

BOARD OF DIRECTORS MEETING MINUTES

APRIL 1, 2025

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

Excused: Ken Gagne, Casey Toof, 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, Trisha Ketchum

Minutes received and meeting called to order by Angela Poirier at 5:35pm.

Motion was made to approve the March minutes as presented by Elaine Carpenter. Second by Jason Minor. All in Favor

Presentation

- Community Needs Assessment and Strategic Plan presented by Trisha Ketchum

Executive Director Report

- We had the ribbon cutting at Able House which is the six bed home for older individuals in our developmental services division. The commissioner of the Department of Aging and Independent Living (DAIL) was there, which shows the partnership we have with the state and the great work we are doing. Todd gave a shout out to Sam, Kim and Derek's teams for the effort they gave to get this program off the ground. The first client will be moving in tomorrow.
- At the board meeting last month you all approved the purchase of two new properties for us to use as the Berkshire Program. We closed on the properties yesterday. This is going to be a great move for our clients and staff, plus cost savings for the agency. These two properties are still remote but closer to town so it will be easier for these clients to be part of the community.
- The reason we are meeting tonight is because the Best Place to Work Vermont awards gala is tomorrow. We have 33 folks who are going and there are still people on the waiting list. The group that is going is a group of staff from across the agency.

Financial Report

- We are at about a 5.4% gain based on where we stand for the year. As the year process we will keep an on this, we would like to be between 1% - 2%. When we are ready, we will bring a proposal forward with a plan to get the gain into staffs pockets.
- We closed February this past week. We are trending on a very consistent level.

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

- We currently have 63 days in cash without the capital reserve account, 91 days with it. If we had to pay out all the pending expenditure, we would still be above the state's expectation of 60 days.
- We have gotten the cost for the rest of the testing needed at Soar. The cost is \$42,400 and that should be covered by the state. Once we have the results, we will be able to make a final decision on how we move forward with the building. We are hoping that the testing will be done during April break. We will keep you all posted as we get information.

Executive Committee Report

- Angela wanted to give shout out to Trisha on the work she put into the community needs assessment, strategic plan as well as the presentation.

Motion made to adjourn by Elaine Carpenter. Seconded by Jim McMillian. All in Favor.

Meeting adjourn at 6:36 pm

Minutes recorded by: Emily Richards