

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

BOARD OF DIRECTORS MEETING MINUTES

JANUARY 5, 2022

Present: David MacCallum, Betty Charron, Angela Poirier, Carl Rosenquist, Tony Treanor, Meg Marshall, Jason Minor, Sara Kittell, Ken Gange, Anjanette Watson, Dan Thompson

Excused: Rob Hirss, David Hutchinson, Elaine Carpenter, Jim McMillan

Staff: Emily Richards, Todd Bauman, Kim McClellan, Steve Broer, Stacey Remillard, Joe Halko, Derek Hoy

Presenters: Anne Cramer and Shireen Hart

Minutes received and meeting called to order by Carl Rosenquist at 5:37pm.

Motion was made to approve January minutes as presented by Dan Thompson. Second by Angela Poirier. All in favor.

Presentation:

Nonprofit Designated Agency Board Governance Law & Responsibilities. All presentation material were included in the board packet that was sent prior to the meeting as well as in the annual Board Member binder that will be mailed to all Board Members.

Executive Director Report

Every four years we go through a review process to keep our designated agency status, on the two-year mark of our designation we go through a smaller review process. That review has started for us. You all will be part of this review. They state will send us a survey link that will be sending to you soon. Our Applied Behavior Services Team (ABS team) just finished the audit the state performs and received a 98% plus rate on this. This team has had a lot of struggles recently, the services they provide make them a very in person program and when they had to go remotely, they did some really great work. They have had some staff turnover and, they have gone through a payment reform which gave them 14 different tiers to navigate through. The audit also happened within the two EMR systems. That team has done a lot of hard work and it showed in this audit and they deserved the high rating! Todd also shared some slides around the Certified Community Behavioral Health Clinic (CCBHC). This is a federal grant that we are in the process of applying for. It is still very new and we are working through the details but will keep the board posted on how things are moving forward.

Financial Report

The new controller has started, and we are actively recruiting for the financial accountant position. We have signed a contract with a consultant to help us map our EMR to the General Ledger. The three other agencies are doing the same thing with the same consultant. The audit

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is almost done. We do expect to get a management letter from KBS identifying continued issues with AR management and reporting. We do currently have a plan in place to help with this. The consultant that we contracted with is part of that plan. There were also changes that have been made in the EMR, these changes will be reflected when we start looking at the July 2021 numbers. The stay bonus worked out very well staff were very happy and appreciative. The question was asked - Have you looked at cash receipts from one year to the next? We look at our bank statements all the time, but they have not been the same due to the COVID funds that we have received.

Human Resource Updates

We received funds from the state that were for crisis and residential staff. Using the funds, we have given a nice bonus to those staff.

New Business

We need to make sure that we update all items that reference Bayview to reflect the new name.

Motion to adjourn was made by Dan Thompson. Seconded by Angela Poirier. All in Favor.

Meeting adjourn at 7:14pm

Minutes recorded by:

Emily Richards

Executive Coordinator