|  |  |
| --- | --- |
| LCMHS Board Minutes | |
| Date | February 21st, 2024 |
| Time | 5:03pm |
| Meeting called to order by | Zach Williams |
| Meeting Adjourned | 6:21pm |

## In attendance

Board: Mike Feulner, Susan Kimmerly, Zach Williams, Cindy Morin, Geoff Lindemer, Stacey Madden

LCMHS Staff: Jeffrey Kellar, Jennifer Stratton, Amy Fitzgerald

Guests: None

Notes: Emily Roemer

## Approval of minutes

The minutes from January’s meeting were approved.

FIRST: Michael Feulner

SECOND: Stacey Madden

APPROVED: unanimous approval

DISCUSSION: expressed approval of new minute format.

## CEO Report

* Admin/Human Resources – Patricia Bartlett, employee of LCMHS at Copley House, has passed away. She provided a lot of hard work and support at Copley during Covid. Cynthia Lyon Hill has retired. New policy regarding closures due to inclement weather has been approved and implemented. Tax documents have been distributed as scheduled.
* IT – Servers are at end of life. It will be a large expense in the coming year’s budget.
* Quality – Staff survey is finalized. Town hall/gallery presentation scheduled for March 14th. Residential sites will have in-person presentations.
* Operations – looking at utilization of spaces available at Harrel and other locations.
* Redwood is fully staffed with BI’s for the first time in a few years!
* Meg Bickerstaff has accepted the position as Adult Behavioral Health Director. Tara Miller has stepped back from director position to training and peer support. An associate director position will be posted.
* DAIL’s quality team is visiting LCMHS every other month to review one consumer. In July, the visits will be monthly. January 1, 2025 is the goal for DAIL announcing their payment reform. The first review at LCMHS went well. This is separate from the normal 2 and 4 year reviews by DMH and DAIL for re-designation.
* Legislative Updates – DAIL and DMH presented a level funded budget, which is a cut on the program level. VCP is asking for a 6.5% increase. Amy Johnson from VCP has noted that this will be an uphill battle and recommended visiting with local senators and officials. Jennifer Stratton and Jeff Kellar planning on meeting with Senator Westman in the next week or so.
* The FindHelp App is in collaboration with Lamoille Health Partners and United Way. It is designed for clients to find services and self-refer as well as for agencies to refer and track referrals between agencies.

## Finance Report

* Audit is complete and clean, no exceptions. There is one finding related to the premium pay grant. Data was submitted that was not within the allowable time period. The state was satisfied with the information Jeff Kellar submitted, and the funds will not need to be paid back. The composition of the board is required to have at least 50% of the members (or family) receiving services or eligible to receive services and that was not met at the time of services. The state has reviewed the info and is satisfied with the current board composition. New member recruiting will focus on meeting that requirement.
* 990’s are complete and ready to be filed. They are tax returns completed for Copley House and LCMHS. Copies are available upon request.
* FFY 24/25 projections – Geoff Lindemer noted that an in depth conversation was had with the auditors and they have confidence in the current staff and board to manage the financial future of LCMHS. Since the audit completion, Jeff Kellar has been focused on creating financial projections by program on a monthly basis. FY 23 is recording a loss. Current projections for FY 24 and 25 are also showing a loss. There is room for adjustments to these projections as information is refined and changes due to legislation/payment reforms become clear. It’s possible that remaining investments will need to be used over the next 2-3 years. Jeff Kellar is currently recommending to not use a line of credit due to interest rates and use the investments instead. Projections have not taken any increase in funding into account due to it probably being offset by inflation increasing expenses.
* Server replacement will cost about $400,000. Options for purchasing, renting/financing and cloud services are being considered.
* Strategies for cutting expenses and increasing revenue are being brainstormed. There has been great effort among the SLT in providing ideas to research. There are a lot of things within the budgets that we can affect. There are strategies related to expenses, billing utilization, etc. that can have a real effect. Layoffs are not being discussed at this point. Amy Fitzgerald has been in close communication with Brittney Rhodes, Union President, on the upcoming budgetary challenges.
* Geoff Lindemer recommended sharing the projections with Senator Westman.
* Capital improvement grants have allowed for expenses that have to be incurred to maintain the building to be excluded from the current projections.
* Jennifer Stratton is attempting to arrange a legislative breakfast to allow staff to share what their daily work life is like, the increase in acuity and increase in incidents of violence in the emergency room(s).
* March 20th Board meeting – Dan Noyes, Melanie Carpenter, and Rich Westman will be attending. Next legislative breakfast is March 11th (8am-9:30am, $8 fee) at Jenna’s Promise. Recent breakfasts have focused on housing and education.
* Zach Williams has confidence in LCMHS’s team to provide accurate financial information and the ability to see through these challenges.

## Committee Reports

* Adult Standing Committee – no additional comments
* Children’s Standing Committee – no additional comments
* DS Standing Committee – no additional comments

## NEW Business/old business

* Strategic Planning – Jennifer Stratton and Susan Kimmerly met with Cath Burns and Simone Rueschemeyer, who were both involved in the strategic plan 5 years ago. They discussed a proposal for compliance education and strategic planning guidance. The proposal cost was more than anticipated. Jennifer and Susan are looking into grants and places to save within their proposal, like more board involvement in things like stakeholder interviews. Examination of the previous strategic plan noted that an executive committee is required.
* **Action:** Jennifer Stratton to look into if a board governance committee is required for re-designation or if there are just governance activities that need to be completed.
* **Action:** Emily to send out previous strategic plan and related documents to board.
* Space Evaluation – Former ASAP/ABA building is currently being under-utilized. The lease on the Plaza is up this fall. There is anticipation that the lease would be increased significantly if it is renewed. The offices at the Harrel building are large. It could be feasible to re-configure the existing space to accommodate more individual offices. ITS House in Johnson has usable space due to not having enough staff to implement ITS programming. That building was rented by Washington County until December. A partnership with another agency may make staffing possible as there is a need for the services that could be provided at that location. About 12 staff would be needed to utilize the programming at the ITS House in Johnson.
* **Action:** complete property evaluation of ASAP/ABA building.
* Violence in emergency rooms across the state, large and small, has increased. Jennifer Stratton and Copley leadership have been working closely on de-escalation training. Team 2 training will be completed in March. Jennifer and Joe Wooden, CEO of Copley have been meeting monthly. Jennifer, Monique Reil (LCMHS MCT Team) is meeting with members of Copley Emergency Room staff quarterly to discuss ways to partner and manage this escalation in violence in the hospital.

## Next meeting(s)

* James to present staff survey results at board meeting in April.
* DEIB grant update
* March 20th, 2024 – 72 Harrel St. Morrisville, VT – Conference Room