

LCMHS Board of Directors Meeting Minutes

Date: November 20, 2019

Start time: 5:05 pm

Adjourned: 6:25 pm

Board Members: Chip Troiano, Dot Reeve, Sharon Menard, Savi Van Sluytman, Mary Anne Lewis, Fred Ober, Mike Feulner, Stacey Madden

Absent: Zach Williams, Stephanie Thomson

Guests: Sarah Williams, Brittany Rhoads, Simone Rueschemeyer

Notes: Luciana Swenson

Topic	Discussion	Action	Person Responsible
1. Introductions	Introductions were made.		
2. Presentation	Simone Rueschemeyer presented Vermont Care Partners and the proposed Community Service Organization (CSO)		
3. Approval of minutes	<p>The board reviewed the meeting notes from September 2019. Mr. Ober asked if there were any questions or comments.</p> <p>Mr. Troiano moved the motion to approve the minutes. Ms. Menard seconded the motion. All approved.</p>	By unanimous vote the minutes of September were approved.	
4. Quarterly Strategic Plan	<p>Ms. Van Sluytman shared the quarter ending in September 30 2019 status on the strategic goals as follows:</p> <p>Goal #1 Maintain secure financial position:</p> <ul style="list-style-type: none"> ✓ Financials have been shared monthly ✓ First Quarter cash on hand is approx. 30 days. Generally, there is a slow start to the billing in the school programs – the school year starts at the end of August. ✓ We are in compliance with State mandates and have a small gain for the 1st quarter of FY 2020. Continues to monitor our financial health very closely. ✓ Financial audits - field work completed. Draft unqualified opinion received and waiting for the final from the auditors. ✓ Do not have current comparisons with other DAs as audits for most have not been 		

	<p>finalized. Will share as soon as that is available.</p> <ul style="list-style-type: none"> ✓ Productivity comparisons continues for the Success Beyond Six Program. However, with bundled payment for most of the MH programs, we are monitoring very closely our monthly targeted goals. <p>Goal #2 Foster an atmosphere where staff is motivated, positive, creative, dedicated and loyal, providing the highest quality services and outcomes in the communities served.</p> <ul style="list-style-type: none"> ✓ Teams continue to meet on a weekly/monthly basis for all programs. Staff supervision is also done on a weekly basis. ✓ Trainings – We have Relias as an online training tool and have licenses for all staff. In addition, we provided the following in house training: Decreasing Behavior; Data Collection; Behavior and Decision; Discrete Trails; Functional Behavioral Assessments; Professionalism; Preparing for a Crisis and CPI. <p>Our staff development day was in July with two live trainings in the morning and team activities in the afternoon.</p> <ul style="list-style-type: none"> ✓ Annual surveys – just completed in November. ✓ Board education – analysis of FY 2018 staff and client survey presented to Board in this quarter. ✓ Outcomes – we are part of the State’s outcomes group meeting. ✓ The wellness committee has been very busy – activities during the last quarter consist of: monthly chair massage; reflexology; chiropractor; Keep on moving challenge; getting outdoor challenge; promote health assessment – completed by 85 staff; composting workshop by Lamoille regional solid waste management and a Wellness Fair attended by 15 vendors <p>Goal #3 Recognized as having the premier position of leadership and prestige in our community.</p> <ul style="list-style-type: none"> ✓ Pilot of the AWARE grant ✓ Currently working with 3 other DAs – NCSS, WCMH, UCS – to build and implement a UEMR. 		
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	<ul style="list-style-type: none"> ✓ Applied and received a Federal Rural Health Care Grant for our IT project. ✓ Provided 2 Mental Health First Aid Training for Northern Vermont University staff. ✓ Attend monthly meetings with the region's UCC – Unified Community Collaborative - and quarterly ECHO (executive branch of UCC) meetings. We are also represented at the Housing Coalition meetings and LINT (Local Interagency Network Team) meetings. ✓ Staff recognition: annual meeting <p>Goal #4 Center of Excellence</p> <ul style="list-style-type: none"> ✓ Continue working on COE – going slower than anticipated due to lack of resources. ✓ RBA in place ✓ The client and staff survey presented to the board was analysed within the context of the elements of the COE <p>Goal #5 Managing change through increased knowledge and innovation</p> <ul style="list-style-type: none"> ✓ Monthly partners' meetings as listed on measurements ✓ CYFS at OSSU meeting ✓ CYFS. ABH and DS Directors at LIT/LINT monthly ✓ UCCT: attended by BH nurse monthly; CEO quarterly basis ✓ MH attends Outcomes group <p>Goal #6 Board Membership</p> <ul style="list-style-type: none"> ✓ Need more members ✓ Actively recruiting. <p>Ms. Van Sluytman added that the board needs more members. She has a vision of another committee, a personnel committee, and more members would be necessary to create this committee.</p> <p>Mr. Ober asked if there were any questions on the strategic goals' status update presented. Ms. Reeve asked on a status on the 10% employee retention under goal #2. Ms. Rhoads said that Ms. Paumgarten has created a committee and invited her to join. Ms. Van Sluytman said that there is a statewide crisis of workforce retention, with many open positions everywhere and a lot of movement affecting partners and other local businesses.</p>		
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5. CEO Report	<p>Ms. Van Sluytman said that per board’s suggestion she has started sharing a monthly CEO report with staff and has been receiving good feedback on it.</p> <p>Mr. Ober asked if there were any questions regarding the CEO report. No comments or questions.</p>		
6. Finance Committee	<p>Mr. Ober presented the financial report and said that the bottom line is that we are just “skating”, with a very low positive balance of \$3,290.59 after we have received the \$97K grant. He is very concerned about the current financial status.</p> <p>Ms. Williams said that she has been working with Ms. Pion on sending requests to Lamoille area town offices, hoping for an overall increase from \$18k to \$61K in town appropriations. In order to enter the ballots for town meeting day paperwork and petitions must be signed and sent to each town. Ms. Van Sluytman also said that we hope to have agency representation in each town meeting and asked the board for their support in this effort.</p>		
7. Governance Committee	No updates.		
8. Community Engagement Committee	<p>Ms. Lewis asked Ms. Williams to share information about the potential Sip and Paint fundraiser. Ms. Williams said that we are still looking for materials needed, cost of supplies, and artist. The VFW space is secured for free and as well as a bartender with a discounted fee.</p> <p>Ms. Lewis said that we have secured the date and location for the 5th Annual Zumbathon at Lamoille Union High School on April 4th 2020.</p> <p>She said that we are also looking into having a yard sale on Memorial Day Weekend as a community engagement event, not necessarily a fundraiser event.</p> <p>Last year we sent a couple of thousands of appeal letters with a high cost. This year we have mailed appeal letters to individuals and</p>		

	businesses that have donated to the agency in the past.		
9. New business	<p>Mr. Ober asked if there were any new businesses.</p> <p>Ms. Van Sluytman thanked Mr. Feulner and Ms. Madden for coming and meeting with staff. She received good feedback from those meetings. Mr. Feulner said that he received a warm welcome and the meetings were informative.</p> <p>Ms. Van Sluytman said that morale doesn't feel as low as when she started on her role 9 years ago, but the work done by our staff is hard, they are burned out, their work is not easy.</p>		
10. Review plan for next meeting	<p>Mr. Ober asked if there is any plan for a presentation next meeting. Ms. Van Sluytman said she will continue to bring presenters. She suggested a presentation from an external group on funding and external changes that affect the agency.</p> <p>Mr. Ober asked Ms. Van Sluytman to draft a plan for the personnel committee to present to the board.</p> <p>Ms. Van Sluytman said that there is a need of more standing committee representation on the board because Ms. Saudia Lamont can no longer participate due to schedule conflicts.</p>	Ms. Van Sluytman will draft a plan for personnel committee	
11. Adjourn	Ms. Reeve moved the motion to adjourn the meeting. Ms. Lewis seconded the motion. All approved.	By unanimous vote, the meeting was adjourned at 6:25pm.	