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| LCMHS Board Minutes |
| Date  | September 18th, 2024 |
| Time  | 5:01pm |
| Meeting called to order by  | Zach Williams  |
| Meeting Adjourned | 6:25 pm |

## In attendance

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

LCMHS Staff: Jennifer Stratton, Amy Fitzgerald, Amy Fitzgerald, Robyn Daley, Meg Bickerstaff, James Eby, Katy Kuchta, Ember Power, Savi Van Sluytman

Notes: Emily Roemer

## Introductions

* No Guests

## Approval of minutes

The minutes from August’s meeting were approved.

FIRST: Mike Feulner

SECOND: Susan Kimmerly

APPROVED: Unanimously approved (Chip and Saudia had not arrived at voting time)

DISCUSSION: none

## CEO Report

* Human Resources is implementing Paycom. Use of Paycom for timesheets starts Saturday. Derek Hoy is working on ensuring Paycom is mapped to Sage correctly. Trainings and data transfer are ongoing.
* Grant Manager is looking for grant opportunities for mapping Sage, myAvatar and Paycom.
* Contract with Derek Hoy of NCSS as CFO/controller has been signed. Currently it is for 16 hours per week.
* Lamoille Relators raised $9,200 for LCMHS via their golf tournament. The plan is to use that money for construction of the telehealth rooms; the equipment purchase was covered by a grant.
* We are planning to add other managers to SLT Meetings.
* Nancy Duran reviewed the Valley/ABA building. She will be sending a letter with her valuation.
* CYFS started the school year successfully. Kudos to the school-based team. EPIC and Emergency Services have been a great support to the schools as well.
* Staffing at Oasis and the residentials are close to or at crisis levels. So far, we have been able to cover with other LCMHS staff working shifts.
* Developmental Services is focused on payment reform. There was an event in Montpelier recognizing the work of Direct Service Providers. There are no updates on “paying legally responsible adults.” Staffing is a struggle in DS as well.

## Finance Report

* Alice has been a great help.
* There is a lot of end of year reporting being worked on in conjunction to all the other work being done.
* Savi reviewed a basic revenue and expense report comparing FY 2023 and 2024. Revenue has increased between the 2 years, with the loss in 2023 being less than the loss in 2024. Additional information is still being processed into this report. Geoff noted the decrease in salaries and increase in benefits from 2023 to 2024. Kudos to Savi and team for work done on this.
* Finance team is focusing on collecting all revenue available to us and properly accounting for expenses.
* Clarification on the reporting from last month’s meeting. During 2023 audit, it seems like there was no revenue recoded for February, so March’s numbers included revenue from February and March.
* A few financial audits are upcoming.
* Earlier this week, the Finance Committee discussed how staff in the DA system are systemically underpaid (including benefits and salary). Is there anything at the state and federal level that can improve funding for the DA system? Becca Balint could be an asset in advocating for improving mental health systems. Sabrina Morrison is new to government but has a lot of ties to the community and could be supportive of mental health funding needs. There is a focus on getting mental health concerns addressed with physical health discussions and funding. There seems to be a disconnect between local priorities and legislation. We need louder voices and more community voices at summits on these topics. Provide connections to what happens when mental health services aren’t funded and the effect of that on schools and the community. Utilize storytelling. Mental health needs to be addressed as an emergency or crisis. Elucidate a connection between mental health and community safety. Look into model that the VA used to spotlight the needs of veterans, example: addressing PTSD.
* There may be a local writer who could tell these stories.

## . Satisfaction Survey

* People receiving services are surveyed annually.
* Likert scale, net promoter and open-ended responses are used.
* We are strategizing about how to increase survey responses without pressuring people in an over-surveyed environment.
* 4 Likert questions are required by DMH. Focus is on “agree and strongly agree” responses. We are doing well on these 4 questions. 3 additional Likert questions are required by DAIL. The results for these questions are also good.
* All surveys are anonymous. Though James does offer his email to discuss any concerns survey takers have.
* Out net promoter is score is 42, which is good for healthcare. 50 is considered excellent. This year’s score is similar to last year’s.
* We would like to see more open-ended responses.

## Committee Reports

* Adult – none
* Children – none
* DS – none

## NEW Business/old business

* Updating Board Tenure in Bylaws – Warning issued that this will be discussed at the annual meeting and voting on several options could happen at that meeting. We are hoping for community input on the available options. Current tenure is 9 years. Officers are elected at September meeting and announced at October meeting.
* Outreach to community for joining board with invites to annual meeting. A few candidates have been identified to have further conversations with. Post on social media/front porch forum. Use LCMHS newsletter list. Cindy/nominating committee has a protocol for reviewing candidates.
* Chip and Mary Anne reach their term limit in January and March 2025 respectively.
* Susan to discuss status of Jennifer’s leave in scheduled meeting.
* Board members met to discuss the process of Jennifer’s annual review. This year’s review will document progress through the end of August. The next review will cover September 1st, 2024, to September 30th, 2025.
* Board to vote on Shirley Hayden award via email. SLT may narrow nominations to one nominee per department and send those nominations on to the board for final vote.
* Jennifer to follow up with Savi to see if the financials provided in tonight’s meeting can be used to re-establish the line of credit. If that doesn’t work, check into using the preliminary results from the upcoming audit.

## Motion to select Officers as proposed

* Officers:
	+ Susan – President
	+ Mike – VP
	+ Geoff – Treasurer
	+ Stacey – Secretary
* FIRST: Chip
* SECOND: Saudia
* APPROVED: unanimously approved.
* DISCUSSION: secretary is part of the executive committee and takes minutes during executive sessions. Mike provided official position description.

## Next meeting(s)

* Annual Meeting – October – 72 Harrel St. Morrisville, VT – Conference Room