|  |  |
| --- | --- |
| LCMHS Board Minutes | |
| Date | November 20, 2024 |
| Time | 5:00 pm |
| Meeting called to order by | Susan Kimmerly |
| Meeting Adjourned | 6:43 pm |

## In attendance

Board: Mike Feulner, Susan Kimmerly, Geoff Lindemer, Mary Anne Lewis, Cindy Morin,

LCMHS Staff: Robyn Daley, Ember Power, Jennifer Stratton, Amy Fitzgerald, Derek Hoy, Meg Bickerstaff

Notes: Emily Roemer

## Introductions

* No Guests
* Stacey Madden has resigned from the board. Board member recruitment is very important. Zach Williams has reached the end of his term and would like to resign but is staying on for the time being.
* Jennifer is reaching out to Union Bank’s president to find another bank employee who is willing to join.

## Motion to approve meeting minutes from September and october

FIRST: Mike Feulner

SECOND: Cindy Morin

DISCUSSION: added “health” to “commissioner of mental health” in October’s minutes

APPROVED: unanimously approved

## CEO Report

* September and October have been very busy. Kudos to Amy and Robyn’s efforts in union negotiations.
* Paycom – new payroll/training/expense software – is being implemented. It has been used for payroll since early October. Mapping between Sage and Paycom is ongoing. Company Mileage and Relias will be replaced by Paycom for a cost saving.
* Office space move was completed in October. We no longer have the lease on the Plaza. Children’s has 2 wings at the Harrel St Office and DS is in the building by Copley Hospital.
* We are looking for an additional $10,000 grant to complete the telehealth suites in the former records area. This is in addition to the almost $10,000 received from the golf tournament. Remaining Health Equity grant funding will be used to translate office documents. Recuperative Health Program – apartments at Copley House – is looking at long term stability. Looking at all grants with a committee to ensure that they are beneficial and feasible.
* AHS is now paying us monthly, not quarterly.
* Line of credit at Union Bank is in progress of being re-established. $250,000 for now, hopefully increasing to $500,000.
* CYFS could be doing more services if they had more staff. Currently working creatively to serve as many children as possible with the staff we have. They are doing more 1:2 and 1:3, mini contracts and consulting, less 1:1 services.
* Emergency services is understaffed. Kudos to staff working overtime to cover the community needs. We lost our Oasis House Manager. Meg and Ember are working on a plan to move MCT staff to Oasis and not re-hiring for the house manager. State has a new plan for emergency services, but it is not clear to the emergency service directors/staff.
* ABH had an appreciation potluck for the residential staff. There has been a lot of high-need individuals who are being released from inpatient/residential programs with few available step-down programs. A lot of those released have high medical needs. There have been recommendations to release these people to tent camping. We have been working diligently to avoid this scenario for people in our care. Meg is also working on getting creative with programming for these individuals, utilizing our residential locations and staff.
* DS is still working on payment reform. Burns and Associates are running the numbers for each agencies to figure out what is going to be best. DAIL sent the 2025 spreadsheet recently.
* Legislative meetings have started. DA executives have met to solidify priorities. Jennifer working to schedule a legislative breakfast.
* Still working with state agencies to cover legal fees. They paid $60,000. The ITS budget from the state does not cover the cost of services. We are still using contractors to cover the 2:1 programming need. Cost of the current contractors is increasing.
* We are exploring staffing our ITS house in Johnson. Per DAIL, that building should be used for DS consumers. We are also exploring contracting with another county to use that house for DS consumers.

## Finance Report

* 2025 Budget Submission – Presenting a break-even budget. Creative thinking with space and programming should make this possible.
* Derek is meeting with each division/program monthly prior to the board finance meetings to review how the programs are meeting their budget projections. These meetings will be reviewed with the board monthly.
* A lot of progress has been made to improve system efficiencies. It took NCSS about 3 years to recover from a similar situation that LCMHS is in now.
* Staff are engaged with the process.
* Admin on the spreadsheet comes from the cost center. The administration line on the spreadsheet covers some costs in previous years that there wasn’t proper back up for to put anywhere else. Derek didn’t want to allocate things to programs if it wasn’t certain that it belonged to that program.
* The biggest risk to this budget is emergency expenses, for example, a problem with a building.
* This is a rebuild year. We must stick to this budget as presenting. It will be shared with all staff.
* The agency is not broken, there was just money left on the table in 2023 and 2024, for example, grants that were not drawn down. Utilizing contractors – Savi and Derek – is money saving. Savi can concentrate on things like audits and Derek and work on day-to-day finances.
* Geoff recommends approval of this budget by the whole board. Kudos to Savi, Derek and whole team for work being done.

## Motion to adopt 2025 budget as presented and approve sending it to the state

* FIRST: Geoff
* SECOND: Mike
* DISCUSSION: none
* APPROVED: unanimously approved

## Committee Reports

* Mental Health – no discussion
* DS – no discussion

## NEW Business/old business

* With Stacey’s resignation, a new secretary needs to be appointed.
* Mary Anne to serve as secretary for the purposes of this meeting only.

## Motion to go into executive session for the purpose of ceo evaluation

* FIRST: Mike Feulner
* SECOND: Mary Anne Lewis
* DISCUSSION: none
* APPROVED: unanimously approved
* Notes: During the Board meeting on 11/20/24, Mike Feulner made a motion to go into Executive Session. Mary Anne Lewis seconded the motion. It was passed by unanimous vote to enter into executive session. The motion, made in open session, was to discuss the CEO Evaluation. Those in attendance at Executive Session were Susan Kimmerly, Mike Feulner, Geoff Lindemer, Cindy Morin and Mary Anne Lewis. The Board went into Executive Session at 5:53 p.m. A motion was made and unanimously approved to exit Executive Session at 6:43 p.m. The general Board meeting was adjourned at this time as well. Respectfully submitted, Mary Anne Lewis, Board Secretary

## Next meeting(s)

* December 18th, 2024
* January 15th, 2025 – Finance is scheduled after (Jan 20th), consider moving it to Jan 13th.
* February 19th, 2025
* March 19th, 2025
* April 16th, 2025
* May 21st, 2025
* June 18th, 2025