

LCMH Board of Directors Meeting Minutes

Date: 12/15/2021

Start time: 5:00 p.m.

Adjourned: 6:30 p.m.

Board Members: Luke Jandreau, Fred Ober, Mary Anne Lewis, Zach Williams, Sharon Menard, Michael Feulner, Cindy Morin, Saudia Lamont

Absent: Chip Troiano, Polly Manosh

Staff: Michael Hartman, Jennifer Stratton, Jim Heath

Guests: Brittany Rhoads

Notes: Luciana Soares

Topic	Discussion	Action	Person Responsible
Approval of minutes	Mr. Williams had a question regarding the nay on the approval on the motion for the finance. The concern was clarified and Mr. Williams made the motion to approve minutes. Ms. Lewis seconded the motion. All approved.	By unanimous vote the minutes from the November meeting was approved.	
CEO Report	<p>Mr. Hartman said that:</p> <p>The DMH designation report showed mild corrections. Strengths listed by DMH were items that in the past were weak and the reputation gained by the agency (ie: Covid response by the agency, housing coordination involvement, being a key player per community partners) was very positive. DAIL report will be forwarded to the board soon, but also shows the agency as in great colors.</p> <p>Re: Covid update - every day in the last 30 days we have had staff out due to either Covid exposure or Covid illness.</p> <p>Re: Phone system – we replaced old phone system product with a Microsoft Teams phone system. We were able to get over the concerns and issues with the new system, but find the system to be valuable and current.</p> <p>Re: Cyracom translation services - the “on demand” translation system is available for the agency and enables us to serve our community in other languages and/or sign language if/when needed.</p>		

	<p>Re: Employee survey - has been sent to staff and should be finalized soon. Currently with 50% return rate.</p> <p>Re: Staff Holiday drive thru - event happened yesterday as we could not host a holiday party. Approximately 150 employees visited.</p> <p>Re: Open enrollment - benefits enrollments were offered to staff with a 3-tier option of health insurance, and additional benefits within the package offered. Will have data to board briefly.</p> <p>We are working with state on dollars made available to the agency and should announce a bonus to employees before the end of the week.</p> <p>There are no new grievances and appeals, only the one from behavioral health that was reported last month and is being finalized.</p> <p>Clarina Howard requested a statement from community members due to the accusation of an inappropriate behavior from a uniformed staff of the police department of Stowe. The employee was removed from duty but not from the fire department. The request was to have the individual removed from the fire department as well. There were no criminal charges. The LCMHS board members discussed the issue and the role of LCMHS, which is of promoting trauma informed treatment and support of trauma individuals. Mr. Ober made the motion to abstain on making any statement on the matter at this time as the board does not feel that they have a role in place. Mr. Feulner seconded the motion. All approved.</p>	<p>By unanimous vote the motion to abstain on creating a statement on this matter has been approved.</p>	
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Finance committee	<p>Mr. Williams presented the updated investment policy draft reviewed by the finance committee and Union Bank. The board reviewed the full policy.</p> <p>Ms. Morin asked for clarification on roles on the policy, specifically the term “management”. Mr. Williams said that “management” should be the CEO and will revise the Delegation of Responsibilities paragraph to make that clear.</p> <p>Ms. Lewis asked if the %xx values are to be kept blank. Mr. Williams said that that is to be further discussed for each year’s budget.</p> <p>Ms. Lewis made the motion to approve the investment policy. Ms. Morin seconded the motion. All approved.</p> <p>Mr. Williams presented the updated 2022 Annual Investment Form created and reviewed by the finance committee and Union Bank. The board reviewed the full policy. He clarified that the “date of approval by the board” should be the date the motion is voted and approved by the board and the current document will refer to 2022 investments.</p> <p>Ms. Lewis made the motion to accept the 2022 Annual Investment Form as written. Mr. Ober seconded the motion. All approved.</p>	<p>By unanimous vote the investment policy was approved.</p> <p>By unanimous vote the 2022 annual investment form was approved.</p>	<p>Ms. Soares will copy the policy to the LCMHS policy template and put it through signature by the CEO and the board president.</p> <p>Mr. Williams will date and sign the form and forward it to LCMHS and Union Bank for filing.</p>
Equity and Diversity Committee	<p>Ms. Lewis shared the information from the past meeting in which the HR Director Amy Fitzgerald joined the meeting and requested the committee’s feedback on a pronoun training to be offered to staff.</p> <p>Ms. Lewis said she sent an email to REAL asking for any grant writing or funding resources to provide trainings to the board. She shared a list of companies that have supported REAL in the past, and have been reaching out to them to request their support.</p>		

	Mr. Hartman said he will request Grant Manager Judy Rex to reach out to Ms. Lewis to help with funding.		
Standing committee meetings	Ms. Stratton said that the DS team is trying to have more consistent meetings and even though they haven't submitted the meeting notes they have met. Discussed open positions, the CIS assessments reporting.		
New business	Mr. Feulner suggested that there is a note on them minutes regarding the fact that Mr. Jandreau has left employment with Union Bank and no longer abstained on finance policies for that reason. Mr. Feulner asked if there is a need to discuss grievances and appeals. Mr. Hartman said that in addition to the monthly mention of these cases on the CEO report there will be a quarterly report provided to the board.		
	Mr. Jandreau asked if there were any other business. There were no other businesses. He wished all board members happy holidays and a request for board members to think about training and board retreat for the near future. Mr. Feulner asked that hard copies of the annual reports are sent to the board. Ms. Soares said she had additional copies ordered as we ran out this year. Ms. Lamont said that during the legislative breakfast Rep. David Yacovone thanked the board for approving the pay increase to staff. Ms. Lewis made the motion to adjourn. Ms. Menard seconded the motion. All approved.	By unanimous vote the meeting was adjourned at 6:35pm.	Ms. Soares to mail hard copies of the annual report to board members.