

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

## BOARD OF DIRECTORS MEETING MINUTES

MAY 5, 2021

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**Present:** Tony Treanor, Jason Minor, Angela Poirier, Jim McMillan, Sara Kittell, Rob Hirss, Ken Gange,

**Excused:** David MacCallum, David Hutchinson, Meg Marshall, Elaine Carpenter, Carl Rosenquist, Betty Charron

**Staff:** Emily Richards, Todd Bauman, Stacey Remillard, Joe Halko, Derek Hoy, Danielle Mitchell, Steve Broer, Lance Metayer (5:30 – 6:15), Maegan Garrett (5:30 – 6:15), Raya Noreault (5:30 – 6:15)

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**Minutes received and meeting called to order by Jim McMillan at 5:35pm.**

**Motion was made to approve April minutes as presented by Tony Treanor. Second by Rob Hirss. All in favor.**

### **Presentation**

Addressing Mental Health and The Importance of Self-Care During the Pandemic presented by Raya Noreault (Behavioral Health Division), Lance Metayer (Children's Youth and Family Division) and Maegan Garrett (Developmental Services Division).

### **Executive Director Report**

The outpouring of support around Ted Mable's passing has been amazing. We did summarize the comments and feedback and share it with Katie his daughter and she loved it and is sharing with the family. Sam Thomas our DS Director called today and is in full remissions and that is great news. Todd was on the hiring committee for the new CEO of NMC, he really appreciated the feeling of partnership and community spirit that Dr. French put forth during the interview process. Todd and Dr. French had a meeting last week, and the feeling of partnership and community was stronger than ever. We are setting a meeting with Danielle to talk about working on a way to partner around the acute case of kids we are seeing in our area and the state.

### **Financial Report**

We are closed through September, so numbers that were shared are estimates, but very solid estimates. We are so close to closing the October and then they will start to close quickly following this. One thing we will need to do is recognize all our COVID funding but the end of this fiscal year, June 30th. Derek shared a few graphs, one being the decrease in payroll expenses during this fiscal year. The YTD Profit Margin graphs with and without COVID funds were also shared to share our projections. We had to make some very tough decisions during the past year. Due to those decisions which were made well and the COVID funding we have received we are in a good position. We are currently working with the state around our budget

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for FY22 as are all the other designated agencies. The question was asked - Do we think that government will agree with our increase budget? We do believe the state sees the need in our services and will see the benefit in our agency being ready for that need.

**Motion to go into executive session was made by Sara Kittell, Seconded Angela Poirier. All in Favor. Staff will be staying for executive session.**

**Motion to exit executive session was made by Tony Treanor, Seconded Sara Kittell. All in Favor.**

**Motion to approve the wage action discussed in executive session made by Sara Kittell, Seconded Angela Poirier. All in Favor.**

### **Executive Committee**

During the executive committee meeting we discussed the finances and Todd's visit with Dr. French.

### **Behavioral Health**

We have been having good discussions in our standing committee around peer supports and how we can use them more. DMH approached us to contract with us for the national suicide prevention line. The question was asked - Have the given any idea of how many hours they would be looking for us to increase? They did not specify so we are working to see what can handle, hire or what other opportunities we have.

### **Children Youth and Family**

We are starting to be inundated with referrals which is making us look at our process and systems to see how we can handle them. AOE has given recovery funds to each supervisory union, with the intention to focus on 3 areas. Those areas are mental health, social and emotional wellbeing and getting students to learning targets. We are working with the supervisory to help design those plans. All plans need to be finalized and submitted to AOE by mid-June. We have put a proposal forward to AHS for a 2 bed crisis program.

### **Developmental Services**

There are a lot of kids transition out of CYF to DS, the teams are all hands-on deck to find homes for some very clinically acute clients.

### **Community Relations**

We held a virtual Autism Walk the first week of April, Danielle's statement in her report is really good. We had 6 days of activities that were great for kids and families. We did end the month

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with an online concert from two of our staff plus a few other artists. There was a Disney trivia event on Saturday afternoon, Meg Gargano was running this event, she only had one person show up for it. The woman who showed up was in alone in a hospital waiting for surgery. She was so thankful for Meg doing the trivia and just being present for the hour. Meg said her appreciation was worth it! Mental Health Awareness month started with the presentation we saw today at the community partners meeting that is recorded and broadcasted on NW Access TV. On our episode of NCSS Here For You we had a client who was guest, it is always nice to have others tell their stories and share their experiences about our agency and the great things we do. The Community Partner Golf Tournament has been scheduled for September 24<sup>th</sup> this year. We wanted to make sure we would be able to have it and with all the changes we decided to it later than normal. We are working with another DA to share the move Angst. If you are interested in watching please email Joe or Danielle.

### **Human Resources**

Our [WE] committee has been busy. They are currently working staff appreciation the socks, with a message about how we “socked” it to COVID. The next [WE] Thrive Together is tomorrow if you are interested please join. This time we are focusing on healthy and easy meals. We had a meeting about our pension plans. We currently have an automatic deferral program which has worked really well to get staff involved in the plan. We are getting ready to move to an automatic increase program. This will help our staff work on their financial wellness. DMH and DAIL requested a meeting to talk about retention. We talked about salary and tuition assistance and the discrete between the DA systems and the state. During the meeting it really seems like they were hearing us.

### **Operations**

We are shooting to be out of the old EMR by June and on target for the date currently. For the developmental bill items, we sent off the first 6 months of paper claims. So additional information was requested, and we had until May 31<sup>st</sup> to submitted it. We have already submitted the requested information. The second half of the DS paper claims was finished today. We plan to have February and March closed by the end of Friday. We will then move April and have that closed the following week. The shadow claims that DAIL is requested was pushed back to start by July 1<sup>st</sup>.

**Motion to adjourn was made by Ken Gange. Seconded by Tony Treanor. All in Favor.**

### **Meeting adjourn at 7:45pm**

Minutes recorded by:

Emily Richards

Executive Coordinator