

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

BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 4, 2019

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

Excused : Ken Gagne

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

Minutes received and meeting called to order by Carl Rosenquist at 5:40pm.

Dan Thompson made a motion to approve the June minutes. Angela Poirier second. All in favor.

Executive Director Report

During the annual dinner in November we will be voting on returning, incoming and new board members. We are working on putting together a small presentation on the movement among the board. We will bring this to the October meeting for discussion in preparation for the vote in November.

Last month there was a BI conference around Success Beyond Six. It is the largest conference of its kind in the state. One of our Staff Amy Irish coordinated and MC the day, Matt Habeddank one of our staff members presented an award. It was great day and wanted to give Danielle a shout out for her team and the work they did for this conference.

The question was asked if a merit based raise is available to help with retention. When the state gives us money for wage action they also give specific direction as to how it is to be used. We try to do our best with what we have and we always give a lot of feedback to the state and will continue to do so.

Financial Report

For FY19 and based on our unaudited financials we stand with a gain of 2.65% which puts us ahead of the past two fiscal years. The number is consistent with other high performing DA's. This does included a bonus which will be for the full amount the board approved. KBS is coming in for the audit in a few weeks. There will be a few adjustments made but do not see anything major coming up.

We did submit the FY20 budget that was reviewed during the summer meeting.

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One area we are trying to focus on is our cash on hand and this is looking better than last year so we are moving in the right direction with that.

The Executive committee pointed out that the financials are very consistent which reflects well on the organization.

As for our capital planning, the renovation of the new property on lower newton is moving along nicely. It is on schedule to be completed before our lease is up on the building that now houses our Bayview program. All other items were completed over the summer except for the Gym at Soar and that will be done over the holiday break or next summer.

Self-funded health insurance is at about an 8% decrease over last fiscal year.

The ABS program has shifted to a 14 tiered bundle payment system that is based on how many hours a client receives of services a month. This has been a change for this team. It seems to be going back and away from where all other programs are going. There is a CEO group that is offering feedback to the state around this.

We have received a grant from OneCare around Care coordination to reduce emergency department visits. This is going to give us the ability to add one other embedded staff into the ER and partially fund nurse care coordinator to help with these services.

The question was asked, even though there was a meeting this summer around the FY20 budget do we still need a vote to approve by the full board? It was decided we do. We also did a quick review. The FY20 budget will include a 2.29% increase to our bundled rate which will be targeted toward staff wage action. The budget also shows health insurance being budgeted as it will be a bad year. The new EMR is still reflected in the expenses.

Motion to approve the FY20 Budget as presented was made by Rob Hirss. Tony Treanor second. All in Favor.

During our summer meeting we talked about moving our client's funds to Peoples Trust Company and out of TD Bank. We were doing this due to a lack of customer service and ability to work with our clients and staff. There was also a thought that in 18 months or so we would touch back with Peoples around moving our operational funds there, currently the operations systems were not ready for this. TD Bank sent us a certified letter stating they will be closing their North Main St. branch, so we would like to move all our funds to Peoples Trust Company sooner than later. And due to our feedback as well as others Peoples is updating something things around the operations. So we have decided to move all funds out of TD Bank and to Peoples Trust Company.

Presentation

Mobile Outreach Team; Tony Stevens, Nic Tebbitts and Cooper

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Behavioral Health

On Aug 22nd we started answering the national life line. We are still working out some areas but this seems to be going well. We have also started negotiations with the policy academy around providing trainings.

Children, Youth and Family

Staff have been working really hard to keep families connect with services while school is out, kids fest had move this year due to the size, which is amazing! We have been working on getting TMHFA in schools and camps a few staffs working on that to get students involved in that. Camp rainbow was success again this year.

The question was asked if there are schools in Franklin/Grand Isle County that we are not working with. No we are working with all schools in those two counties.

Developmental Services

The division is excited because they have more licensed clinician than any other DA at the moment.

Community Relations

We are still waiting on our final numbers but the revenue from the CPC golf tournament will go toward Cooper.

September is suicide prevention month and there are a lot of things going on. The thought is that people need to start talking about it. Vermont Care Partners is doing a statewide campaign that will start with a 4 part series that will be printed once a week for the month. As well as all 10 DA's having a screening of The Ripple Effect. The screening will take place Thursday September 26th at 6pm in this room, if you would like to go RSVP to Emily. We will be running ads in the paper, our episode of "Here for You" will be focused on this topic, and it will be on our YouTube channel soon. There is also a day long concert at Hard'ack and we will be present there.

Sunday the 22nd is the annual buddy walk, please join us!

Human Resources

We passed our workers comp audit. We are working on our pension audit. We did an episode of Joe's TV show with a student from the BFA Tech center who did some work with us and that went really well. We are our job fair in June and that went well, but not as well as the one we

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did last year in April so we will be changing the date back to April. We just had our wellness fair that went well also; we did a lot of biometric screens,

We are in need of about 12-13 home providers. This is where a client lives with you. All clients are different so the needs and structure is different, please pass that along and if you or someone you know is interested have them reach out.

Operations

During our designation review there were just a few action plans and one was to update our bylaws. Kim is working on the suggested changes. Emily will email a tracked change version and then in October we will review it and vote on the update.

The question was asked who suggested these changes. It was the state and around requires and compliance for our designation.

Motion to adjourn was made by Rob Hirss . Second by Jason Minor . All in Favor

Meeting adjourn at 7:29pm

Minutes recorded by:

Emily Richards

Executive Coordinator