

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

BOARD OF DIRECTORS MEETING MINUTES

JANUARY 3, 2024

Present: Angela Poirier, David MacCallum, Meg Marshall, Anjanette Watson, Dan Thompson, Rob Hirss, Jason Minor

Excused: David Hutchinson, Ken Gange, Casey Toof, Andrea Patrick-Baudet, Elaine Carpenter

Staff: Emily Richards, Todd Bauman, Kim McClellan, Sam Thomas, Stacey Remillard, Joe Halko, Derek Hoy, April Mathieu, Matt Habedank

Presenters: Shireen Hart

Community Member: Jim McMillan

Minutes received and meeting called to order by Angela Poirier at 5:33pm.

Motion was made to approve December minutes as presented by Dan Thompson. Second by Rob Hirss. All in favor. Andrea abstained.

Presentation:

Nonprofit Designated Agency Board Governance Law & Responsibilities.

Emily will e-mail out the slides from the presentation. We will have this printed and added to the Board of Directors Manuals.

Executive Director Report

The Board of Directors Manuals were handed out and the forms that are annual forms are in the front cover and need to be filled out and handed back in. Emily will work with the members who are on zoom or not present.

Soar Learning Center went through the process to screen for Polychlorinated biphenyl (PCB) as all schools in the state will do. There is one classroom that is beyond saturation rate for adults and children. It is the clinical room, so it has been a challenge, but the teams are being creative and making it work. We are working with the state to move our remediation forward. While we work out the details, we are using air purifiers running all the time. The question was asked – Why are we doing anything at all since the people in charge do not know what the best solution is? The Question was asked – Why would we spend and money when we don't even know what the best solution is? We understand all the questions. The state is making schools across the state go through this process, they have paused somethings as they work through the details. Now that we know our spaces are not safe, we cannot use them. We need to make sure we are keeping our staff safe. We are paying for any of this right now, which is one of the reasons we said we go first. This is affecting staff and clients, so we want to get it figured out as quickly as possible. We stand as safety as our number one value and will continue to do so. We will work with the Health Department and our consultant to have some more town halls. We can invite the

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board when they happen. The Question was asked – Can we share the scientific data with Anjanette? Kim will work with her.

Todd reviewed where we are with the redesign. The directors met and literally had sticky notes on the wall and moved programs around to see how best to do this redesign. He is working on a visual to share with our leadership teams, the board and then all staff. Certified Community Behavioral Health Clinics (CCBHC) is going to force us to create a new division, we are hoping this will help staff not feel absorbed by one division or another. There will not be big changes, but it will feel big to staff, so we are being very mindful of this redesign. We are going to give staff the chance to vote on the names of these divisions. The other thing we will be doing is removing the badge colors which currently stands for what division you work for; we are really trying to work on thinking more as an agency and less siloed. The question was asked – Can Anjanette see the org chart and this new structure? Todd will share the visual as soon as he it finished up.

We received the Home & Community-Based Services (HCBS) grant and were approved for most of the things we applied for. One of those things is a community needs assessment and a maturity readiness which are both required by the CCBHC. We will be hiring a consultant to help with these two assessments. The grant was awarded January 1st and has to be spent down by December 31, 2024. The question was asked – Could we have a brief overview of what the CCBHC actually is? Kim is on the state standing committee and a presentation was just shared with us. We also did a crash course for our leadership a few months ago. We can share these things with you all.

Financial Report

Reviewed statement of activities for all funds in the agency. It is very preliminary since December just ended a few days ago. We seem to be on par with where we were last year. At the end of October, we did a large salary bump so there is a large overall increase on this line that will remain this high. Our expenses are up about 3.8%. We reviewed the profit margin graph, and we are in line with past years. December does show a little low but we are not closed yet so these are just preliminary numbers. Reviewed the cash balance. Our bank account is health.

Executive Report Out

We spoke about increasing information sharing. We talked about our meeting times, moving from the rotation of short and long to all being the same time for the meetings. Another thing we spoke about is the board packet distribution and changing up the financials. We are going to step back a little, we will move to review the month before so we can see actual closed financials and get away from preliminary ones. We discussed creating a dashboard so we can see an overall agency health.

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Motion to adjourn was made by Dan Thompson. Seconded by Rob Hirss. All in Favor.

Meeting adjourn at 7:21pm

Minutes recorded by:

Emily Richards

Executive Coordinator