

BOARD OF DIRECTORS MEETING MINUTES

APRIL 1, 2020

Present: David MacCallum, Meg Marshall, Carl Rosenquist, Dan Thompson, Jim McMillan, Jason Minor, Elaine Carpenter, David Hutchinson, Anjanette Watson, Jeff Moreau, Rob Hirss, Tony Treanor, Betty Charron

Excused: Sara Kittell,

Staff: Emily Richards, Todd Bauman, Tim Gallagan, Kim McClellan, Steve Broer, Stacey Remillard, Joe Halko,

Minutes received and meeting called to order by Jim McMillan at 5:40pm.

Motion was made to approve March minutes by Tony Treanor. Second by Rob Hirss. All in favor.

Executive Director Report

We would like to give an update on our responses to the COVID – 19 pandemic. This all started about 3 weeks ago. Information was coming in faster than we have ever seen. With how quickly things were changing our leadership team came together and decided on three priorities that we used to anchor our thinking.

1. Minimize exposure to COVID-19 for all staff and people serviced
2. Ensure that the people in our community have access to the care they need
3. Ensure that our agency is financially stable and able to meet our obligations to our employees

By Friday of that first week we really did a big push to get everything that we needed to have in place so staff that could, could work remotely. Kim's team did a great job by getting everyone that needed it either a zoom account, VPN access or a devise or all three. We also worked with AT&T to make sure that as more band width is being used we will get priority. The question was asked – Are we part of any conversation that is happening at the state around providing bandwidth? We are not; we are working on it on our own but not with the state. The question was asked - How are clients reacting to the remote services? They believe the quality of care of is better on zoom than on phone calls. Which makes sense because even though it is remote there is the ability to see the person you are talking to. Developmental Services is working well with being remote. So much of what they did before was remote so it is working. DS has created an emergency number that clients and families can use. It is being used for clients whose care provider may need to go to the store or an appointment, with this can set up a time to drop the client off at our AOL location with staff. The question was asked - What are the struggles and what is going really well? PPE is a big struggle. This is not just a struggle for us, we are working on getting our own supplies. We know how important it is. April, our nurse manager, did get some supplies to residential today. The question was asked - Is Zoom safe for our use with HIPPA? Yes for a few reasons, The federal government is not holding anyone accountable

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for HIPPA currently. The other reason is we have a BAA with zoom, which makes our accounts HIPPA complaint. Since we had an agreement with them prior to all this they just expanded our number of accounts. This is what separates our accounts from the free accounts. We have had some staffing changes since this has started. When schools closed down we had a lot of funding that stopped. We also had families that said they did not want services at this time. We found some of our staff not having meaningful work. We have about 133 employees on a temporary layoff. We are working very hard to find meaningful work so we can recall employees as soon as we can. We are thinking that there will be a need to staff our residential programs as well as a need to see the kiddos of those families who declined services when school was canceled. The question was asked - Are using any of the funds that are being funneled to the state? Most of these funds are for companies that are under 500 employees. Jeff did share some information about a grant that Stacey will look into. The question was asked – Have we seen an increase in clients? At this time no, but it is just a matter of time. Kathy believes that we will see a raise in DS crisis calls. There has not been a raise in amount of clients, but in the acuity that we are seeing in our BH clients. The question was asked – Will we be looking into any additional training for teachers and school staff, for when they return after 5 months away? School are not thinking about tomorrow at this point, they are trying to focus on the now. Our staff is still working with them and when that time comes we will be there to help. We have a lot of staff that work on trauma informed care training which will flow to the schools. We are starting to think of our residential programs and how we will handle the overflow there if and when the virus hits them. We are looking to use Soar as a location for that overflow. We do not need it yet, but are planning with the thought we will need it. AHS has reached out and asked if we can help and offer a place for them to house the 4 kids that are currently at Woodside. They would like to use the Woodside facility as an over flow facility for clients that have a positive COVID-19 test result. We said yes, we would offer a place as a temporary solution while they look for a permanent place. It has been a struggle working with them, we do not a locked down location.

Financial Report

As revenue decreased, we went into cash conservation mode. We are conserving funds to make sure we can cover payroll, benefits and utilizes. By doing this our cash is flowing out the door much slower which is good to see. As of today we have 34 days in cash. The executive committee is asking that the full board give Todd and Tim access for the next six month the designated board funds for operational costs if we need to and as they see fit.

Discussion around the motion - What if one of you get sick, should the motion say Todd or Tim not Todd and Tim? We would like it to be both of us, we will both be involved in deciding we need to access it. We will keep it this way and but if something happens we will come back to the board to update the motion. Jason thinks we should start talking about succession plans, other agency are doing this. How far can we sustain without state funds, with designated funds we can get through September when schools will hopefully be back. But with the information changing quickly and often it is hard to put a projection out there. Do the projections include the temporary layoffs? Yes, the number as based on our current spending.

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Motion was made to give Todd and Tim access to the designated board funds for the next six months to use at their discretion to cover operational needs by Rob Hirss. Seconded by Tony Treanor. All In Favor

New Business

Should we be meeting more frequently to discuss upcoming and changing information? We will share updated with you as we send them to staff. Todd thinks a mid-board meeting update would be a good. The meeting could be less structured. Emily will send out an invite for March 15th at 5:30 with a limit of thirty minutes.

Motion was made to ajourn by Carl Rosenquist. Second by Elaine Carpenter. All in favor.

Meeting adjourn at 6:57pm

Minutes recorded by:

Emily Richards

Executive Coordinator