

## LCMHS Board of Directors Meeting Minutes

Date: September 18, 2019

Start time: 5:09

Adjourned: 7:07

Board Members: Chip Troiano, Dot Reeve, Sharon Menard, Savi Van Sluytman, Mary Anne Lewis, Fred Ober, Mike Feulner, Zach Williams, Stacey Madden, Stephanie Thomson

Absent: Saudia Lamont

Staff: Patricia Pion, Anne Paumgarten

Guests: Sarah Williams, Brittany Rhoads

Notes: Jennifer Stratton

Topic	Discussion	Action	Person Responsible
1. Annual Report Group Picture		Picture was taken by Jennifer Stratton	
2. By-Laws	<p>Mr. Williams said that the By-laws just came today so he asked the board to review at the meeting.</p> <p>Ms. Reeve said that the bold prints are the changes.</p> <p>Mr. Williams raised the misalignment of section 7 under meetings. Mr. Williams suggested electing officers in September and they will take office in October.</p> <p>Mr. William will make the corrections in the document.</p> <p>Mr. Ober made a motion.</p> <p>Dot seconded.</p>	<b>By unanimous vote, the By-Laws were approved with the noted changes.</b>	
3. Elect Board Officers	<p>Mr. Ober made a motion to keep current slate of officers as is. Mr. Feulner seconded the motion. All approved.</p>	<p><b>By unanimous vote, the current slate of officers as is.</b></p> <p><b>President: Zach Williams, Vice-President: Fred Ober, Secretary: Sharon Menard and Treasurer: Stephanie Thomson.</b></p>	

<p>4. Approval of minutes</p>	<p>Mr. Williams said that the phone system was listed under By-Laws and that should be moved under the CEO report.</p> <p>Mr. Ober said that he tried to call the agency the other day 2 to 3 times and couldn't get through.</p> <p>Ms. Van Sluytman said the IT department is exploring options of new systems.</p> <p>Mr. Williams discussed the new phone system they purchased at his employment, which is all web based.</p> <p>Mr. Ober said that the board came out of executive session at 7:40, to be corrected on the notes.</p> <p>Mr. Ober motioned to approve the minutes with the changes mentioned above. Ms. Lewis seconded the motion. All approved.</p>	<p><b>By unanimous vote the minutes of August were approved with the amended changes.</b></p>	
<p>5. Presentation</p>	<p>Ms. Paumgarten said that she met with Ms. Rhoads to come up with questions for the staff survey. Ms. Paumgarten reviewed the questions and the rating scale.</p> <p>Mr. Ober sent some questions to Ms. Paumgarten that he thought should be added to the survey.</p> <p>Ms. Paumgarten said she would work on doing some reframing of the questions Mr. Ober sent so they are stated the same way as the other questions.</p> <p>Mr. Williams asked when the Staff Survey will go out. Ms. Paumgarten said she is still working on the questions, and had gotten feedback from staff that they are comfortable if the survey is sent from Mr. Williams as board president.</p> <p>Ms. Rhoads suggested that Mr. Williams introduced himself on the</p>		

	<p>email as most employees don't know him.</p> <p>Mr. Feulner made a motion that the board strongly encourages that Ms. Paumgarten sends the survey to Mr. Williams and he will send it out to staff. Mr. Ober seconded it. All approved.</p> <p>Ms. Paumgarten said that in the Quality Improvement plan we are going to make staff aware of the unanimous box for compliance and concerns located in the break room.</p>	<p><b>By unanimous vote the staff satisfaction survey will be sent by the board president to the agency employees.</b></p>	
<p>6. CEO Report</p>	<p>Ms. Van Sluytman asked if there were any questions regarding the CEO report.</p> <p>Mr. Williams asked about the Accounts payable position. Ms. Pion said that she has interviews scheduled for this position.</p> <p>Mr. Ober and Ms. Menard asked how the process of interviewing candidates (as the Medical Director) by the standing committee works. Ms. Stratton explained the process in which candidates meet with each standing committee, the committees have the opportunity to ask the candidate their questions, and then each committee will share their feedback with the director of their division.</p> <p>The board requested that Ms. Van Sluytman sends the resume of the final candidate for a leadership position to the board president prior to hire, as well as prior to a termination in the senior leadership team.</p>		

7. Finance Committee	<p>Ms. Thomson asked to meet with Ms. Pion to gain greater understanding of the budget.</p> <p>Mr. Williams asked to delegate the approval of the budget to the finance committee.</p> <p>Ms. Reeve made a motion to have the budget approval delegated to the finance committee. Ms. Thomson seconded the motion. All approved.</p>	<b>By unanimous vote the budget approval was delegated to the finance committee.</b>	
8. Executive session	<p>Mr. Williams made a motion to move the meeting to an executive session. Mr. Ober seconded the motion.</p> <p>The executive meeting was adjourned at 7:07pm.</p>		