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| LCMHS Board Minutes | |
| Date | April 17th 2024 |
| Time | 5:02 pm |
| Meeting called to order by | Zach Williams |
| Meeting Adjourned | 6:19 pm |

## In attendance

Board: Susan Kimmerly, Zach Williams, Cindy Morin, Mary Anne Lewis, Geoff Lindemer, Stacey Madden

LCMHS Staff: Jeffrey Kellar, Jennifer Stratton, Meg Bickerstaff, Katy Kuchta, James Eby, Robyn Daley,

Guests:

Notes: Emily Roemer

## Staff Survey – James Eby – Director of Quality

* Slides were reviewed.
* Better response rate than last year. Responses were in proportion with the number of staff in each division. All of the Likert questions met the requirement for center of excellence.
* Clarified that the responses left of 0 are the neutral and disagree responses. To the right of zero indicate agreement and are measured for the center of excellence.
* Clarified that our Electronic Medical Record system (UEMR) is myAvatar.
* The results are submitted to a couple state departments and to track changes within the agencies year to year.
* James and Amy Fitzgerald also monitor an anonymous email account for staff to express concerns.
* James and Jennifer presented this information to the main office and personally visited the satellite sites.
* Consider hosting a board meeting at other buildings.
* Improvements in results over previous years were noted.

## Approval of minutes

The minutes from March’s meeting were approved.

FIRST: Mary Anne Lewis

SECOND: Geoff Lindemer

APPROVED: unanimously approved

DISCUSSION: None

## CEO Report

* Benefit Bake at American Flatbread on May 23rd.
* 4 new hires in the past month.
* Grants – we submitted a grant application with Washington County Mental Health via Senator Sanders office to cover the cost of the servers which are nearing their end of life.
* Department of Mental Health reviewed the results of a recent audit. The written report isn’t available yet, but the verbal feedback was positive.
* Sherry Marcelino was in a documentary, hopefully we can share it with staff who were unable to attend the initial screening.
* Senator Westman reached out about the closed ASAP program regarding law enforcements concerns now that the program is unavailable. Jennifer provided information about why the program closed and what level of funding would be needed to re-open the program. An additional meeting happened with Bob Bick of the Howard Center, Jennifer and Senator Lyons.
* A health equity focus group was hosted for Spanish Speaking community members.
* The Core Four Group is working with the University of Kentucky on a research project around the CANS/ANSA assessment.
* We currently have an opening for a Director of Nursing. The hiring process for that is going very well and it is a difficult position to fill.
* Copley House’s Assistant Manager has resigned. There are a good number of applicants for that.
* A panel on Abelism was hosted by the Morrisville Centennial Library.
* A few key positions in DS are opening. Interviews and offers are in progress.
* DS’s second audit went well.
* DAIL and DMH presented a level funded budget. A 3% increase was introduced by the house and removed. The senate re-introduced the 3% increase. Jennifer advocated with Senator Westman for an increase. It is a very tough budget year.

## Finance Report

* Cash flow outlook has improved over the next 6 months.
* Additional billing is allowed to cover the ITS house and was requested. The current ITS program is still utilizing contracted staff, which is very costly. This additional billing will balance these costs.
* Working closely with Robyn Daley to determine billing for EPIC. A lot of progress was made in determining how to utilize the full funding for that program over the next 2 years.
* We are calculating the money owed for Medicaid payments. We had paused payments, with their approval, until the finances were sorted.
* Good data for projections for cashflow over the next 2 years should be available in the next 4 weeks.
* Jennifer raised that the return on money market accounts is currently better than the investment account. If the investment account doesn’t include bonds, it could be worth looking into moving the money into money market. Stacey will look into the content of the investment account. Some of the money should remain out of money market accounts in case we need access to cash.
* Emily to look into if Jennifer is delegated to make that change should it make financial sense.

## Committee Reports

* Adult Standing Committee – no updates
* Children’s Standing Committee – Childrens is struggling to have an engaging standing committee. A discussion was held with the state and the regulations allow for an agency standing committee. Robyn is working with division leadership on a plan to implement that over the summer.
* DS Standing Committee – no updates.

## NEW Business/old business

* Strategic Planning – They met with some folks from Missouri. They presented a list of areas that they can assist with for review. They have a follow up meeting to discuss what areas we are interested in currently and the costs. They have worked with Vermont agencies before. They would like some date estimates so that they can pencil us in. Amy reached out to some contacts regarding the compliance piece but hasn’t received responses yet.
* Board Recruitment – Susan has done an amazing job as vice president. Zach would like to transition out of board president and hopefully have Susan as president later in the year. Hopefully someone will be interested in vice president so that Zach can step down from executive board positions. Jennifer has been doing an amazing job and the board composition is solid at this point. There is a strong group of people at LCMHS to navigate any challenges over the next few years. There are a few ideas for people in the community who may be interested in joining the board. Mary Anne’s time, per the bylaws, is up in March of 2025.

## Executive Session

* The Board went into Executive session on 4/17/24 at 5:56 p.m. to discuss an employee matter.
* Board members in attendance were Zach Williams, Susan Kimmerly, Geoffrey Lindemer, Stacey Madden, Cindy Morin and Mary Anne Lewis. Jennifer Stratton, CEO, was invited to attend, and was in attendance as well.
* The Board left Executive Session at 6:19 p.m. The meeting was then adjourned.

## Next meeting(s)

* Dates for strategic planning
* Discussion of board member longevity per the bylaws.
* May 2024 – 72 Harrel St. Morrisville, VT – Conference Room