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| LCMHS Board Minutes | |
| Date | January 17th, 2024 |
| Time | 5:04 PM |
| Meeting called to order by | Zach Williams |
| Meeting Adjourned | 7:00 PM |

## In attendance

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

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

Guests: Fred Ober

Notes: Emily Roemer

## Approval of minutes

The minute from December’s meeting were approved.

FIRST: Susan Kimmerly

SECOND: Mike Feulner

APPROVED: unanimous approval

DISCUSSION: none

## CEO Report

* More grants received. Three HBCS grants received, including an additional $700,000 to what was previously requested. One van is planned to be handicap accessible and both to be used at the residentials and as needed. We also have $14,000 remaining from the gold tournament for vehicles. Working on managing grants using EveryAction software.
* ACTION: Mary Anne Lewis offered to assist with the accessible van.
* ACTION: Zach Williams would like to work on planning another golf tournament.
* ACTION: Have staff identify consumer needs to attempt to meet them with board connections in the community.
* Legislative session has started. Board will work on attending Mental Health Advocacy Day on January 29th. Registration information sent to board. Staff salary is a focus, they are very qualified and being lost to agencies that can pay more.
* Impressed with CORE 4 relationship. Have re-configured which pieces of the UEMR we are using. That is saving $20,000. Would like to implement the AI tool ($65,000 annually plus startup fee). Two of the Core 4 are implementing now. It would assist with timely entry of case notes, etc. Judy is looking for grants.
* Implementing Conflict Free Case Management will be challenging on the staff. It will be particularly impactful on consumers if the Bridge Program formatting is changed. LCMHS is working on creating programming to maintain a full time BCBA support for children as well. There is also concerns about maintaining the support in schools for IEP, etc. and other transitional needs from childhood services to adult services.
* ACTION: Zach Williams offered to assist with social media campaigning and connections to larger advocacy groups as needed.
* Jennifer Stratton to report on data regarding consumers served quarterly. Kristin Foster, UEMR manager, offered to present to board.

## Finance Report

* Making good progress on FY 23 financial statements, which is the last part of the audit. It is under review by management and will be available to board shortly. LCMHS has 33 programs total. Systems are being updated to ease the burden of accurate reporting and doing better training and assigning reporting tasks to staff. Jeffrey Keller recommending outside assistance to update the systems in a timely manner.
* Working on projections and reconciling FY 24. Will look at funding by program, department, and overall agency. Also taking into account varying funding available to departments and programs. For example, DS gets funding available to all programs, but also individual program funding.
* Audit is closed minus the one concern regarding the bonuses being paid via grant. Discussions are ongoing.
* Waiting for final approval on adjustment of line of credit.
* Cash-flow is being monitored almost daily. Payments from school-based services are becoming more consistent, though some of that payment goes to the state.
* Finance committee meeting went well. Geoff Lindemer noted that Jeffrey Keller is doing well cleaning up FY 23 while working on FY 24. The concentration on cash flow with help a lot.
* LCMHS staff working on Change Your Mind training and discussing areas we could focus on at that LCMHS excels at and drop focus on services that are well served by other agencies in the community.
* ACTION: Jeffrey Keller to provide list of 33 programs to board.
* If LCMHS can adjust some ITS programming, we may be able to re-open providing ITS services locally. Discussing partnering with other agencies to provide the staffing needed. We are also requesting additional reimbursement for costs related to ITS programming that have been outside the standard scope of services.

## Committee Reports

* Adult Standing Committee – Surveys in progress. Final stages of interviews for Adult Behavioral Health Director.
* ACTION: Board would like to see survey results. James, quality director, can present results. Not as many staff responses as prior years.
* Children’s Standing Committee – feedback on NAMI training from December. Looking into training for the community around bullying.
* DS Standing Committee – no meeting due to holidays.

## NEW Business/old business

**Motion:** Susan Kimmerly - Move to add Jeffrey Keller as an agent of LCMHS to the Community Bank account and remove all other signers, add Emily Roemer to the Union Bank account as signer, remove Michael Hartman as a signer for the Union Bank account, and give Jennifer Stratton power to execute debt obligations on behalf of Lamoille County Mental Health Services

FIRST: Susan Kimmerly

SECOND: Mary Anne Lewis

APPROVED – unanimously, with Stacey Madden abstaining.

DISCUSSION – no discussion

DISCUSSION: Strategic Planning Committee

* Complete as series. Start with a half day in person, then additional meetings via zoom.
* ACTION: Michael Hartman to assist with recommending and arranging a moderator
* Focus on creating a 1-, 3- and 5-year plan.
* Focus on programming and board goals (including legislative advocacy and creating committees) to start and integrate financial planning as Jeffrey Keller creates necessary reporting for accurate decision making.
* Create goals/plans for board and LCMHS management team(s) and ensure compliance on all fronts.
* ACTION: Asa to assist in creating user friendly board portal.
* ACTION: board to review documentation from last board retreat and VCP or other board obligations.
* ACTION: Jennifer Stratton to contact Simone to review state board governance/compliance around March. Jennifer Stratton to compare notes with other CEO’s on boards.
* Recruiting for new members – Legal knowledge would be good. Send letters to local law firms. More consumer representation. Other licensed professionals in the social work realm. Encourage staff participation, but they can’t be board members. Possibly past employees. Local members of the LGBTQ+ community. Local business owners. Looking for 12-15 members total. Past board members who may be eligible again (or update policies on term limits). Local law enforcement.
* ACTION: all to reach out to contacts they know of.
* 51% of board members should represent consumers/consumer family members. Consumers can receive services outside LCMHS.

## Celebration of Michael Hartman Hartman’s Retirement

## Next meeting

* Review progress on board recruitment
* Cultural competency grant review
* February 21st, 2024 – 72 Harrel St. Morrisville, VT – Conference Room