working on setting up insurance. Getting set up internally. Began receiving rent in March.</p>		
10. CYFS Standing Committee	<p>Ms. Daley: One of my long term managers has resigned and moving to the State: Kiah Palumbo. Very proud of her but don't know how we will replace her. Her position will be spread among 5 people until we hire a</p>		

replacement, and we are having difficulty doing that. She really has grown up here and will be missed.

This is the time of year when a lot of people move around before school starts.

No manager for one division.

Mr. Williams: A lot of transition, how are you doing with that?

Mr. Hartman: A lot of transition in summer, peak in July. Tough because not a lot of people applying. Usually only one or two choices for applicants. Slimmer harvest than a year ago.

Daley: This is the heart of my program.

Mr. Williams: Do like to hear about changes in programs & employment challenges.

Ms. Lewis: What are the recruitment strategies? How far and wide do you spread the net?

Mr. Frattini: We are spreading the word wide; we do a lot of online advertising. Fitting a round peg in a square hole, fitting people into jobs that they aren't exactly perfect for. Print media doesn't really work that well. Best resource for finding good candidates is internal.

Mr. Williams: Do you feel that there is competition based on salary with WCMHS? Same caps, same billing, how do they offer a higher salary? Pool of money, spent on wages and health care.

What if we take a ~\$1 out of the health care contribution and put it into salaries? Not removing something from the pot, but moving it from benefits to salaries.

Bill: People really like their benefits.

Mr. Williams: Worth doing the analysis on it. Really no different than a for-profit business. The way they come up with more salary for staff is that they take it from their benefits.

Mr. Hartman: It may be that the bigger the agency, the bigger profit margin because costs are spread across more people. Very divided here, there are two or three other programs that are drawing down the same state dollars as us.

Mr. Williams: We should define a benchmark and analyze different options. Warrants looking into.

Mr. Hartman: In UEMR process, we will be able to increase productivity.

Ms. Van Sluytman: We have an agreement with the union to look at a benefits change.

We do go to the job fairs at colleges. Have an incentive for referrals for our staff.

11. Development Services Standing Committee	Ms. Stratton is away.		
12. New business	Mr. Frattini: invite everyone to the wellness fair on August 13. Mr. Williams: New board member coming!		
13. Old business	No old business.		
14. Adjourn	Mr. Ober: Moved the motion to adjourn the meeting. Ms. Lewis: Seconded the motion. All approved.		