

## LCMHS Board of Directors Meeting Minutes

Date: March 18, 2020

Start time: 5:00 pm

Adjourned: 5:45 pm

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

Absent: Chip Troiano

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 February 2020.</p> <p>Ms. Reeve moved the motion to approve the minutes from February 2020. Mr. Feulner seconded the motion. All approved.</p>	<b>By unanimous vote the minutes of February were approved.</b>	
3. CEO Report	<p>Mr. Williams asked that the meeting was kept on point to discuss the COVID19 emergency, and asked how can the board help. He asked Mr. Hartman to give an update.</p> <p>Mr. Hartman said that the agency has managed the past week with all the challenges. There have been constant changes from morning to afternoon, to the next morning. We have brought all activities down to a minimum within the agency and cut down face-to-face contacts.</p> <p>The Developmental Services (DS) department has decreased the hours of service from 800 to 400hrs, which were not billed.</p> <p>Staff employed from schools are not allowed to work with the school closings.</p> <p>There have been reduced staffing in general, due to daycare needs.</p> <p>Communication with clients are now happening via tele-phone and tele-health.</p> <p>We expect this situation to continue between 2, 4, to 6 months managing to maintain the agency.</p> <p>We are looking into ways to operate with the new reality.</p>		

We also hope to be able to bill 60-75% of the current billing. We don't have a confirmation of payment with the new payment reform bundle, and if we would be penalized for not providing the number of services stipulated

We can start doing therapy and psychiatry for telehealth and telephonic (which is not yet billable).

There is a challenge with state on what portion of the service we provide will be paid with the change to the Facility-to-home service, which is billed less, and rates are not yet clear.

We are moving to a format in which we only allow individuals in need of urgent care to enter the building and will be using phone or video conferences for all other appointments.

Mr. Ober asked if the Behavior Interventionists are being paid. Mr. Hartman said that the service is not being provided as much as the originally contracted, down to a 20-30% to what is being done. There is no replacement service that can be done for 8-hrs a day per BI/child. Vermont Care Partners (VCP) has submitted a list of questions to the state asking on how services can continue to be provided and paid for.

Ms. Stratton said that the DS department received guidance from Disabilities, Aging and Independent Living (DAIL) to dismiss all non-essential services, which would leave groceries and personal care only being the essential, and the billable hours will decrease even more.

Mr. Hartman said that we are doing work around preparedness in case of an exposure within the residences or the agency in general, and creating scenarios on how to act in such situations.

Mr. Williams said that this will be a lengthy process to recover from and that hopefully we would still have room in cash on hand.

Mr. Hartman said that he had conversations with Union bank and will share more with the group later. Overall the bank conversations have been positive.

Ms. Lewis asked if unemployment was an option for some employees. Mr. Hartman said that we are trying to get answers from the state but could not get through. We had staff out sick (leaving only 4

	<p>left at Copley House). We can't plan coverage, but the short answer to the unemployment question is yes.</p> <p>Mr. Hartman said that in addition, we are looking into renting spaces in Johnson and/or Stowe, to have additional facilities, and guarantee the top pay for the services offered. We are still researching options, which will also be needed in case of any exposure at one of the facilities. In the case of the group homes, we would possibly have to stay in place, still evaluating options.</p> <p>He has been having 3 phone calls a week with Lamoille partners COVID response team: CHSLV, Manor, Copley Hospital, Home Health and LCMHS and hope to get Personal Protective Equipment (PPE) if/when needed. We are also looking into ½ day of work for admin staff and minimize people coming into the office.</p> <p>Mr. Williams offered help from the board if/where needed, and asked the group if they had any additional questions.</p> <p>Mr. Ober moved the motion to appoint Mr. Hartman as LCMHS long term Chief Executive Officer. Mr. Williams asked that this was discussed in an executive session. Ms. Rhoads said that she heard from staff that they would be pleased with Mr. Hartman as the permanent CEO.</p>		
<p>11. Adjourn</p>	<p>Mr. Ober moved the motion to adjourn the meeting and move it to an executive session. Mr. Hartman asked to have Mr. Fahey join the executive session. Ms. Lewis seconded the motion. All approved.</p> <p>During the executive session, Mr. Ober moved the motion to appoint Mr. Hartman as LCMHS Chief Executive Officer. Ms. Reeve seconded the motion. All approved.</p>	<p><b>By unanimous vote, the meeting was adjourned at 5:45pm and moved to an executive session.</b></p> <p><b>By unanimous vote, Michael Hartman has been appointed as LCMHS Chief Executive Officer.</b></p>	