

LCMHS Board of Directors Meeting Minutes

Date: April 15, 2020

Start time: 5:00 pm

Adjourned: 5:35 pm

Board Members: Zach Williams, Fred Ober, Mike Feulner, Michael Hartman, Stephanie Thompson, Dot Reeve, MaryAnne Lewis, Sharon Menard, Polly Manosh

Absent: Chip Troiano, Stacey Madden

Staff: Jennifer Stratton, Robert Fahey

Guests: Brittany Rhoads

Notes: Luciana Swenson

Topic	Discussion	Action	Person Responsible
1. Introductions	Introductions were done.		
2. Approval of minutes	<p>The board reviewed the meeting notes from March 2020. They requested that the appointment of Michael Hartman as the Chief Executive Officer of LCMHS is included to the notes.</p> <p>Mr. Ober moved the motion to approve the minutes from March 2020. Ms. Reeve seconded the motion. All approved.</p>	By unanimous vote the minutes of March were approved.	
3. Agency updates	<p>Mr. Hartman said that there was a possibility to extend the agency's line of credit for 3 months, which we might not need to. If necessary, however, we would need the board approval.</p> <p>Mr. Ober moved the motion to give Michael Hartman and Zach Williams the authority to extend LCMHS' line of credit, if needed. Ms. Reeve seconded the motion. All approved.</p> <p>Mr. Hartman said that we were lucky to maintain all our staff except for the ones that have already given notice before the pandemic. Staff have shifted the entire way of work, from working face-to-face to mostly telephone and telehealth (Zoom), and being relatively successful. We will know what numbers tell us for sure soon as today, when we close reports. Currently we have contacts reaching high 90s for CYFS clients, high 90s for Adult Behavioral Health, and up to 100s in DS. Some employees are exhausted, and needed to take some time off (also so they don't lose the time at fiscal year's end), but we had some CIS and BIs stepping up to cover, as well as some working Oasis and Copley House.</p>	By unanimous vote the board approved to give Michael Hartman and Zach Williams the authority to extend LCMHS' line of credit.	

There is a lot of anxiety due to lack of PPE, being used only in the CPS team (who administer medication). We have received several cloth masks donations, which were welcomed.

We have a few staff vacancies but on the whole, current staff is covering openings. We have received applications for the CFO and HR Director positions.

UEMR update: we have finished all the technical build parts by March 31st as the due date. Now we are going into the phase of program screens and testing, due by late May, early June. We are also finishing developing notes for clinical staff and working on the training process for all 4 DAs. Implementation starts late July.

Legislators came with a solution for the DA system funding and we have secured most of our funding through the end of June.

Financial Update:
The loan acquired from Union Bank came in. We are using it as wisely as possible. Still will have challenges for 3rd party payments and some Medicare that are not covered under the stated changes. He had a low use of staff mileage for March, looking about 60% of the usual cost. We expect even better savings for April. Staff are not coming in the building; we are trying to limit trips once a week per staff.
We are working with the State for an increase in pay for residential and CIS workers, who provide face-to-face work. We have asked for time and a half pay for these employees as a way to help mitigate the risk they are taking. We are also looking at Home Care providers to receive a \$1,000/month increase due to them doing the majority of support work.
DMH is interested in funding equipment for consumers. We got tablets for DS consumers.

PPE update:
We expect materials arriving this week, but it has been delayed.

Our leap into Telehealth is looking okay, but a bit of exhaustion is setting in on many staff. This process change meant a lot more note writing and still having to do the end of month reporting. We do now have clearer commitments from all regulators on the telehealth billing so we may be able to

reduce these. We are also trying to jump to scanning of documents from the field which is also creating some new challenges, but all of these are near complete processes.

Related to telehealth we are doing a survey of staff who are using it and hope to find where our vulnerable parts are so that Dr. McGee can help to do some consult and training to help us strengthen those.

We have shared a newsletter with videos and components that set a nice tone to staff. We are all figuring out how to do things better.

Ms. Stratton shared the Alchemist video and how the owners are talking about their positive and rewarding experience hiring individuals with developmental disabilities. The video is available on our website under “What we do” > “Developmental Services”.

Mr. Williams explained that the Paycheck Protection Program (PPP) loan is part of the care package, but the deployed funds were put out in a very vague manner. We are not sure how this is going to work to receive a loan forgiveness. The way it was done was to calculate the average monthly payroll for 2019, and multiply by 2.5 (2 and ½ months of payroll). Then we came up with the amount of \$2,500,000 for the agency, which should cover the pay for the next 8 weeks and expenses, that will be forgiven going forward. In order to sign up for the loan, you need to already suffer harm due to COVID19, and the uncertainty made you uncomfortable to apply for this loan. It is not clear how to demonstrate to have the loan forgiven. They have created this so there was no uncertainty in doing any layoffs. Looks like we are going to receive adequate funding and coverage, but the idea of the loan is to have financial cushion so you are not put in a position of making any layoffs to alleviate. If the agency is able to continue to operate, and will not have any funding issue, then we may be able to get a big part of the payroll for the next 8 weeks, and since we don't have any significant rent payment we might have to return that piece back. That hopefully will put the agency in a stronger financial position in the back end. The program intention is to keep fund in the companies' pockets and keep working. My hope is that we will be able to take care of people who are “burning candle”.

	<p>Mr. Hartman said that many employees have more than one job, and the second job is done. So we have become the sole income in this time period, which is very stressful. Individuals lost income, have children at home, continue to work, and are anxious about how things are going to go. Mr. Fahey and Mr. Hartman are looking on ways to use these dollars with staff. We seem to be indeed in a good shape. If we have to pay the money back, there will be an interest of \$2,000 a month.</p> <p>Mr. Williams said that the main challenge is to figure out the forgiveness part of the loan. That is still a question mark.</p> <p>Mr. Hartman said that whatever the risk is, it will come in the following fiscal year, which is very uncertain. We are not sure where we are going to be and it will be challenging trying to prepare for it.</p> <p>Mr. Williams praised Mr. Hartman for the work being done, and his appreciation for the calm in which he is dealing with the issues.</p> <p>Mr. Ober asked if the BIs will be paid through June. Mr. Hartman said yes. It was part of the agreement with DVHA. However, we are not certain beyond June, as it requires a second negotiation, which is happening right now. We hope that we can put the summer camp piece in place as usual, but it's not confirmed yet. The cost to fund the salaries for the summer program is about \$600,000. We need commitment from the State to make it work. We also need allowance of in-person contact, if social distancing will still be ordered/recommended.</p> <p>Mr. Williams asked if we had any additional bills coming in. Mr. Hartman said that during the actual implementation part. We have asked Netsmart to show us products to make implementation smoother, and we are also trying to get Federal dollars as one-time grants to help. We have received a payment from the Legislature for EMR which we had to meet standards for.</p> <p>Mr. Williams thanked Ms. Stratton for stepping up in the UEMR project.</p>		
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4. Adjourn	Mr. Feulner moved the motion to adjourn the meeting. Ms. Lewis seconded the motion. All approved.	By unanimous vote, the meeting was adjourned at 5:35pm.	
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Acronyms:

BI: Behavior Interventionist

CFO: Chief Financial Officer

CIS: Community Integration Specialist

CPS: Community Psycho-education Services

CYFS: Children, Youth and Family Services

DVHA: Department of Vermont Health Access

EMR: Electronic Medical Records

PPE: Personal Protective Equipment