

## LCMHS Board of Directors Meeting Minutes

Date: January 15, 2020

Start time: 5:00 pm

Adjourned: 6:58 pm

Board Members: Zach Williams, Mike Feulner, Sharon Menard, MaryAnne Lewis, Fred Ober, Stacey Madden, Stephanie Thompson, Michael Hartman

Absent: Chip Troiano, Dot Reeve

Staff: Jennifer Stratton, Anne Paumgarten, Patricia Pion, Amanda Toof

Guests: Sarah Williams, Brittany Rhoads

Notes: Luciana Swenson

Topic	Discussion	Action	Person Responsible
1. Introductions	Introductions were done.		
2. Presentation	Anne Paumgarten presented the staff survey results. The group suggested that Anne shared the survey with all staff and ask for their feedback.		
3. Approval of minutes	<p>The board reviewed the meeting notes from December 2019.</p> <p>Mr. Ober moved the motion to approve the minutes. Ms. Menard seconded the motion. All approved.</p>	<b>By unanimous vote the minutes of December were approved.</b>	
4. Resolutions	<p>Mr. Williams said that adding and removing signers has been clunky when needing a motion and approval by the full board. He said he outreached to the bank to check on options and suggested a motion for changes to be approved by the president and the secretary outside of scope of normal business meetings.</p> <p>Mr. Ober said that he believed the by-laws state that the treasurer would be able to sign and that would designate everything; Ms. Madden said that she will check if a resolution by the treasurer could be reported back to board meeting, and included to the minutes. However, a letter signed by president and treasurer would be accepted by the bank.</p> <p>Ms. Thompson moved the motion that any two of the following three Board positions,</p>	<p><b>Ms. Madden will verify and confirm if a resolution by the treasurer can be reported back to the board and accepted on the minutes.</b></p> <p><b>By unanimous vote the motion that any two of the three positions</b></p>	<b>Ms. Stacey Madden</b>

	<p>President, Treasurer, or Secretary, may add and remove signatures for the accounts LCMHS has at Union Bank, Community Bank, TD Bank, and any and all future banks that LCMHS may bank with in the future. Ms. Lewis seconded the motion. All approved.</p> <p>Ms. Thompson moved the motion to remove Savi Van Sluytman as an authorized signer of ALL LCMHS bank accounts including but not limited to Union Bank, Community Bank and the TD Bank account for Johnson Group Home. Ms. Lewis seconded the motion. All approved.</p> <p>Ms. Thompson moved the motion to add Michael Hartman as an authorized signer of all LCMHS bank accounts including but not limited to Union Bank and Community Bank. Ms. Lewis seconded the motion. All approved.</p> <p>Ms. Thompson moved the motion to add Patricia Pion and Michael Hartman as authorized signers of LCMHS' TD Bank account for Johnson Group Home. Ms. Lewis seconded the motion. All approved.</p> <p>Ms. Thompson moved motion to remove Savi Van Sluytman and Lynda Marshall as the pension plan trustees and as authorized signers of all LCMHS pension accounts. Ms. Lewis seconded the motion. All approved.</p> <p>Ms. Thompson moved the motion to add Michael Hartman and Jennifer Stratton as the pension plan trustee and Jennifer Stratton and Michael Hartman as authorized signers of all LCMHS pension accounts. Ms. Lewis seconded the motion. All approved.</p> <p>Ms. Thompson moved the motion to cancel the existing LCMHS credit card which has Savi Van Sluytman listed as an account holder. Ms. Lewis seconded the motion. All approved.</p>	<p><b>(President, Treasurer and Secretary) to add or remove signatures from LCMHS bank accounts as stated by Ms. Thompson was approved.</b></p> <p><b>By unanimous vote the motion to remove Ms. Van Sluytman as an authorized signer of ALL LCMHS bank accounts as stated by Ms. Thompson was approved.</b></p> <p><b>By unanimous vote the motion to add Mr. Michael Hartman as an authorized signer of ALL LCMHS bank accounts as stated by Ms. Thompson was approved.</b></p> <p><b>By unanimous vote the motion to add Ms. Patricia Pion and Mr. Michael Hartman as authorized signers of LCMHS' TD Bank accounts as stated by Ms. Thompson was approved.</b></p> <p><b>By unanimous vote the motion to remove Ms. Van Sluytman and Ms. Lynda Marshall as the pension plan trustees and authorized signers of all LCMHS pension accounts as stated by Ms. Thompson was approved.</b></p> <p><b>By unanimous vote the motion to add Mr. Hartman and Ms. Jennifer Stratton as the pension plan trustees and authorized signers of all LCMHS pension</b></p>	
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	<p>Ms. Thompson moved the motion to add Michael Hartman and Patricia Pion as authorized signers of the LCMHS' credit card. Ms. Lewis seconded the motion. All approved.</p>	<p><b>accounts as stated by Ms. Thompson was approved.</b></p> <p><b>By unanimous vote the motion to cancel the existing LCMHS credit card which has Ms. Van Sluytman listed as an account holder was approved.</b></p> <p><b>By unanimous vote the motion to add Mr. Michael Hartman and Ms. Patricia Pion as authorized signers of the LCMHS' credit card was approved.</b></p>	
<p>5. CEO Report</p>	<p>Mr. Hartman presented the CEO report. He said that Ms. Stratton has stepped up to the commitments with UEMR in his absence. We are getting to a 2nd agreement with Netsmart in which the workgroup is coming together nicely and making big leaps to achieve results. We still don't have a definite implementation date for the system, but should have a better sense of that date by next week.</p> <p>Ms. Bryanne Castle has agreed to step in as the Interim Adult Behavioral Health Director starting this week. She has familiarity with the role and what is required, thus will be an excellent fit. She has been with the agency for nearly 8 years and has proven herself to be an excellent clinician and a valuable team member. As stated, she is going to be in the role as Interim due to the suddenness of the need and there will be a formal recruitment, interview with the Adult Standing Committee, and other process parts as we move to have a permanent ABH Director.</p> <p>We have had some real challenges with Cigna, who have made some errors on their end. Staff couldn't get the copays covered and we are trying to make all the</p>		

	<p>arrangements to cover those costs and with Genoa Pharmacy willingly filling prescriptions. It took approximately 72 hours of discussions with Cigna, with a lot of help with NFP brokers, to have a positive response. We are close to be on track with them but it has been a poor health plan transition.</p>		
6. Finance Committee	<p>Ms. Thompson presented the financial report. She said that we are looking for ways to get into better track on finances.</p> <p>Mr. Hartman said that we are trying to have conversations with staff on how we can improve efficiencies because the signs are not really good on getting a boost from legislature for increases; We are looking to bill all services we can and maximize how we deliver service; We will review the agency's school agreements to make sure payments cover all outcomes; We have submitted a budget to DMH to finally be able to use the 3rd bed at Oasis House. This budget will cover staffing and cost of the bed, and will bring more cash flow for the agency; DMH is putting together a few ideas for the Copley House situation. That board meets this Friday 1/17, and the Congress office is looking and willing to work on processes for the residence's sustainability.</p>		
7. Community Engagement Committee	<p>Ms. Lewis said that we are chumming along on existing projects: Sip &amp; Paint and Zumbathon. The idea of the community yard sale might need to be shifted to a non-holiday weekend when we have more availability from board and community members; There was also the idea of a shoe drive as an engagement activity and she would like to pursue it.</p> <p>Ms. Rhoads said that one of the fundraisers from a board she is part of is called the Century club, in which 100 people donate \$100, and receive perks (like a dinner on annual meeting day). Also a calendar raffle, selling tickets for \$10, each board member gets 3 items to be raffled;</p>		

	<p>Ms. Menard said that this year’s Rotary Club Polar splash raised over \$16k of pledges, which is a split 50/50 with the organization that helps with the event.</p> <p>Ms. Williams said that some places raise funds with bricks with donor’s names, a good idea if building a Labyrinth in the future.</p> <p>The group discussed fundraisers and how they should be tied to a specific cause.</p> <p>Ms. Stratton said that currently there is a Developmental Services consumer that doesn’t have an accessible van, and misses several outings. Approximately cost would be \$77K.</p> <p>Suggestion on having a competition with staff for fundraiser ideas.</p>		
8. Standing Committees	<p>Mr. Hartman reviewed the notes of the Adult Behavioral Health Standing Committee.</p> <p>Ms. Stratton reviewed the notes of the Developmental Services Standing Committee. She said that there is an ongoing effort around payment reform, and that DAIL has new division director.</p>		
9. Review plan for next meeting	<p>Mr. Williams asked to review:</p> <ol style="list-style-type: none"> <li>1) Board compliance: need a master list with dates and clarification on processes, strategic plan, not just as a board but as an agency.</li> <li>2) Fundraising conversation was energizing. Come up with cause for event.</li> <li>3) Board recruitment and consumer representation</li> <li>4) Survey staff on encouragement of consumers to join board</li> <li>5) HR and turnover information to present to board (Anne P)</li> </ol>		

10. New Business	<p>Mr. Williams would like to be able to have a conference call with board members before next meeting. Ms. Swenson said that we hope to be able to have video conferencing by next board meeting.</p> <p>Mr. Hartman mentioned the challenge of Medicaid making up of 90% of the agency's revenue. Other usage would be helpful financially. We will send the Rural health task force report to board members.</p>		
11. Adjourn	<p>Mr. Ober moved the motion to adjourn the meeting. Ms. Lewis seconded the motion. All approved.</p>	<b>By unanimous vote, the meeting was adjourned at 6:58pm.</b>	