

NORTHWESTERN COUNSELING & SUPPORT SERVICES  
107 FISHER POND ROAD  
ST. ALBANS VT 05478

## BOARD OF DIRECTORS MEETING MINUTES

MARCH 6, 2019

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**Present:** Jeff Moreau , Sara Kittell, Anjanette Watson, Elaine Carpenter, Rob Hirss, Dan Thompson, Tony Treanor, Ken Gagne, Angela Poirier, Jason Minor, Betty Charron (Non Board Member), David MacCallum (Non Board Member)

**Excused:** Carl Rosenquist, Jim McMillan,

**Staff:** Emily Richards, Todd Bauman, Tim Gallagan, Kim McClellan, Stacey Remillard, Joe Halko, Kathy Brown

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**Minutes received and meeting called to order by Angela Poirier at 5:44pm.**

**Kenny made a motion to approve the February minutes. Elaine Carpenter seconded. There was discussion that Rob Hirss was not listed as excused. Dan Thompson made a motion to approve the minutes with the correction that was made by Rob Hirss. Elaine Carpenter seconded. All in favor.**

**Dan Thompson made a motion to approve the December minutes. Rob Hirss second. All in favor.**

### **Executive Director Report**

Danielle and Steve are taking a class on integrated health, which is combining mental and physical health so they are not joining us tonight.

Steve has asked we talk about the Crisis Bed update. We are under contract for the old United Way Building which is on Lower Newton St. We haven't closed yet but working to get there. It will be purchased and renovated within the approved budget. It is currently set for a 2 bed space, but has the capability to become a four bed facility. There is office space upstairs and storage space in the basement which really helps us in other areas as well. Rob has asked if the property has been survived for environmental issues, and yes that is part of the closing contingencies.

UEMRVT – All 6 agencies came together for an internal kickoff last week. Next week Netsmart is coming and we are planning an external kickoff. We are in the process of collecting the data on the current EMR so we can start building. We are also working on what the communication plan will look like, which will include communication for the board.

Health Care Reform Presentation – How will this look different to the client? One way will be if they want to be part of 3 different services it could be 3 different “intakes” now it will be much smoother. This should be a much smoother system as a whole. What is the impact on the existing info structure? There are 16 new tasks for the billing team, but we have added a new position and then distributed the new task with just a little moving and restructuring. The state will also be phasing in new measures over the next three years. How did they calculate your

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bundle rate? They looked at what they gave us last year, just in a different way. They thought is there will be flexibility, so we are looking for ways to get other payment sources so we can keep being innovating.

### **Financial Report**

We are slightly up so far for the year. We have increased our borrowing power to cover payroll if that were to be needed. We will be working on the ADA changes that are required at our Berkshire location. The renovation of our CRT suite is finish. We are looking for other payment sources so we are putting together some one pagers to promote what we are doing. Our cash on hand has risen a little bit.

Review 990 – This is a standard document, it summarized the financial statements. Nothing popped out to Tim when he reviewed it; KBS is the one that has prepared the documents. What are the occupation expenses on page 10? It is the building expenses.

**Motion made to approve the 990 as presented by Tim Gallagan by Jeff Moreau. Seconded by Dan Thompson. All in Favor.**

### **Behavioral Health Update**

Todd gave the update on the adult crisis bed. Elaine asked how we are planning on sustaining the embed employee in the state police and local police? Currently we are using act 79 dollars. We are looking for other sources for the funding. Where are we looking to get the funding from? We are looking everywhere and anywhere. We have let them work their schedules based on the peaks of when people run into crisis.

### **Developmental Services Update**

We are currently collecting data on DS clients who have other diagnoses. Such as mental health or physical, and most clients do have other, so we are working on wrapping services around them.

### **Community Relations Update**

The Rotary Expo is next weekend. The Autism walk is in April which is Autism Awareness Month. The golf tournament is in June like always. Stigma was a conversation that we had at the last community partners meeting. There were 43 people at the community partner meeting which is amazing. The group is really working on stigma and having the meeting in this building is really a good thing. Kenny's episode of the show "A Day in the Life" will re-air this month.

### **Human Reasource Update**

We have a very strong BFA Tech centers partnership which is meant to get students involved in the human services. Stacey wants to give the students a certification so we are offering youth

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mental health first aid and the you matter trainings. The tech center wants to bump it out to all their tech trainings not just human services. How are we doing filling our positions with qualified employees? We are doing really well with entry level positions it is the niche position that we struggle with a little.

### **Quality and Risk Update**

The Vermont Care Partners Outcomes report is out. Our internal outcomes committee is working on our 2019 agency outcomes report.

### **Executive Board Report**

Meeting was canceled

### **New Business**

Would like more front line workers come to the board and do the presentations. Clinical Staff would be great

**Motion to adjourn was made by Jeff Moreau. Second by Anjanette Watson. All in Favor**

### **Meeting adjourn at 7:03pm**

Minutes recorded by:

Emily Richards

Executive Coordinator