

## LCMHS Board of Directors Meeting Minutes

Date: November 18, 2020

Start time: 5:05pm

Adjourned: 6:30pm

Board Members: Zach Williams, Fred Ober, Mike Feulner, Mary Anne Lewis, Polly Manosh, Luke Jandreau

Absent: Sharon Menard, Chip Troiano

Staff: Michael Hartman, Jennifer Stratton

Guests: Saudia Lamont, Brittany Rhoads

Notes: Luciana Swenson

Topic	Discussion	Action	Person Responsible
Approval of minutes	<p>The board reviewed the meeting notes from September 2020.</p> <p>Mr. Feulner asked for some correction on mentions of Mr vs Ms. Ms. Lewis asked to correct term from “whoever” to “however”.</p> <p>Mr. Williams made the motion to approve the minutes from September 2020. Mr. Ober seconded the motion. All approved.</p>	<p><b>By unanimous vote the minutes of September were approved once changes are made as noted.</b></p>	
Election of new member	<p>Mr. Feulner introduced Ms. Lamont to the board and shared her experience. Mr. Feulner made the motion to nominated Ms. Lamont to join LCMHS board of directors. Ms. Lewis seconded the motion. All approved.</p> <p>Mr. Feulner welcomed Ms. Lamont to the board. Ms. Lamont thanked all members for welcoming her back.</p>	<p><b>By unanimous vote Ms. Saudia Lamont has joined LCMHS board of directors.</b></p>	
Board officers	<p>Mr. Feulner proposed to the board that his transition from vice-president to board president happens immediately. He suggested that Mr. Williams transitions to Treasurer, Mr. Ober to Vice-President and Ms. Lewis continues as Secretary.</p> <p>Mr. Jandreau asked Mr. Williams when he was planning to step down. Mr. Williams said that he didn’t have a set timeline and he continued on as President longer than expected as the agency was navigating many challenges. Mr. Williams said that he would feel comfortable taking the treasurer role immediately. Mr. Jandreau agreed that if all are comfortable with the changes, he supported the shift.</p> <p>Ms. Lewis made the motion to nominate Mr. Feulner President, Mr. Ober Vice-President and Mr. Williams Treasurer. Mr. Jandreau seconded the motion. All were in favor and motion carried.</p>	<p><b>By unanimous vote officers were elected.</b></p> <p><b>President: Mike Feulner, Vice-President: Fred Ober, Treasurer:</b></p>	

		Zach Williams and Secretary: Mary Anne Lewis	
Finance Report	<p>Mr. Williams presented the finance report that was shared by Mr. James Heath.</p> <p>Mr. Williams said that the agency's budget shows practically breaking even with \$3K in the positive. He asked Mr. Hartman to share some insights.</p> <p>Mr. Hartman said that the amount of dollars coming from schools are still depressed, as we could not fill all the contracts. There was a depression across the board in terms of dollars because we had fewer staff working and providing services. Once October financials are in, the picture will look a bit better with some state Covid funds that cover expenses from late June through early September. This relief will help the depression shown. He explained that Adult and Children divisions are paid within the bundle plan, while Developmental Services division is only being paid by hours served. We have been meeting with DAIL weekly to discuss challenges with quarantine, face-to-face services, and relation to pay model used by DAIL. Smaller grant efforts have been made to have additional services offered within the community, and the payment is still pending.</p> <p>Mr. Williams said that the balance sheet shows the agency in a good cash position and cushion to help us navigate through challenges.</p> <p>Mr. Feulner asked about the Cares Act pay. Mr. Hartman said that hazard pay payments have also shifted and are not a guaranteed fund, as there are processes to follow to apply for receiving it. Many agencies are having issues with filling out the documentation properly.</p> <p>Mr. Feulner asked who is part of the finance committee and when does it meet. Members are: Zach Williams, Fred Ober, Sharon Menard and they meet on the Monday before the board meetings. Mr. Jandreau volunteered to join the committee if the meeting moves to 5pm. Both Mr. Williams and Mr. Ober agreed with the meeting time change.</p>		Ms. Swenson to invite Mr. Feulner and Mr. Jandreau to the Finance Committee meetings.
CEO Report	Mr. Hartman shared a few highlights from the CEO report saying that the agency is at 94% of offered services this fiscal year from last year, with challenges of number of		

	<p>services increasing, with higher need of care from consumer than the previous year.</p> <p>We have received 70+ Chromebooks to be distributed among Community Integration Specialists in the Developmental Services division, to be used for services.</p> <p>The biggest issue is the Covid piece. The agency has been functioning, with staff being tested (if and when needed) after exposures or health concerns, but now, a negative result is only really accepted 7 days after the first negative test. These changes in practice make it difficult to keep up with direct services. LCMHS staff keep doing a great job wearing masks, coming to work, being careful and keeping consumers safe.</p> <p>We were able to find a health insurance package with a different broker. There was an increase, but smaller than the estimated by the previous broker. We continue to review everything, looking for savings, and maintaining quality and liability.</p> <p>We continue to work on being flexible with staff, enabling them to continue to work and stay on course.</p> <p>Ms. Lewis asked if there is any potential possibility on moving on to telehealth on the Developmental Service division. Ms. Stratton said that we are looking into a person-centered approach and reviewing case-by-case scenario. We have been discussing with the Commissioner on any changes but looking into offering individualized services at the moment.</p> <p>Mr. Hartman said that the same is happening in the Adult division, where we never stopped telehealth services. Children services are being done mostly in person, but we have been able to provide hybrid services and continue to work with schools on a day-to-day basis.</p>		
Golf Tournament	<p>Ms. Manosh said that she has booked a tournament fundraiser at Copley for August 7, 2021 that will be offered to at least 72 players. Cost will be \$55 per person and will include 18-holes with a golf cart. It will be a great way to raise money for mental health, but it will be different due to the pandemic. We will have to work hard recruiting sponsors, as we need at least 9 sponsors bringing a minimum of \$500 per hole. There is plenty of time to work on the fundraiser, which would be a great holiday present. Ms. Manosh said that her friend Ms. Jerrine Gangas will help her, she is a Stowe resident.</p>		

	Ms. Rhoads suggested having adding beverage cart sponsor, and a lunch sponsor for more income ideas. She will share the flyer from another golf tournament she helped.		
Standing Committees	There were no questions on the standing committee notes.		
New business	Mr. Williams suggested to enter an executive session and discuss the vote in support of the agreement with Savi Van Sluytman's departure constructed by the Executive committee in 2019. Mr. Hartman was invited to join and volunteered to take notes of any votes that might take place. The meeting moved to and Executive Session at 6:17pm Executive Session started at 6:17pm Present was Mike Feulner, Mary Lewis, Luke Jandreau, Fred Ober, Zach Williams, and Polly Manosh. Executive Session ended at 6:30pm.		
Post-Executive Session Notes by Mr. Hartman	Mike Feulner made the motion that LCMHS Board votes in support of the departure agreement for Savi Van Sluytman from the agency effective Jan 1, 2020. Zach Williams seconded the motion. Five (5) of those present voted to endorse the agreement. No nays, one abstention. The agreement has been endorsed.  The board requested that Jim Heath sends a better copy of the FY21 budget documents to them then, and Luciana Swenson circulates a Unanimous Written Consent via email for e-signatures. The board all agreed that Ms. Swenson has been of great help and appreciated that the consent document process used last time worked very well.  Fred Ober made the motion to end the meeting, seconded by Zach Williams. Motion passed unanimously.  Executive Session ended at 6:30pm.	<p><b>By unanimous vote, the board endorsed the departure agreement for Savi Van Sluytman from the agency effective Jan 1, 2020.</b></p> <p><b>Prepare FY21 Budget and Circulate Unanimous Written Consent within board members.</b></p> <p><b>By unanimous vote, the meeting was adjourned at 6:30pm.</b></p>	<b>Mr. Heath Ms. Swenson</b>