

LCMHS Board of Directors Meeting Minutes

Date: July 15, 2020

Start time: 5:00 pm

Adjourned: 6:04 pm

Board Members: Zach Williams, Fred Ober, Mike Feulner, Michael Hartman, MaryAnne Lewis, Stacey Madden, Chip Troiano, Polly Manosh, Luke Jandreau, Dot Reeve, Sharon Menard

Absent: n/a

Staff: Jim Heath, Jennifer Stratton

Guests: n/a

Notes: Luciana Swenson

Topic	Discussion	Action	Person Responsible
Introductions	Introductions were done.		
Approval of minutes	<p>The board reviewed the meeting notes from June 2020.</p> <p>Mr. Troiano made the motion to approve the minutes from May 2020. Mr. Feulner seconded the motion. All approved.</p>	By unanimous vote the minutes of June were approved.	
CEO Report	<p>Mr. Hartman presented the CEO report.</p> <p>He said that the agency hired a previous employee that left in 2013 and currently working at the Copley Hospital, now being hired for the Safety and Compliance Manager, Amy Fitzgerald. She will start on August 3rd.</p> <p>We are restructuring the work in the Children’s department to use the talent to support the AWARE program with the OSSU school district made possible by the 3-year grant that will be coming through. We are also expending the School-Based Mental Health team (BI program) to include East Meadow School, which serves kids with behavior issues.</p> <p>Agency of Education met with school districts to discuss the services provided by the schools to include mental health support. Contracts are being finalized. We are currently working on a proposal to the Department of Mental Health to increase the services offered to the schools by 20%. However, the situation with COVID is causing stress and uncertainty might postpone the process and the potential hiring and training of staff if approved. More to come next month, when we hope to have a clearer picture with schools.</p> <p>Services provided We are doing well on number of consumer being seen, but coming under in the adult side (17 people lower than usual),</p>		

greater numbers on Children and DS. The challenge on the adult mental health is due to a vacancy for a case manager and another case manager on leave, working with fewer staff. Therapy and psychiatry services are staying steady and contacts are happening consistently via tele-health. However, due to the way we are getting paid (Payment reform) we are still doing well and receiving a flat payment for the number of people we see and service provided.

COVID related updates

The Covid Response Group (CRG), our agency team that is charged with oversight of agency practice and policies in response to the Covid 19 virus has completed the return to work documents, though these are in constant revision as changes occur. We have established a system to collect names and contacts of everyone that enters the agency, as well as a daily self-screening process for staff to check their health before starting work day. We made a large purchase of thermometers to make available for staff to use and check consumers before contact. We have created policies and guidelines for staff that cover consumer transportation, contact, etc. We are focusing on the next few months and planning for the Fall and increase of work. Trying to get enough inventory of PPE for a possible Covid positive situation and shortage of equipment.

Quarantine of staff

Challenge with unexpected travel to/from places that are considered hot spots, forcing staff to quarantine for 14 days. Working with staff in trying to minimize and/or make travel decisions.

UEMR

Unified Electronic Medical Records (UEMR) is coming to fruition and we expect LCMHS to implement in October.

Funding

DAIL and DMH informed agencies that they would keep their funding commitment until the end of the calendar year, however DMH has informed that we are already in Payment Reform as of July 1st and currently it does not look like that will affect us financially, only a change in the way we get paid. We expect to have a 5% reduction in State spending as of October. From July through September we will receive the “skinny year” extended budget with no reduction. We will know more once legislative gets back in session.

Law Enforcement

We are working with Roger Marcoux to be able to work within the community, as well as at the Vermont Care Partners (VCP) level to attempt receiving grants to help support services

	<p>within the community. Also a grant for a housing support position within the community to help with the homelessness issues.</p> <p>Mr. Troiano offered help on directing our homelessness manager and help direct her to the right people on receiving grants.</p> <p>Masks' donation</p> <p>Mr. Hartman thanked Ms. Lewis for her help in getting additional masks for the agency.</p>		
Financial update	<p>Mr. Williams said that the financials are preliminaries and will need to be updated. Once they are updated they will be shared with the board as the one shared in the packet are missing a few numbers.</p> <p>Mr. Heath said that the numbers are off by payroll adjustments but will share with the board soon. He also asked if there were any questions regarding the request for extension of line of credit.</p> <p>Mr. Williams explained the need of the extension of Line of Credit (LOC) through October 2nd, 2020.</p> <p>Mr. Heath said that we are looking into an appraisal of the LCMHS property that will support the LOC extension.</p> <p>Ms. Reeve made the motion to approve the extension of line of credit presented. Ms. Lewis seconded the motion. Mr. Jandreau and Ms. Madden abstained to vote. All other members approved.</p> <p>Mr. Hartman said that audit was scheduled for the 3rd week of September.</p>	<p>By unanimous vote the motion to approve the extension of the line of credit with Union Bank was approved.</p>	
Board recruitment	<p>Mr. Williams said that Mr. Hartman got an email back from Ms. Saudia Lamont in her interest in rejoin the board.</p> <p>Mr. Feulner had with Mary Davis from the Racial Equity Alliance in Lamoille that would be willing to help recruit someone to join LCMHS' board.</p>		
Treasurer position	<p>Mr. Williams asked if any board member would be interested in filling out the treasurer position.</p>		

Standing committee	Mr. Williams asked if there were any questions or comments on the standing committee meeting notes. No questions or comments were made.		
Review plan/agenda for next meeting	Mr. Hartman said that we should look at LCMHS' buildings and the possibility of occupying a smaller space in the future, in light of the current events. As the past few months we occupied the main office with up to 20 employees only and some might continue to work from home in the future. Also look into the future of Copley House and the population use of the building, as the Covid showed the very negative outcome to have individuals with disabilities live in shared spaces. Basically, asked that the group would discuss and review the long-term plan and strategy for the future of the agency.		
Adjourn	Mr. Troiano made the motion to adjourn the meeting. Ms. Reeve seconded the motion. All approved.	By unanimous vote, the meeting was adjourned at 6:04pm.	