

LCMH Board of Directors Meeting Minutes

Date: 06.07.2018

Start time: 12:05 pm

Adjourned: 1:03 pm

Board Members: Zach Williams, Fred Ober, Fein Rosenblum, Dot Reeve, Sharon Menard, Savi Van Sluytman, Michele Whitmore, Nancy Durand

Absent: Chip Troiano, Bev Allen, Mary Anne Lewis, Karen Carlson

Staff: Rebecca Copans, Christina Glowac, Savi Van Sluytman, Robyn Daley, Denis Houle, Sean Thomson

Notes: Luciana Swenson

Guest: Brittany Rhoads

Topic	Discussion	Action	Person Responsible
1. Introductions	Introductions were made.		
2. Approval of Minutes	<p>The board reviewed the meeting notes from May 2018.</p> <p>Mr. Ober: When going into Executive Session a motion is mandatory, as well as to close the meeting.</p> <p>Mr. Ober will forward the transition times from last meeting and have the minutes amended.</p> <p>Ms. Reeve moved the motion to approve the minutes from the October meeting. Mr. Ober seconded the motion. All approved.</p>	<p>Forward times from the May meeting to Ms. Swenson, so the notes can be amended.</p> <p>By unanimous vote, the minutes of May meeting were approved.</p>	Mr. Ober

<p>3. CEO Report</p>	<p>Ms. Van Sluytman presented the CEO report.</p> <p>Ms. Van Sluytman: there was a union negotiation meeting on Monday. Ms. Daley said negotiations are still ongoing, no decisions have been made yet. Next meeting is scheduled for the first week of July. Hold up is the budget from the legislature.</p> <p>Mr. Williams: Finance and governance committee raised the question of whether the board should be involved, and/or some education on the CBA and union negotiations.</p> <p>Ms. Van Sluytman: Team will summarize negotiations and will add copy of the Collective Bargaining Agreement (CBA) to the board portal. Board members are welcome to join the meetings (will check with Union members).</p> <p>Mr. Williams: gave kudos to the team on all staff engagement activities (i.e., Green Up Day)</p>	<p>Include CBA to Board Portal</p>	<p>Ms. Swenson</p>
<p>4. Finance Committee</p>	<p>Mr. Ober: As of this month we are \$53K in the hole and expect to end the year with that figure. There are two items to be voted on by board members:</p> <p>Resolutions:</p> <ol style="list-style-type: none"> 1) Create bank account for Sensory room initiative 2) Looking to change from Community Bank to Union bank, which is offering better terms 		

	<p>for investments and activities.</p> <p>Williams: Commented on the GANTT chart, and asked each committee to share their questions.</p>		
5. Governance committee	<p>Ms. Menard discussed the GANTT chart.</p> <p>Do you need an IT license for each staff?</p> <p>Mr. Thomson: Yes, everyone needs a license; in the course of 5 years it costs \$89/user due to the unification in the system.</p> <p>Ms. Menard: Is there a limit on the expenditure that should be presented to the board before moving forward?</p> <p>Mr. Williams: Agreed. Asked for a recommended number to be used as a base.</p> <p>Mr. Williams: would like all committee meetings to include the date of their next meeting on the meeting notes.</p>	<p>Create analysis and provide proposal to the Finance committee and later on to the board.</p> <p>Include date of next meeting on meeting notes.</p>	<p>Mr. Houle</p> <p>All committees</p>
6. Community Engagement Committee	<p>Ms. Copans presented.</p> <p>The team focused a lot on the GANTT chart and how to build social capital.</p> <p>Identified next project for the summer. Listed a few ideas, and voted on a project, which was to rebuild a playground area for the Children's Department.</p> <p>We have received the first grant for the project from</p>		

	<p>United Way (\$2K) and will replace the swing set.</p> <p>We are identifying other grants and trying build community support, as well as looking into opportunities.</p>		
<p>7. CRT Standing Committee</p>	<p>Ms. Havemeyer presented the meeting notes.</p> <p>This month will be focusing on the consumer survey and ways to increase participation. During their meeting, the group spoke to the payment reform, which is a big issue, and that we have no knowledge of all the effects; discussed UEMR and Zero Suicide.</p>		
<p>8. CYFS Standing Committee</p>	<p>Ms. Daley presented the meeting notes.</p> <p>Visit from Cindy Tabor, CEO of Vermont Federation of Families, who presented on services and Family Driven Standing Committee Model.</p> <p>Trying to secure contracts for schools. Build more alliances with Supervisory Unions.</p> <p>Received update on UEMR.</p> <p>Standing committee finally has a new brochure. We are looking for new members, including a standing committee member from Children's to sit on the LCMHS Board of Directors.</p> <p>Discussed trainings provided by state and which trainings would be ideal for our region.</p>		

9. Development Services Standing Committee	Ms. Van Sluytman updated group on staffing challenges of the DS department, and shared that Ms. Stratton went to Alabama with the GASTA group for their national conference.		
10. New business: Voting on Resolutions Meeting schedule	<p>Votes on the two resolutions brought up by the Finance Committee:</p> <ol style="list-style-type: none"> 1) Mr. Ober moved the motion to create a bank account for the sensory room initiative. Ms. Menard seconded the motion. All approved. 2) Ms. Menard moved the motion to transition LCMHS to Union Bank. Mr. Ober seconded the motion. All approved. <p>Mr. Williams asked if the date/time for the board meeting is working for everyone. For many members it did not make difference, and they have decided to keep the meeting as is, on the first Thursday of the month at noon.</p>	<p>By unanimous vote, the creation of a bank account for the sensory room initiative was approved.</p> <p>By unanimous vote, the transition to LCMHS account(s) to Union Bank was approved.</p>	
11. Old business GANTT Chart and Strategic Plan	<p>Mr. Williams said that the GANTT chart and the Board Strategic Plan are working documents, and they should make the necessary changes on their own. The GANTT chart should be displayed “by quarter”.</p> <p>Mr. Williams asked the board committees to identify more task-related goals for each committee. If they find any</p>	Bring next month	

	<p>duplicates, clean them up and simplify; add items if needed; remove or relocate items they feel necessary; use electronic version to make changes.</p> <p>Each committee to add their own calendar items; identify what their ongoing items are; put them in an action-oriented form, and prioritize them.</p> <p>He also asked for a uniform meeting agenda to check items (i.e., GANTT chart)</p>		
12. Presentation	<p>Mr. Williams suggested that each meeting they decide what the presentation will be for the next meeting.</p> <p>Ms. Van Sluytman said that the team would need more time to prepare; 3 months would be ideal.</p>		
13. Annual Meeting Date	<p>Ms. Swenson said that most members selected either October 17th or the 24th on the poll sent to all. The group set October 17th as the tentative date for the 2018 Annual Meeting.</p>		
14. Other discussions	<p>Ms. Menard said that she went to a meeting in which local high school students met representatives in Washington DC, and Mr. Hartman was one of the presenters about Suicide prevention, alcohol and substance abuse, and did a wonderful job.</p> <p>Mr. Williams asked members to work on board recruitment, try to identify a legal expertise individual. He suggested that</p>		

	Ms. Copans could write up a letter to recruit directly to law offices.		
15. Adjourn	Ms. Reese moved the motion to adjourn the meeting. Ms. Menard seconded the motion. All approved. Board went to Copley House for a tour.		