

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

**BOARD OF DIRECTORS MEETING MINUTES**  
**FEBRUARY 2, 2022**

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**Present:** David Hutchinson, Elaine Carpenter, Jim McMillan, David MacCallum, Betty Charron, Angela Poirier, Tony Treanor, Meg Marshall, Sara Kittell, Ken Gange, Anjanette Watson, Dan Thompson, Rob Hirss, Carl Rosenquist,

**Excused:** Jason Minor

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

**Presenters:** Greg Sargent, Bill Keyser, Tony Stevens, Holly Brannon and Emily Norris

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**Minutes received and meeting called to order by Jim McMillian at 5:33pm.**

**Motion was made to approve February minutes as presented by Dan Thompson. Second by Tony Treanor. All in favor.**

**Presentation:**

**Audit Review** – Presented by KBS (Greg Sargent and Kill Keyser)

We are a month ahead of our timeline from last year, which is a great sign that things are headed in the right direction. We have submitted an unqualified opinion to the state, and this means it is a clean audit. The state did reach out with a few questions, but we have already responded, so as soon as we have approval from the board the state will approve as well. There will be a management letter submitted, the corrective actions that have already been taking place will be noted as well. Some of the trouble with our AR is due to the payment reform happening within DMH and DAIL along with the mapping of the new EMR to our GL. We are currently working with a company who is helping with the mapping from the EMR to the GL. The question was asked – Given to the significance of the AR on our balance sheet is there a point that an unqualified opinion is not reasonable? This was a problem but with the changes that the agency has made and the contract with BIS it is not a problem anymore. There was also a change in the EMR that was made in August to help with the reporting of the shadow claims the state is requiring. The executive committee voted to recommend to the full board to approve the audit as presented.

**Motion was made to approve the audit as presented by Ken Gagne. Second by David Hutchinson. All in Favor**

**Agency Overview** – Presented by Tony Stevens, Emily Norris and Holly Brannon

**Executive Director Report**

Mental Health Advocacy Day was Monday, and it went really well. Danielle Lindley and Matt

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Habedank both testified. Anjanette Watson is testifying next week with the state. We are doing a lot of advocating which is very positive.

The whole DA system has always struggled to meet the wage need that is needed to hire and retain staff. As a group we are asking the state for a 10% increase and a 3-year contract for yearly increases. The question was asked – Knowing the history, what is the likely hood of it being approved? Based on the presents at Mental health Advocacy Day and many other factors there is momentum around the services we provided so we are hopeful. The question was asked - What is the percent of wage increases in the past? We have done limited salary increases and focused more on bonus. It has been a limited to 1%-3% on average which is just enough for a cola raise. All CFO's are pulling data together and arming the CEO's with data and information to fine tune the ask, it will show how great the need is. The question was asked – What part do we have in the mental health group that Dr. Levine started? It seems to be more of an information sharing space, but we are aware and will join when we are needed. The question was asked - Is there data to show the difference in pay among the same position at the state vs a DA? There has not been a comparison to state positions in many years, but we do have the results from that one, that we could share if you would like. The HR directors are have these conversations as well.

### **Financial Report**

Most of our resources have been focused on finishing the audit but we are close to closing July. We are working with BIS on the mapping of the EMR to our GL and that is going well. The agency Medicaid number tied to the Adult and Children's Bundles (approximately \$1M in monthly revenue) was pending renewal at the time DMH was set to make the February 2022 monthly bundle payments. NCSS agreed to receive the February 2022 and March 2022 payments on the March payment date. Current agency cashflow should be sufficient to cover this delay.

### **New Business**

Ken Gagne will be the guest this coming NCSS Here For You.

**Motion to enter executive session made by Ken Gange. Seconded by Rob Hirss. All in Favor. All staff are leaving.**

**Motion to exit executive session made by Ken Gange. Seconded by Rob Hirss. All in Favor.**

**Motion to adjourn meeting made by Ken Gagne. Seconded by Angela Poirier. All in Favor**

### **Meeting adjourn at 8:09pm**

Minutes recorded by:

Emily Richards

Executive Coordinator