

BOARD OF DIRECTORS MEETING MINUTES

MARCH 5, 2025

Present: Angela Poirier, Elaine Carpenter, Jason Minor, David McCallum, Ken Gagne, Jim McMillian, Casey Toof, Andrea Patrick-Baudet, Meg Marshall, David Hutchinson

Excused: Anjanette Watson, Dan Thompson

Staff: Todd Bauman, Derek Hoy, Danielle Roberts, Emily Richards, Belinda Bessette, Matt Habedank, Samantha Thomas, Kim McClellan, Stacey Remillard, April Matheau,

Minutes received and meeting called to order by Angela Poirier at 5:45pm.

Motion was made to approve the January and February minutes as presented by Jim McMillian. Second by Elaine Carpenter. All in Favor

Presentation

- Property to purchase for program use

Motion to move into an executive session made by Ken Gagne. Seconded by Jason Minor. All in Favor.

Motion to exit executive session made by Ken Gagne. Seconded by Jason Minor. All in Favor.

Motion to approve the purchase of the properties as discussed in an executive session made by Elaine Carpenter. Seconded by Jim McMillian. All in Favor

Executive Director Report

- PCB Update - we have had the consultant come back into Soar and pulled the material for the additional testing that is needed, we are now waiting for them to give us the cost of demolition and rebuilding.
- The leadership team has been talking a lot about what will happen if there are cuts to federal funding. What we keep coming to is that we do not have the answers because we do not know yet. What we do know is that it is as important as ever to make sure we are running efficiently and talking about our value. We need to talk about how our services help decrease costs in other areas such as emergency room visits. Another example of this is special education budgets. Todd does plan to have his weekly memo focus on this topic.
- We were selected as a Best Place to Work as you all know. The gala is on April 2nd. This is our next board meeting. We would like to encourage you all to come. We would also like to reschedule our meeting to be either April 1st or 3rd. This would be a fully remote meeting with a focus on our Community Needs Assessment and Strategic Plan.
 - o The board decided we would reschedule for April 1st 5:30 – 7.

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- Elaine feels that the board should step back from going to the gala and put more focus on making sure we have staff there to celebrate.

Financial Report

- Derek reviewed the profit and Loss statement, the year-to-date profit margin statement, the balance sheet and the statement of cash flows. January was closed but due to the short month Derek only had the projected February numbers. Derek feels the projected numbers are strong and supports the conversation we had in the executive session. With all of January closed we are tracked to have a 4.85% gain on the year. We currently have about 92 days in cash including the capital reserve fund. If we were to pay out all the items we have committed to (which were reviewed on the balance sheet) we would have 76 days in cash including the capital reserve account.

Executive Committee Report

- Angela informed the board that the full board has covered everything that was discussed in the executive committee meeting that was held before this meeting. She also wanted to thank everyone who took the time and effort to answer all the questions to help inform Todd's yearly evaluations. Angela and Todd will be meeting at the end of this week to discuss the results. There are still some board members who need to fill out their annual board paperwork. Emily is going to work on a secure way to email the required documents to those folks.

Early Education & School Based Services Report

- Matt wanted to extend the invitation to the School Based Adaptive Programs open house which will be Monday the 10th from 2pm to 6pm.
- Soar sends monthly updates about where they sit with enrollment. They have 15 kids in the Life skills Education Alternative Program (LEAP) and they have not had this many kiddos since 2021.
- At the end of January Amanda Morong (Research & Analytics Manager) met with Michael Bombard (Principal at Soar) to look at data from Children Assessment Needs and Strengths (CANS) and the numbers look really good. This shows the great work Soar is doing with their students. The question was asked - How often do kids transition back to their sending school? Matt could get those numbers, but it really depends. Some kids graduate from Soar because it is what is best for the kiddo. Sometimes schools are not capable of taking them back, there are so many factors, and our priority is making sure the kiddos are in the place that is best for them.

Nursing and Psychiatry Report

- February was heart health month, and we did a blood pressure clinic with the Wellness Committee.

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- The team has been working really closely with Sam's teams on getting the Able house up and running.
- Dr. Casey is starting to go to Soar to see some of the students. There are 6 students that she will be seeing.
- We have been working through scheduling which is tough this time of year with vacations and client's needs.

Developmental Services Report

- Able house is moving right along. We are working through the referrals that we have coming through. We have filled the assistant house manager position; we have been conducting interviews and are very close to having a full staff roster. Our standing committee is going to do a tour at their next meeting. We are going to do a modest ribbon cutting on the 20th at 1pm. Please let Emily know if you would like to come.
- We started a new employee leadership group; our first meeting was wonderful. The staff that were nominated were engaged and really thrived in the conversation and came up with a lot of ideas to look into.

Community Relations Report

- We partnered with the Afterglow foundation and Bellows Free Academy's (BFA) Hope Happens Here (HHH) group at a girls' basketball game and gave away t-shirts. They had HHH, NCSS, Afterglow and 988 logos on them.
- We have been spreading a lot of materials around with our partners including schools for 988.
- The videos are finally made for the messages that have to do with Afterglow, we have a large completion rate with the new videos, so it is very exciting to see what they are doing. The new videos highlight our partnership with Afterglow and what their mission is.
- We are spending a lot of time working on our partnerships with schools. We have been doing training for them as well as meetings to figure out how we can offer more things to them.
- Our website committee is moving right along. We have one last demo on Friday and then we will narrow it down to who we would like to move forward with. This is a very exciting project.
- Ben and Jerry's did a staff lunch that was also a fundraiser. The donated money will be split between both Camp Rainbows. When making this connection we found another way that they wanted to help. They will be donating a lot of ice cream to different events we have coming up.

Human Resources Report

- The most current newsletter was passed out to Board members.
- The Home and Community Based Services (HCBS) grant funding has been extended, which means we have been able to continue to offer car cleaning and snow tires to some

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staff. So far we have given \$103000 to staff. We are looking at staff who are eligible but have not taken advantage of the opportunity and are reaching out directly to them. The question was asked - Could it be used for oil changes and inspections? Unfortunately, no the grant is very specific and we need to follow the guidelines in order to use the funds.

- Stacey is still waiting for the dashboard associated with being selected as a Best Place to Work. There was a total of 63 companies that received the award and 8 were in the large company category with us. Once we have that information we will share it with the board.
- Stacey mentioned the investment audit in her board report and wanted to call attention to it. We are going to work on more education for staff moving forward, since financial wellness is important to your overall wellness. Lynn Jaques really worked hard during open enrollment and staff are very thankful for her help. We did make a change to our 403B plan, now no matter how many hours you work you will be able to defer money into an account, this will be a great recruiting tool.

Quality and Risk Management Report

- The upstairs of Tomlinson center is being renovated and moving along quickly, the pictures in the newsletter are already out of date. We will be moving all 3 of our emergency services teams there. Kim will keep this group updated on the progress.
- Contract negotiations are in progress for the master agreement. Kim is on the committee again this year. We are working on getting it ready so we can be on time for our signing date of July 1st.
- The Department of Aging and Independent Living (DAIL) is putting forward other changes concurrent with the changes associated with payment reform. We are also working on Conflict of Interest (COI), part of this is working on how we will get the required information to the outside entity that will be working on this. The UEMRVT team is working together on this process, and it has been great to see collaboration among the four agencies.
- Our internal CCBHC core working group has started meeting and we are moving forward. We have also started to work on DAIL payment reform so we can align it with the CCBHC process.
- The question was asked - Can you talk about the process with complaints? We do not have to track complaints, only grievances, but we track both because we feel it helps us to improve client experience. The complaint process is to just give the client a path to let us know about an experience that they were not happy with. The grievance process is a written process with very specific deadlines on submission and resolutions. This process is reported to the state but only for Medicaid clients, but we feel it is better service to offer to all our clients.

Other Business

- Ken saw one of our commercials on the game show network and was surprised but really liked it.

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Motion made to adjourn by Jim McMillan. Seconded by Eliane Carpenter. All in Favor.

Meeting adjourn at 7:36 pm

Minutes recorded by: Emily Richards