

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

## BOARD OF DIRECTORS MEETING MINUTES

**JUNE 3, 2020**

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

**Excused:** David MacCallum

**Staff:** Emily Richards, Todd Bauman, Tim Gallagan, Steve Broer, Joe Halko, Jess Irish, Kim McClellan

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**Minutes received and meeting called to order by Jim McMillan at 5:39pm.**

**Motion was made to approve May minutes as presented by Carl Rosenquist. Second by Tony Treanor. All in favor.**

### **Executive Director Report**

We wanted to talk to about Success Beyond Six, this is the funding we work with schools under. We have great relationships with our school partner which is an important part in this. We were told on March 18<sup>th</sup> DMH shifted our payment from a fee for service rate to a monthly case rate and the schools would continue to match. We were told a few weeks ago that schools were not going to give us the needed match. We have been in a lot of conversations with state partners. This will significantly change our financial projections.

The question was asked - How are we handling this? We are look at the agency program by program, person by person; we are looking on ways to decrease expensive. As well as looking at productivity and finding ways we can increase revenue. It has been a challenge but our leadership team has come together and has worked really hard. The question was asked - Is there anything contractually for school around their ability to cancel our contracts midyear? One DA is seeking legal action against their local schools. We are trying to work out the details and work as a partnership; we will need these partnerships in the future. So we didn't want to hurt our relationships. The question was asked – You said “they” changed the rules, who is “they”? DMH and AOE sent a memo out early on in COVID stating they would still pay under a case rate. AOE later sent a memo saying that the funding can't be a case rate; the contract has to be a fee for service model, so school should not pay. The question was asked – Are the children the ones that are really suffering from this? There are three programs this is hitting; CAT program, School Based Autism and School Based Clinician will not be honored. The question was asked – Who is the contract with, the school or families? The contract is with the school but the relationship is with both. The question was asked – Are the DA's as a whole coming together on this? Yes, we all have been working together with the state, AOE and DMH.

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### **Financial Report**

We are currently working on closing April. So the numbers we reviews are based on March. Right away at the start of COVID we went into cash conservation mode, and we did some back billing so it looks like we had a really good this month, but it is not entirely true. We are projecting through the end of the year and it looks like we will break even. For FY21 there are multiply unknowns. The biggest unknown is what will school operations look like and this will have a large effect on our budget. The state will not have their internal revenue forecast until late August. So what they have done is approve what they are calling a “skinny budget” which is 23% of our Fiscal Year 2020 budget. We asked the state for permission for file our full budget in September, they approved that. If this stands it will be a 8% decrease in the FY21. We will come back when we have more guidance to have the board approve the full budget. We do need to submit the “skinny budget” and need board approval for that.

### **Motion to approve a skinny budget that aligns with the state’s 23% guidance for the first quarter of FY2021 made by David Hutchinson. Seconded by Sara Kittell. All in Favor**

For capital planning we have suspended any projects until December. The roof was repaired in May. The self-funded health insurance is at a 9% decrease, we do expect that we will see an increase in that once things start to open back up. In Behavioral Health, the NOTCH has been holding back on some payments, but Steve and Tim have been working on this and we have come to an agreement to get us in to better payment schedule with them starting in October and they will pay all the back bills. We are currently at 43 days in cash on hand but that will decline rapidly. If things stay in the current situation we will start using the designated board funds in late August.

The question was asked - Are we eligible for anything of the FMA funds? No Jess and Tim went through the application we are not eligible.

One other thing we need to do is to remove Tim Gallagan off the financial documents and add Kim McClellan.

### **Motion to remove Tim Gallagan’s signing authority on all financial documentions made by Carl Rosenquist. Second by Rob Hirss. All in favor.**

### **Motion to add Kim McClellan on as signing authority on all financial documentions made by Tony Treanor. Second by Elaine Carpenter. All in Favor.**

### **Executive Report**

Between Todd, Jess and Tim we have gone over everything we discussed during the executive meeting. Jim would like to thank Todd for his weekly COVID updates. Jim would like to send a thank you to all our staff that are doing the great and hard work! Jason made the suggestion that

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we could draft a letter to be shared with staff. Would also like to thank Tim for his contributions to our agency and wish him the best of luck.

**New Business**

We think it would be wise to have meetings in July and August. Not mandatory but just updates.

**Motion to adjourn was made by Carl Rosenquest . Second by Jeff Moreau. All in favor.**

**Meeting adjourn at 6:47pm**

Minutes recorded by:

Emily Richards

Executive Coordinator