

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

BOARD OF DIRECTORS MEETING MINUTES
FEBRUARY 1, 2023

Present: David MacCallum, Tony Treanor, Meg Marshall, Ken Gange, Dan Thompson, Rob Hirss, Jim McMillan, Angela Poirier

Excused: David Hutchinson, Anjanette Watson Casey Toof, Andrea Patrick-Baudet

Staff: Emily Richards, Todd Bauman, Kim McClellan, Sam Thomas, Stacey Remillard, Joe Halko, Derek Hoy, Danielle Mitchell, Belinda Besette

Presenters: Bridget Archambault, Jessica Branon, Kasey Carpenter, Ron Stankevich

Minutes received and meeting called to order by Jim McMillan at 5:36pm.

Motion was made to approve both December minutes as presented by Dan Thompson. Second by Angela Poirier. All in favor. Ken abstained.

Presentation:

Agency Overview

Emily will e-mail out the slides from the presentation.

Executive Director Report

A large focus for all the DA's is spreading the word on what we do, so many of our legislators are new. We had two staff who testified to the house education committee, Matt Habedank and Lance Metayer. We are thankful to have Casey Toof as part of that of that committee. They focused on the school services and the staffing crisis and how we need to make Vermont a great and affordable place to live so people want to come here to work. Lance Metayer was also selected to receive an award that focused on his involvement with the youth and mental health across the state. He was given this award during Mental Health Awareness Day. He is such an advocate for breakdown stigma, and we are lucky to have him. DS as the final step of their designation review happening now. Sam led a meeting with the state standing committee, and the conversation went very well. The last thing we want to talk about it the altercation at the middle school basketball game in Alburgh. Both schools involved are in our catchment area, we have reached out to both schools and have offer our services and any assistance they need for staff, students or families. We do a really good job helping in a crisis, but this is making us think of how we can do better with upstream care and prevention. We talked in executive committee about possibly offering training on de-escalation among other topics to help sports officials in these situations. The CYF management team talked about how they can help as well in their meeting today. We are working together to see how we can help.

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Financial Report

As we have talked before, we are working on updating our infostructure and setting the agency up for long term success. One change we are making is Paycom for our payroll system and away from ADP. Paycom will also become our expense systems. We are in the infancy state with an aggressive go live date of 4/1. It is going to be very user friendly and better for staff. One hope we have is that it will give us better time allocation tracking which will help in many ways. We have closed July and August. We are hoping and heading in the direction to be on time for the end of the year end closing. We have a purchase agreement for Fletcher House, per a vote by the board a few months ago. The owners have decided that they are not ready to sell yet. We are continuing our lease with them on a month-to-month basis. We will keep the intention to buy the house when the owners are ready. It will be very disruptive for the client in this house if we do not stay on this path. We have gotten the rough order of magnitude from the architect for 6 Home Health Circle. It is a list of high estimated costs for all the items we have said we want done to the property. We are still working with DAIL on the funding. The next step is to put the renovations out to bid. This is when we get real pricing on items. The question was asked – What type of renovations are we talking about? It is a big overhaul, we will be taking down walls, putting up new ones, making it ADA assessable, plumbing, electrical, we have to run water from the main road. We would like to put the cost in up front and make this the best possible program we can. Since it will be a licensed home there will be a lot of regulations we have to follow. The question was asked – How many square feet is the building? Not sure off the top of heads, but we are planning for a 6-bed facility, there will be a nursing facility onsite, a meeting space that is welcoming and comfortable for when families come. It is a two-store building. Derek pulled up the approved floor plan to review. We feel like we have a real opportunity to do something great for our clients with this space. Sam feels we have been so much just reacting, this will help us be proactive. Ken would like to see the space, Sam will reach out and make this happen.

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

Meeting adjourn at 6:45pm

Minutes recorded by:

Emily Richards

Executive Coordinator