

LCMHS Board of Directors Meeting Minutes

Date: October 20, 2021

Start time: 6:45pm

Adjourned: 7:11pm

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

Absent: Sharon Menard, Zach Williams

Staff: Michael Hartman

Notes: Luciana Soares

Topic	Discussion	Action	Person Responsible
Annual Meeting	Feulner said that the annual meeting was great, heartfelt and had moving presentation. Lamont said that the passion of staff came through their voices.		
CEO evaluation	<p>Feulner said that the unanimous written consent of the CEO performance evaluation was signed digitally but could not be signed by Saudia Lamont. Lamont verbally approved the performance evaluation during the meeting. Feulner said that the evaluation was presented to Hartman by himself, Jandreau and Ober, and was then delivered to the Human Resources Director, Amy Fitzgerald.</p> <p>Feulner said that the agency review was requesting a job description for the CEO, and he will be sending the revised job description to Soares to be recorded within the agency files. The revised job description has the CEO duties in more detail and will clarify any discrepancies that show on the ByLaws and came up during the agency's review.</p> <p>Feulner made the motion for the board to approve the amendment of the CEO job description to the ByLaws recommended by the Department of Mental Health as follows:</p> <p><i>Article IV</i> <i>4.2.3.1- Job Duties of Chief Executive Officer: The CEO ensures that all areas of the organization operate in a manner that will ensure that all who seek assistance from LCMHS receive comprehensive, competent, and compassionate services. The CEO oversees program development and delivery, financial management, human resources management, and public relations, and works closely with the Board of Directors in both a strategic</i></p>		

	<p><i>and operational role. (A more detailed job description and job duties is available and on file at the agency, dated September 30, 2021. Titled- Chief Executive Officer Job Description)</i></p> <p><i>4.2.3.2- Board meetings are open to the public, except when the Board determines the need to convene in Executive Session.</i></p> <p><i>4.2.3.3 - A statement of its policies and procedures for disposal of assets and debts and obligations in the event of dissolution of the agency, including the return to DMH/DAIL/DVHA of any assets and property directly obtained with DMH/DAIL/DVHA funds, as allowed by law. When a designated agency merges with another organization, the agency shall obtain written authorization from DDMHS approving the transfer or requiring return of the assets and property purchased directly with DMH/DAIL/DVHA funds.</i></p> <p>Ober seconded the motion. All approved.</p>	<p>By unanimous vote the amendment to the ByLaws have been approved as noted.</p>	
Other businesses	<p>Feulner thanked all board members for their support during his presidency, and welcomed Jandreau as the new president of the board.</p> <p>Ober moved the motion to have the board congratulate Feulner for a great job done during his presidency. Lewis seconded the motion. All approved and congratulated Feulner.</p> <p>Jandreau said that he feels comfortable with all board members and enjoys this board. He looks forward to working with the board members individually and as a group, and that he has big shoes to fill. He said that the agency is in a good spot and he is excited to see where we go and how things develop after Covid.</p> <p>Feulner said that on his annual report letter he mentioned 4 accomplishments and commitments of the board and Jandreau said that the board will continue to work on those commitments.</p>		
Adjourn	Ober moved to adjourn, Feulner seconded. The meeting was adjourned at 7:11pm		