

LCMHS Board of Directors Meeting Minutes

Date: August 19, 2020

Start time: 5:00 pm

Adjourned: 6:41 pm

Board Members: Zach Williams, Fred Ober, Mike Feulner, Michael Hartman, MaryAnne Lewis, Dot Reeve, Sharon Menard

Absent: Stacey Madden, Chip Troiano, Polly Manosh, Luke Jandreau

Staff: Jim Heath

Guests: Maria Davies

Notes: Luciana Swenson

Topic	Discussion	Action	Person Responsible
Introductions	<p>Introductions were done.</p> <p>Mr. Williams said that Ms. Madden sent her resignation to the board due to difficulty of balance her duties on the board and personal life.</p> <p>Ms. Lamont has shown interest in rejoining the board.</p>		
Board Member Nomination	<p>Mr. Feulner said that he had several conversations with Ms. Davies, and was very impressed with her qualifications and knowledge.</p> <p>Mr. Feulner made the motion to accept Maria Davies as a member of the board of directors. Ms. Lewis seconded the motion. All approved.</p>	<p>By unanimous vote Ms. Davies was accepted as a member of LCMHS board of directors.</p>	
Approval of minutes	<p>The board reviewed the meeting notes from July 2020.</p> <p>Mr. Ober made the motion to approve the minutes from July 2020. Ms. Lewis seconded the motion. All approved.</p>	<p>By unanimous vote the minutes of July were approved.</p>	
Check signing process	<p>Mr. Hartman said that currently we have 4 signers in the agency, many payments are done electronically, but that 50% of the checks signed are under \$200, mostly for consumers as we are payee for their accounts. He proposed to the board to consider whether we can move to have a single signature (opposed to the current requirement of two signatures) for checks under \$200.</p> <p>Mr. Hartman also would like to alter a policy on check signing to state that checks over \$5,000 are required to be reviewed, approved, and signed by the CEO, and then CFO or other signer.</p>		

	<p>Mr. Williams suggested that a statement of checks is reviewed by a 2nd signer as a financial control, instead of a second signature.</p> <p>Ms. Davies asked about the current policies and internal controls for check signing, and made recommendations of having one signature.</p> <p>Mr. Williams said that it is an acceptable request to allow a single signature for amounts under \$200.</p> <p>Mr. Hartman said that he will contact the bank to verify any requirements and will return to the board with a final proposal to be voted on.</p> <p>Mr. Williams asked that a new policy is drafted along with the proposal.</p> <p>Mr. Ober said that the ByLaws state that Treasurer signs and approves and signer for the agency, and that this should be reviewed if changes are being proposed.</p>	<p>Contact Union Bank regarding any requirements for check signing changes.</p>	<p>Mr. Hartman and/or Ms. Swenson</p>
<p>Genoa</p>	<p>Mr. Hartman said that Genoa Pharmacy has asked the agency to include their logo to the agency's website. He would like to hear the board members' opinion on this request.</p> <p>The group discussed the idea thoroughly. Mr. Hartman will also bring the question to the other DAs executive directors and bring it back to the group. Members agreed.</p>		
<p>CEO Report</p>	<p>We were faced with the sudden resignation of Patta Boyer, who was hired a couple of months ago as the HR Director, and she resigned a couple of weeks ago. Amy Fitzgerald was at that point hired as our new Compliance and Safety Manager on August 3rd. As Amy has worked at LCMHS and at Copley Hospital in that position we have moved her position to include the HR Director, and we are also in the process of hiring an HR Generalist to help her with the day-to-day work.</p> <p>We have hired Shannon Rogers as our new Intake Coordinator and will be working on children and adult intake. Shannon has a high level of experience in providing intake and therapy services and will be a great asset to fill the shoes of Bryanne Castle.</p> <p>We have been having an extended interview process with an excellent candidate for the Developmental Services Director position. We have done 2 video interviews and we are trying to arrange an in-person interview. But she is in Syracuse, NY, and that area requires quarantine of 14 days to come to VT. We expect to have her come over fairly soon.</p> <p>The Racial Equity Zoom meetings in the agency have continued this past week with a presentation by Saudia Lamont, our former Board member. Saudia was an energetic presenter who gave resource information, but also who helped to better frame what Black Live Matter, and other</p>	<p>Send Zoom conference invite for the Racial Equity Meeting.</p>	<p>Ms. Swenson</p>

	<p>racial justice efforts are from her perspective. About 35 staff attended the meeting and were engaged in the discussion. Next meeting will be on September 10th at 11am and Shakia Woods will be a presenter. We will forward the invitation to all board members.</p> <p>As of July 1, 2020, our CBA did call for a pay increase of 1% which management has endorsed. In addition, we have also pro-rated up to \$500.00 one-time bonus for staff covered by the current CBA, who are employed as of September 1, 2020. We propose the following break down for the one-time pro-rated bonus: 37.5 hours and more will receive \$500.00. Staff who work 30 to 37 hours will receive \$400.00. Staff who work 20 to 29.75 will receive \$300.00 and less than 20 hours will receive \$200.00. The increase for staff will take effect as of July 1, 2020, and staff will be paid any pay due between then and the present. A raise for all management staff will follow this action. The raise will be less than 0.5% of the PPP loan the agency signed on. This only covers only half of the employees within the CBA agreement, we still need to address the non-union employees.</p> <p>Ms. Lewis asked about the health insurance status. Mr. Hartman said that we have requested NFP to start looking at coverage costs for 2021.</p> <p>We continue to toward our Go-Live date of late October for the UEMR.</p> <p>We are received a new grant from the Agency of Human Services, AHS, to develop a local response to assist homeless persons who are being housed by a state program.</p> <p>We have ordered tents to facilitate contact with safe distancing for our buildings. We have seats in orders arriving soon. We have plenty of PPE in place for any emergency.</p> <p>We were invited to present the Lamoille Suicide Prevention project, and have been cited positively for training private therapists, providers and community.</p>		
Standing Committee	Mr. Williams asked if there is any question or comments on the standing committee notes shared with the group. No questions were raised.		
New Business/ Old Business	Mr. Williams would like to discuss official positions for the board, that should happen in September. He said that he plans stepping down from the president position and would like to have this discussed before the annual meeting in October. He said he is willing to stay on supporting a transition of another member to the role.		

Review plan/agenda for next meeting	Mr. Williams proposed that, due to COVID19, the group postpone the voting of officers to October, as the first part of the annual meeting. He also recommended that the agency seek third party help for the preparation and hosting of the annual meeting, if necessary.		
Adjourn	Ms. Reeve made the motion to adjourn the meeting. Mr. Feulner seconded the motion. All approved.	By unanimous vote, the meeting was adjourned at 6:41pm.	