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| LCMHS Board Minutes |
| Date  | March 19, 2025 |
| Time  | 5:01 pm |
| Meeting called to order by  | Susan Kimmerly |
| Meeting Adjourned | 6:45 pm |

## In attendance

Board: Mike Feulner, Sharon Menard, Susan Kimmerly, Cindy Morin, Mary Anne Lewis, Geoff Lindemer, Zach Williams

LCMHS Staff: Jennifer Stratton, Meg Bickerstaff, Robyn Daley, Amy Fitzgerald

Notes: Emily Roemer

## Introductions

* None needed

## Motion to approve meeting minutes from February

FIRST: Mike Feulner

SECOND: Susan Kimmerly

DISCUSSION:

* Fixed “national council” on CEO report
* Fixed spelling of “Bickerstaff” in attendance

APPROVED: unanimously approved

## CEO Report

* HR: uptick in applicants for open positions. Started “shining star” employee recognition program. Wellness committee is hosting a “financial wellness” program in April. The Richards Group is now also providing 401k services and will be working with the wellness committee.
* Operations: ITS house in Johnson is being leased by NCSS to host an ITS program. Amy Fitzgerald and Jennifer Stratton attended coffee hour at the state house. Jennifer has been speaking and meeting with representatives in support of mental health funding and decoupling COI and payment reform in DS. Representative Dave Yacovone was receptive and knowledgeable regarding DS. DAIL has not publicly announced what entities received the COI contract, but job openings related to the services have appeared. The starting salaries for these jobs are above what DA’s are paying. Master Grant for next year is in progress. Jennifer is on the team that is providing edits and feedback. The grant has some financial implications but focuses more on guidelines and expectations for services are provided. We received a $5000 grant from Vermont Community Foundation to outfit the telehealth/admin conference room. The Council on Aging will be renting some office space starting in June. In October, an elder care contract will expire, and we could potentially provide the needed services.
* Programs:
	+ CYFS is getting ready for summer camp. There are 6 open school-based positions. Outpatient services continue to meet case rate. EPIC has been challenging due to not having available staff. There are ongoing conversations with schools on how we can meet their needs with the staff we have available.
	+ In ABH, Johnson Group Home has hired a new manager. A client was successfully transferred between programs, allowing for better use of our space. The client is doing well. Oasis is back to being a 2-bed crisis home. There will be more restrictions on funding for housing as well as a decrease in some available funds. CRT is working on updated assessments for all clients. Kudos to that team.
	+ MCT is down quite a few staff. One staff is leaving due to lack of affordable housing. There have been very few applicants for open MCT positions. The Union approved changes in salary for the open positions in hopes of filling those. Our salary for MCT staff is lower than other agencies. Staffing MCT has also changed a lot during the past year due to enhanced services. We are working on contracting with NKHS to cover some open shifts in the meantime. NKHS has more available staff due to 988 funding.
	+ DAIL hosted 2 town halls regarding COI and payment reform. Jennifer and Mary Anne attended. DS recently hired 2 service coordinators.
* Legislative Updates: Derek provided testimony on behalf of VCP to the Health and Human Services Committee regarding the importance of Success Beyond 6. IDD Day at the Capitol is March 23. It is a small event this year with plans for a larger event next year.
* Some uptick in applicants is due to the seasonality of hiring. Some is due to changes at LHP, Advertising and posting process has changed.
* LCMHS matches 3% for 401K contributions.
* A few other agencies in the DA system are experiencing tough financial times.

## Finance Report

* Finance Committee reinforced the need for accurate financial info for 2024. The audit should be complete soon and will provide much needed information. It does not look like we will get a draft report at the end of March as expected. Once the audit is complete, we can complete the 2025 budget with accurate starting balances.
* AP is much more current. Items due over 90 days have been paid. The ARIS payment is up to date. Monthly finance meetings with programs are ongoing. It’s clear that the team is working hard and making progress.
* There is a budget template in place for 2025 (and 2026) that can be updated as soon as 2024 balances are available. Once this information is available, discussions with banks on a line of credit can continue.
* DMH match payment for Success Beyond 6 is due soon. Next year, the goal is to pay this quarterly.
* Any staff salary over $100,000 must be approved by the board.
* In terms of restructuring, the finance committee is in support based on Jennifer’s input and Derek’s evaluation that it will be cost neutral.

## Motion to follow the guidelines in the master grant and go a step above to approve salaries over $100,000 in regard to Administrative restructuring

* FIRST: Mike Feulner
* SECOND: Sharon Menard
* DISCUSSION: None
* APPROVED: Unanimously approved

## Standing committee reports

* DS notes are in the packet.
* The agency standing committee has seen an increase participation. Due to providing a stipend for attendance, the committee voted on a new structure as noted in the packet.

## NEW Business/old business

* Board Education Training: Mike F and Jennifer attended training. It is required to have annual board training. We would like to do this annually in January. The onboarding packet for the board needs updating. The trainer who presented was good and they would recommend using the same trainer. A training will need to be completed before the end of the year also.
* Staff Day is October 22nd, all day.
* Keith Rousseau is interested in participating on LCMHS’ board. He has a background in IT and a young child with special needs. His wife is also in healthcare.
* Strategic Planning: having the 2024 audit results will assist in any strategic planning. There are topics that can be addressed without financials, like forming committees, other ways the board can support the agency, presentations by programs/divisions and relationship building. SLT should complete agency strategic planning and present to the board. The board would brainstorm on how to assist/support this. The agency is currently completing a local system of care plan, which includes a community survey. This should shed light on community needs and what the agency needs to respond to.
* Board would like a tour of programs/facilities.
* Topics for upcoming meetings
	+ April – Board attendance guidelines
	+ Board would like an updated org chart when restructuring is complete.

## Motion to accept Keith Rousseau as a member of the board

* FIRST: Cindy Morin
* SECOND: Mary Anne Lewis
* DISCUSSION: none
* APPROVED: unanimously approved

## Motion to enter executive session to discuss Employee Matters regarding the CEO

* FIRST: Mike Feulner
* SECOND: Geoff
* DISCUSSION: Jennifer Stratton is asked to stay
* APPROVED: unanimous

# Executive session – LCMHS board meeting

* The board made a motion that was passed by unanimous vote to enter executive session. The motion made in open session, was to discuss personnel matters specific to the CEO position. The motion was seconded by Jeff Lindemer.
* The board went into executive session at 6:15 pm.
* A quorum was reached with Susan Kimmerly, Mike Feulner, Geoff Lindemer, Mary Anne Lewis, Zach Williams, Sharon Menard and Cindy Morin in attendance.
* A motion was made and unanimously approved to exit executive session at 6:43 pm. The General Board meeting resumed at 6:44 pm.
* The general Board meeting was adjourned at (time).6:44

Respectfully Submitted,

Cindy Morin, LCMHS board secretary

## Next meeting(s)

* April 16th, 2025
* May 21st, 2025
* June 18th, 2025
* July 16th, 2025
* August 20th, 2025
* September 17th, 2025
* October 15th – Annual Meeting