

## LCMHS Board of Directors Meeting Minutes

Date: December 18, 2019

Start time: 5:00 pm

Adjourned: 5:30 pm

Board Members: Zach Williams, Mike Feulner, Sharon Menard, Dot Reeve, MaryAnne Lewis, Fred Ober, Chip Troiano, Stacey Madden, Stephanie Thomson

Staff: Michael Hartman, Jennifer Stratton

Guests: Sarah Williams, Brittany Rhoads

Notes: Luciana Swenson

Topic	Discussion	Action	Person Responsible
1. Approval of minutes	<p>The board reviewed the meeting notes from November 2019.</p> <p>Mr. Ober moved the motion to approve the minutes. Ms. Menard seconded the motion. All approved.</p>	<b>By unanimous vote the minutes of November were approved.</b>	
2. CEO Report	<p>Mr. Williams said that he was pleased with the update on hiring Ms. Amanda Toof as the Human Resources Director/Compliance Officer</p> <p>Ms. Stratton announced that Ms. Valerie Legrand has accepted the position of Developmental Services Director and will start in the position on Jan 1st. She added that Ms. Legrand has been at the agency for 17 years and is very knowledgeable of the DS environment.</p> <p>Mr. Hartman said that Netsmart joined the UEMR team two weeks ago to discuss the “practice management” side of the medical record system. The team was having difficulties developing this session of the system and the Netsmart team helped with consulting, developing a plan that that will support the build going forward. All other parts of the program continue to move forward and half of the population is accounted for in terms of process. The target date is not set at this point, as we expect to be a bit behind, but not such a long delay.</p>		

<p>3. Finance Committee</p>	<p>Ms. Thomson presented the financial report and said that the Finance Committee had a meeting with the auditor, who was very positive about this year. He gave tips and ideas on how to be more sustainable.</p> <p>Mr. Williams said that we are still finalizing a few adjustments with state reconciliations, and the agency should break even.</p> <p>Mr. Hartman said that we are working with Mr. Jim Lovinski (Lamoille Housing Partnership), president of the Copley House Board. He brought representatives from his team, from the housing conservation board, and from the Department of Mental Health to walk through Copley House, discuss challenges with the cap on number of residents, which are affecting the sustainability of the building/program. The group brainstormed ideas on what to be done with the building.</p>		
<p>4. Governance Committee</p>	<p>No updates.</p>		
<p>5. Community Engagement Committee</p>	<p>Ms. Lewis said that we are still searching for an artist do to a Sip and Paint fundraiser. Ms. Madden said she knows someone, and will forward the contact information.</p> <p>The committee is interested in doing a Memorial Day community yard sale, and charge \$10 a table; they asked for feedback on the event and volunteers, to make sure we are able to do it.</p> <p>The annual appeal letter was mailed to previous donor and so far has raised \$345. If anyone has any names to be added as donors, to let the committee know.</p> <p>Ms. Williams and Ms. Pion are raffling tickets for the new recliner. They are also collecting signatures from towns for petitions to increase the towns contributions for the agency.</p>		

6. Standing Committees	<p>Mr. Williams asked if there were any questions from the board about the standing committee notes.</p> <p>Mr. Williams asked about the Burns and Associates meeting. Ms Stratton said that Burns and Associates came up to present a final draft of their rate study. There was not a positive feeling walking away. One Chief Financial Officer said that usually when you are taking away something else is being given to help supplement, but in the case it is just being taken away. There were comments that there will be winners and losers depending on the population you are providing services to. If one agency serves a lot of high medical and high public safety individuals this likely will be a negative impact with the rate structure.</p>		
9. New business	Mr. Williams asked if there were any new businesses. No new businesses were raised.		
10. Review plan for next meeting	Mr. Williams asked that next meeting there would be a presentation by Ms. Paumgarten on the staff survey results.		
11. Adjourn	Mr. Williams motioned for executive session Mr. Ober moved a motion for Ms. Stratton and Mr. Hartman to join the executive session. Mr. Troiano seconded both motions. All approved.	<b>By unanimous vote, the meeting was adjourned at 5:30pm, and proceeded with an executive session.</b>	