**LCMH Board of Directors Meeting Minutes**

Date: 11/15/23

 Start time: 5:01 pm

 Adjourned: 7:17 pm

Board Members: Cindy Morin, Mike Feulner, Zach Williams, Stacey Madden, Mary Anne Lewis, Geoff Lindemer, Susan Kimmerly,

Absent: Chip Troiano, Saudia Lamont

Staff: Michael Hartman, Robyn Daley, Jeffrey Kellar, Jennifer Stratton

Guests:

Notes: Emily Roemer; Mary Anne Lewis

Meeting called to order at 5:01 pm by Zach Williams

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| Topic | Discussion | Motion Voting |
| Discussion of Meeting Format |  |  |
| Approval of Minutes | Deleted reference to “I” in a discussion. | Motion to approve minutes – Mary Anne LewisSecond – Stacey MaddenUnanimous approval – Geoff Lindemer AbstainedMotion Approved |
| CEO Report | * Positive feedback from Annual Meeting in October.
* 613 consumers served in September. This number may increase due to additional services processing.
* There was a lot of hiring in October, so future months may see an increase in service numbers.
* For fiscal year 2023, children’s is tracking 30% more for case rate compared to last year. Adult outpatient is about even for case rate compared to last year.
* Michael H clarified that case rate is capped on a 3 year per member per month basis. It is possible that there could be an increased cap for next year’s services. The current rate is 2021-2023. LCMHS will have to make a case that the 2021-2023 average isn’t accurate, but 2023 data is what is more accurate for the current needs versus data collected during COVID. Per member/per month doesn’t address the increase in acuity of needs
* Michael – this is affecting all areas of care, not just children’s programming. Current community based care is less expensive that residential services that were common years ago. Not many people working now remember when residential services were common. If money is spent now on lessening the severity of needs, it saves money versus the not treating, increasing the severity of the needs and costing more to treat in the future.
* **Michael will set up a meeting with Rich Westman (appropriations committee), Zach and Susan to discuss.**
* Parent’s voices are strong in the legislature. Working on our business model to show how we are putting in effort on our end will strengthen negotiations. There was a staff meeting with a consultant today (AMC) who helped start a new strategic plan for the agency to address this. A report will be done and shared with the board.
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| **Finance Report** | * Audit began Monday (11/13/23). A lot of accounting clean-up has been done. There are some corrections to be done of the trial balance. Open items from the auditors should be complete after Thanksgiving break. Hopefully the audit can be closed out by the end of the year.
* Work with Alan has concluded. They addressed the sage integration and Alan provided Jeff with information he needed. Alan will be available if needed in the future. The auditors were impressed by the work that has been done by the finance team this year.
* Finance Committee meetings will be moved to Monday. The meeting was skipped this month to focus on the audit.
* The line of credit extension expires in January. New financials will be provided to the bank, hopefully by early December, to complete the underwriting.
* The approximate loss for 2023 is $2.2 million. There’s about $400,000 in adjustments to be reviewed. Reconciliations of accounts hadn’t been done in 15 months. Transactions had not been recorded accurately. The lost is mostly a rate issue.
* Presenting a break-even budget is not helping us. Rates need to be realistic with our costs.
* Jeff should be able to present some draft statements and reporting next month. The 2022 calendar year of services were not robust due to effects of covid with schools closing and lack of staff in the adult programs.
* Jeff explained the types of opinions that could come from auditors on their final report. Jeff is working closely with the auditors on addressing any concerns. More time/research is needed to determine if fraud existed, but nothing has jumped out so far.
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| **Committee Reports** | * Great to see robust committee meetings happening.
* Updating satisfactions from once-a-year check ins to an ongoing collection so we can get a good snapshot across the year at the time of service. Other agencies us ongoing surveys. Survey return percentages were low this year.
* Training in adult services are going well for staff and peers. Happy to have Tara join the team.
* Adult services are working with the wellness center to produce a community dinner. Holiday baskets being created for families in needs and any families affected by the flood.
* Children’s had good conversations about updating the surveys and the results. They have been addressing the process of ABA closing and new school contracts.
* DS meetings have been addressing staff loss to DAIL. State is considering a forensic facility for consumers at risk, it’s not a popular solution currently. Reviewed settings rules and updates to home provider contracts. All currently home providers signed the new contracts. Reviewed conflict free case management and addressing concerns of consumers/providers. Katy Kuchta starts as DS director Monday! Katy is working a hybrid schedule and we are seeing how that goes to fill other hard to fill spots. Public Safety position is also filled.
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| **New/Old Business** | Clarification on board tour of LCMHS programs/buildings. It is meant to be a very high-level view of the programs with respect for consumer confidentiality.  |  |
| **Agenda for Next Meeting** | Vote on Minutes for October Motion |  |
| **Executive Session** | Entered Executive Session to discuss a personnel matter. 1vsa section 33, discussion related to personnel.6:34pm – Entered Executive Session.6:46pm – Executive Session Ended. Mary Anne Lewis’ notes are included below. | Motion to approve – MikeSecond – Mary AnneUnanimous approval – none opposed. Motion Approved |
| **Closing** |  |  |

The meeting was adjourned at 7:17 pm.

LCMHS Board of Directors entered Executive Session at 6:34 p.m. on 11/15/23.

Time out of Executive Session was 6:46 p.m.

In attendance were Zach Williams, Mike Feulner, Susan Kimmerly, Cindy Morin, Geoff Lindemer, Stacey Madden, Mary Anne Lewis. Quorum standards were achieved.

Following executive session, a motion was made by Mike Feulner for the Board of Directors to approve the recommendation of the search committee for CEO, and to delegate authority of said contract to Zach Williams and Mike Feulner. Cindy Morin seconded the motion. A vote was held, and it was unanimously in favor. There was no opposition, and no one abstained.

Meeting was adjourned at 7:17 p.m.

Respectfully Submitted,

Mary Anne Lewis, Board Secretary