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| LCMHS Board Minutes |
| Date  | August 21st, 2024 |
| Time  | 5:01 pm |
| Meeting called to order by  | Zach Williams  |
| Meeting Adjourned | 7:14 pm |

## In attendance

Board: Mike Feulner, Mary Anne Lewis, Zach Williams, Stacey Madden, Saudia Lamont, Geoff Lindemer, Susan Kimmerly

LCMHS Staff: Jennifer Stratton, Amy Fitzgerald, Amy Fitzgerald, Robyn Daley, Savi Van Sluytman, Meg Bickerstaff, Katy Kuchta

Notes: Emily Roemer

## Introductions

* No Guests

## Approval of minutes

The minutes from August’s meeting were approved.

FIRST: Mary Anne Lewis

SECOND: Mike Feulner

APPROVED: Unanimously approved (Mike, Susan Mary Anne, Zach, Stacey), Susan abstained

DISCUSSION: none

## CEO Report

* Human Resources – Employee development day went well. Amy F is taking the lead on transitioning HR and Payroll system from ADP to Paycom. It will be an efficiency and cost saving. The system will be tested for payroll accuracy prior to implementation in October.
* Christine Henshaw is our new Grants Manager. She is learning our systems and Michael Hartman has been supporting her.
* Contract with NCSS is ongoing. They are providing support for the finance team.
* Union negotiations are ongoing. Next meeting is in early September.
* Internal team created for CCBHC to prepare for implementation. Vermont as a state received a CCBHC demonstration grant.
* Fundraising is going well. Deb Well’s softball tournament sent over $2800 in donations.
* CYFS is getting ready for the new school year. There is a waitlist for individual therapy.
* ABH is still struggling with housing in the community. Copley House is at full capacity. MCT is short staffed; they are working a lot of overtime but are doing a great job keeping up with the community needs.
* DS successfully completed their monthly quality review. There is a lot in progress with payment reform. DAIL is looking to pay “legally responsible adults,” such as parents, household members, etc. DS is looking into which consumers may have people in their lives who could qualify in this system and how we can support this process and re-assign LCMHS staff to consumers who may not have that support. DS is currently looking for 14 direct support staff. There are a lot of concerns and support for this change. Planners are considering safeguards that can be put in place to ensure consumers are being supported in the best way possible. Due to the payment reform, a lot of money will be re-directed away from the designated agencies. Jennifer expressed concerns with the current plan at the state planning committee for payment reform. The services are already underfunded. Questions were raised about if eligible household members will be screened through the Adult Abuse Registry. Committees have not received a response yet.
* Preparations for the legislative sessions are underway.
* No updates on the RFP’s for conflict free case management. The end-date for submissions are mid-September.

## Finance Report

* Savi has been auditing each revenue account, but full financials are not complete. She is working on gathering supporting documents and information from the state.
* DS wavier is complete through June 30th. The state was very helpful, and our waivers have been updated.
* There were a lot of invoices we had not sent to outside businesses and agencies. These are being sent out now.
* NCSS has been a great support, working aged receivables and claims, some over a year old. A lot of clean up needs to happen to the ledger. Mapping is ongoing. Goal is to clean up myAvatar before moving information from there into the ledger.
* Savi has been working on the accounts receivable one program at a time. DS is complete. CYFS is next; with a focus on closing out the final quarter of school-based billing next week. The HUD audit is also coming up and is a priority.
* Reconciliation needs to be done for May and June of 2024. Henry Walat, new staff accountant, is being trained on the process.
* Improvements are being made in capturing all revenue. Cash flow has also improved. The money that was removed from the money market account to support payroll has been put back. Approximately $650,000 was taken out, with $500,000 was returned. The most recent payroll was covered by cash in the bank without using the money market. NCSS and Savi have been a great support for this.
* Savi does not have enough information at this point to estimate the current deficit. Her focus is currently on the revenue side and not the expense side.
* We have a position posted to hire a controller. An effort is being made to find temporary support, including hiring a bookkeeper. Local bookkeepers are currently hard to find. We are looking in to sharing a bookkeeper or accountant from other agencies. There may be a lead on an accountant via a recruitment firm as well.
* NCSS is looking into re-billing the DS waiver since updates and corrections have been made.
* The budget is due soon and will need Savi’s focus. Jennifer and Savi have regular morning and evening communication.
* Savi – Interim CFO; Billing – Darcy Bohannon; AP – Cindy Lacoss; Accounting – Henry. Kudos to whole finance team and additional staff who have been supporting efforts to improve financial processes.
* Board Question - Is it possible to get an accrual report starting July 1, 2024 to ensure we are operating in the black while processing the reporting from previous years? Systems for tracking FY 2025 are much improved. Sage mapping will have to be completed in order to get 2025 information completed in real time. Additional changes to FY25 budget may be needed based on health care costs.

## Committee Reports

* Adult – none
* Children – none
* DS – none

## NEW Business/old business

* Two-year term for Copley/LCMHS Joint board membership – Mike’s 2-year term is up. Mike needs to report to Copley if we want to eliminate the position or continue it with Mike or another appointee. Mike’s time with LCMHS board maxes out in 3 years. Mike has provided valuable insight on mental health concerns in the community to the Copley Board and Trustees. Support for Mike to continue the joint position. Request made for a quarterly report about Copley meetings to be submitted to LCMHS’ board.
* Update on LCMHS board tenure bylaw change – Mike reviewed policies and confirmed with DMH how to change a bylaw. Mike also provided a board member reference guide that is used in hospitals and health care, but is relevant to mental health
	+ **The board plans on discussing extending board tenure with the announcement of the annual meeting.**
* Slate of officers needs to be prepared for September board meeting.
* September – Review Jennifer’s Leave Balance
* September – Can Joe Wooden (CEO of Copley Hospital) attend the meeting and review offer on the LCMHS’ building on Copley Hospital. Jennifer noted that we have to be out of the Plaza space as the end of the lease on that is October. Zach requested that Jennifer have a conversation with Joe prior to bringing the information to the board.
	+ Amy’s space planning committee has researched that we cannot fit all staff in the Harrel building.
	+ The plaza rent is currently about $80,000 per year (with annual increases).
	+ Amy is looking into have a relator provide a listing assessment for the building near Copley Hospital.
	+ Amy noted that appraisals are running 13+ weeks out and cost upwards of $4300. Business appraisals are a lot more extensive than residential assessments.

## Executive Session

Executive session requested at 6:24pm related to contracts via title 1 VSA as well as a personnel matter. Savi and Jenifer invited.

FIRST: Mike Feulner

SECOND: Susan Kimmerly

APPROVED: Unanimously

DISCUSSION: none

Notes: The board made a motion that was passed by unanimous vote to enter into executive session. The motion, made in open session, named the specific provision of Title 1, Section 313(a)(1)(A) Contracts. Those in attendance at executive session were Jennifer Stratton, Savi Van Sluytman, Zach Williams, Susan Kimmerly, Mike Feulner, Geoff Lindemer, Stacey Madden and Mary Anne Lewis. The Board went into executive session at 6:27 p.m. A motion was made and unanimously approved to exit executive session at 7:14 p.m. The general Board meeting was adjourned at this time as well.

Respectfully submitted,

Mary Anne Lewis, Board Secretary

## Next meeting(s)

* Strategic Planning
* Review Jennifer’s leave in September.
* September 18th – 72 Harrel St. Morrisville, VT – Conference Room