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| LCMHS Board Minutes |
| Date  | December 18th, 2024 |
| Time  | 5:00 pm |
| Meeting called to order by  | Susan Kimmerly  |
| Meeting Adjourned | 6:13 pm |

## In attendance

Board: Mike Feulner, Susan Kimmerly, Cindy Morin, Geoff Lindemer, Mary Anne Lewis, Zach Williams

LCMHS Staff: Robyn Daley, Meg Bickerstaff, Jennifer Stratton, Amy Fitzgerald, Ember Power, Derek Hoy

Notes: Emily Roemer

## Introductions

* None needed

## Motion to approve meeting minutes from November

FIRST: Geoff Lindemer

SECOND: Mary Anne Lewis

DISCUSSION: none

APPROVED: unanimously approved (Zach and Saudia had not arrived)

## CEO Report

* Benefits fair in November was successful. First benefits enrollment in Paycom went well.
* Wellness Day (Reiki, Sound Baths, Massages, Acupuncture, etc) was very successful.
* 1.5% increase to all staff was implemented.
* Chrissy H’s, Grants Manager, last day is the end of December. She is working on VCF application for telehealth and conference room improvements. Looking to change the fiscal agent for DOJ grant from LCMHS to Morrisville PD. It is a federal grant and has a lot of compliance requirements. Town appropriations requests have been completed. Kathy is working with Morrisville PD and Tyler is working with the VT State Police. We have discovered recently that we never invoiced VSP for Tyler’s work. We will be invoicing for Tyler starting Jan 1, 2025.
* Copley Hospital and Lamoille Health Partners have signed an MOU for merging some oversight and operation costs. LCMHS looking to be involved discussions about partnering.
* Working on re-establishing line of credit from Union Bank. Line of credit has to be secured with cash from the money market account. Conversations are ongoing.
* 4 Agencies chosen for CCBHC onboarding were: Howard Center, NCSS, Northeast Kingdom Human Services, HCRS. Mixed feelings across agencies about being chosen or not chosen. With NCSS working on certification, the Core 4 will have to make adjustments. Any agency completing the certification can contract with other agencies as DCO’s. VCP is also working on planning for DCO’s across agencies once agencies complete the certification process. The Core 4 is working with a consultant who worked in other states with CCBHC and the DCO process.
* Redwood is working on obtaining mini contracts with BCBA’s doing consultation.
* CYFS lost 2 community skills workers in the past month, leaving one person splitting time between community skills and EPIC. Case managers are supporting.
* Enhanced responses for MCT have exceeded the monthly goal!
* There is a high level of acuity in adult behavioral health. A lot of complicated discharge planning (from other programs back to LCMHS services) is ongoing.
* Meg Bickerstaff and Ember Power are working hard to cover staffing for residential staffing.
* Developmental services has added a something coordinator (Jess Harden) to assist with the changes in programing related to payment reform and responsible adults. DAIL should be announcing which Case Management entity will be providing those services. Katy and Koa Pilsbury obtained funding for a few outlier cases.
* Working with Amy Johnson (VCP) on hosting legislators.
* LCMHS is working on reducing the staffing cost for the ITS program. We did find a less expensive staffing agency to assist with coverage. With this agency, we can hire the staff they provide after 6 months. Additional conversations are happening with DAIL about reimbursement.

## Finance Report

* Per Geoff Lindemer, Derek Hoy is doing great work. They have gathered all the necessary info and are now working on cleaning it up. Savi is working on the end of year audit and providing all the documents to the auditors. Hopefully preliminary audit reports will be available in mid-January.
* A budget to actual report is available for the first time in over a year. It’s normal for LCMHS to have losses in the summer and see improvements toward the end of the calendar year. Its also normal for the monthly payroll costs to exceed the budget to due to having an extra pay week each quarter, but the expected total for the whole year is on track.
* 2025 has been approved by the state.
* Balance sheet is not ready yet. We will need to work on that in order to provide the bank the info needed to obtain the line of credit. Alternatives with the bank are being discussed.
* Paycom and Sage mapping is complete.
* Derek is working with Jennifer to map cash on a daily basis.
* Derek noted that everyone is working on improving fiscal habits.
* It will be several months to really get traction and see the numbers and accuracy of the budget improve.

## human resources benefits update

* We have one of, if not the highest fringe rates in the DA.
* Amy reviewed slides comparing the health care plans from 2024 to 2025.
* As of November, we have spent 23% more on healthcare than budgeted in 2024.
* Had we not made changes, the Richards group estimated we would have had a 41% increase over 2024. Based on current changes, we should spend the same amount in 2025 as we did in 2024.
* If an employee, or beneficiary, has over 75,000$ in claims per year, our stop loss insurance covers the claims. The amount of stop loss claims we have does cover the cost of the stop loss coverage.
* Hopefully after 2025 we can adjust benefits based on behavior changes and budget changes.
* The changes have been hard on moral and will probably be noted on the staff satisfaction survey.

## Committee Reports

* Mental Health – no discussion
* DS – no discussion

## NEW Business/old business

* CEO Goals – Jennifer updated due dates on some items presented by board.

## Motion to approve Jennifer Stratton’s preformance goals

* FIRST: Mike Feulner
* SECOND: Mary Anne Lewis
* DISCUSSION: none
* APPROVED: unanimously approved (Zach had left the meeting at the time of this vote)

## Motion to appoint Cindy Morin as board secretary

* FIRST: Mike Feulner
* SECOND: Susan Kimmerly
* DISCUSSION: none
* APPROVED: unanimously approved
* Note – Susan and Cindy need to sign the update to the bylaws. Bank needs to be notified of the change in officer.

## new/old business

* Board member recruitment – they were working on a representative from the bank realm, it did not work out. Another option came via Front Porch Forum and is interested in meeting with Jennifer. A volunteer inquiry came in through our website and conversations are ongoing. Many people in the community are serving on boards and a lot of local boards are looking for members. Majority of board members have to be Vermont residents, attend monthly meetings. Interviews can determine fitness, there aren’t many disqualifying criteria.
* Upcoming meeting goals:
	+ January – ITS cost center; Mike and Jennifer are attending board training and potentially offering the same training to all board members at a later date.
	+ February – review financial status; James presenting survey results.
	+ March – new board members
	+ Re-engaging strategic planning.

## Next meeting(s)

* December 18th, 2024
* January 15th, 2025 – Finance is scheduled after (Jan 20th), consider moving it to Jan 13th.
* February 19th, 2025
* March 19th, 2025
* April 16th, 2025
* May 21st, 2025
* June 18th, 2025