

## LCMHS Board of Directors Meeting Minutes

Date: September 15, 2021

Start time: 5:00pm

Adjourned: 6:27pm

Board Members: Mike Feulner, Luke Jandreau, Fred Ober, Polly Manosh, Zach Williams, Chip Troiano, Sharon Menard, Saudia Lamont, MaryAnne Lewis

Absent: none

Staff: Michael Hartman, Bryanne Castle, Kathy Curran, Jennifer Stratton, Robyn Daley, Jim Heath

Guest: Brittany Rhoads

Notes: Luciana Soares

Topic	Discussion	Action	Person Responsible
Nominations and Election of Officers	<p>Mr. Feulner asked if there were any nominations unknown to him to be brought to the group.</p> <p>Mr. Feulner asked for a motion to accept and approve new officers to be elected as a slew as noted: Luke Jandreau as President, Fred Ober as Vice-President, Zach Williams as Treasurer and Mary Anne Lewis as Secretary.</p> <p>Ms. Menard made the motion to vote new officers as a slew, other than individually, as mentioned by Mr. Feulner. Mr. Ober seconded the motion. All approved.</p> <p>Mr. Feulner congratulated the elected officers.</p>	<p><b>By unanimous vote the officers have been elected as follows:</b>  <b>President: Luke Jandreau</b>  <b>Vice-President: Fred Ober</b>  <b>Treasurer: Zach Williams</b>  <b>Secretary: Mary Anne Lewis</b></p>	
Approval of minutes	<p>Mr. Williams made the motion to accept the minutes from August 18<sup>th</sup>, 2021 as presented. Ms. Menard seconded the motion. All approved.</p> <p>Mr. Williams made the motion to accept the minutes from the special meeting on August 24<sup>th</sup>, 2021 as presented. Mr. Ober seconded the motion. All approved.</p>	<p><b>By unanimous vote the minutes of August 18<sup>th</sup> were approved.</b></p> <p><b>By unanimous vote the minutes of August 24<sup>th</sup> were approved.</b></p>	

CEO Report

Mr. Hartman presented the CEO report.

Mr. Hartman said that we have started the redesignation process with the letter of intent and application signed by Mike Feulner. The visit from DMH and DAIL, which most likely will happen virtually is scheduled for November 15<sup>th</sup> and the agency is in a good place compiling the documentation needed for the redesignation process, which happens every 4 years. The work done by Director of Quality Anne Paumgarten

Covid-19 update: we are trying to figure out how to operate with all the conflicting information from all different situations: schools, residences, offices, etc, with different regulations and many with no regulations. Our Covid Response Team continues to work on internal policies for the agency as things develop, as well as options of testing for employees. The agency will be awarding employees that have taken the Covid-19 vaccine with a \$100 check and an additional \$35 for employees that also take the flu shot this Fall 2021. Currently we have 175-180 employees vaccinated out of 220 (approximately 80%), and we continue to ask for vaccination status of new hires. Local access to testing has been challenging and we are working with DMH to increase options.

Staff Appreciation day had a good turnout and was enjoyed by most. We had a tent and it helped keeping employees dry during some rain fall.

Hiring have picked up the past few weeks and we continue hopeful that we will be able to fill some of the challenging positions that have been open for a while.

We will continue to update board members of grievances occurring within the agency quarterly, as this is one of the designation requirements. Individuals express their concerns with the agency or staff, and the process is to follow up with the individuals and resolutions are determined on each case. Individuals are also allowed to contest the resolutions, as part of the grievances. There are currently 3 active grievances, one in each division. We expect and see an average of 3 to 9 grievances through each quarter.

	<p>We continue to promote wellness activities for employees to help promote health initiatives and ways to cope with live in general.</p> <p>The DS transitional home in Johnson has a foundation down and expect to put a house down in the next couple of weeks. We hope to have the home up and running in December, as we still need to finalize the contract with the state.</p> <p>Mr. Feulner asked about the difference between the review and redesignation. Mr. Hartman said that the redesignation is the agency’s certification to operate and the review are items that need to be addressed and adjusted to continue to operate with quality services.</p> <p>Mr. Feulner asked about the amendments that the agency review referred to the Grievance and Appeals Policy. Mr. Hartman said that there are no issues on amending that and that we will be working on reviewing and updating all agencies policies in the next few months.</p> <p>Mr. Feulner said that 9 employees joined the Corporate Cup this year. Mr. Hartman said that we ordered t-shirts for those employees (and will eventually distribute to all employees). The t-shirts say “Lamoille County Mental Health Services” on the front and “Join Our Team” on the back, as well as our website address.</p>		
Finance Committee	<p>Mr. Heath presented the Finance Committee notes.</p> <p>Mr. Heath said that there was a need of board to approve the amend the operational failure of early inclusion of an otherwise eligible employee who has not completed the Plan’s minimum service requirement. Mr. Heath presented the Corporate Resolution to the board and Ms. Soares read it to the board members.</p> <p>Mr. Jandreau requested that in the future any request to vote on resolutions are presented ahead of the meeting, and the documentation is attached to the packet.</p> <p>Mr. Jandreau moved the motion to approve resolution as presented by Mr. Heath. Mr. Troiano</p>		

	<p>seconded the motion. Mr. Ober opposed to the motion. Motion passed by majority of votes.</p> <p>Mr. Williams moved the motion to approve the agency moving forward to the note presented on the mortgage of the new property in Johnson and allow Michael Hartman and Mike Feulner to execute the note on behalf of the board. Ms. Menard seconded the motion. Mr. Jandreau abstains to vote on the motion. The motion passed by majority of votes.</p>	<p><b>By majority of votes the resolution was approved as presented and attached to the board meeting notes.</b></p> <p><b>By majority of votes the motion was approved as noted.</b></p>	
Equity & Diversity	<p>Ms. Lamont said that the group continues to work on connecting with a trainer for the board and the financial piece on contracting a trainer.</p>		
New business / Old business	<p>Mr. Feulner said he had a discussion with the state on the agency review and heard good comments regarding the process with the agency. He asked board members that authorities and duties are added to the CEO job description, and for the group to be prepared to meet in October to discuss a few points. Ms. Soares will create a Zoom invite for a meeting to follow the Annual meeting, so board members can connect after the large meeting.</p> <p>Mr. Feulner also asked that the Governance committee has been inactive for months and he would like the group to review items on conflict of interest to be included in the ByLaws. He will be sending the information to Ms. Menard.</p> <p>Mr. Feulner said that it would be a good idea to discuss having a board retreat in the near future, hopefully with new board members, work on orientation/training for new board members, and also review the strategic plan.</p> <p>Mr. Feulner asked the board members regarding the format of the annual meeting, either virtual or in person. Mr. Ober and Mr. Williams suggested to have the annual meeting via Zoom.</p> <p>Mr. Ober moved the motion to host the annual meeting via Zoom. Ms. Lamont seconded the motion. All approved.</p>	<p><b>By unanimous vote the October Annual Meeting will be hosted via Zoom.</b></p>	<p><b>Ms. Soares will create Zoom meeting invite for after Annual Meeting.</b></p>

	Mr. Feulner asked board members to review the board member expectations. He also said that it would be nice to keep in the back of their minds when recruiting to look into a diverse board and individuals with lived experiences (and/or family members).		
Adjourn	The meeting was adjourned at 6:27pm		