

BOARD OF DIRECTORS MEETING MINUTES

APRIL 3, 2024

Present: Elaine Carpenter, David MacCallum, Meg Marshall, Rob Hirss, Ken Gange, Angela Poirier, Jason Minor, David Hutchinson, Andrea Patrick-Baudet, Casey Toof

Excused: Dan Thompson, Anjanette Watson

Staff: Stacey Remillard, Emily Richards, Todd Bauman, Derek Hoy

Presenters:

Minutes received and meeting called to order by Angela Poirier at 5:49pm.

Motion was made to approve March minutes as presented by David Hutchinson. Second by David MacCallum. All in favor.

Executive Director Report

- Todd noted the structure of tonight's meeting. Later in the meeting we will be asking for a motion to go into executive session, so Todd told the other directors they did not need to be here.
- Todd provided an update on the eclipse planning. We have been working closely with our community partners. We are staying open and will continue to provide our services to those who need it most. We have a team of people that will be embedded at the Bay and Taylor Park. Our Crisis team will be here at the agency, and they will monitor the phones and be available if the hospital were to need us. We have created an incident command structure to give one point of contact for our community partners. All our agency vehicles are gassed, residential programs have extra food, and generators have been tested and filled with gas. We did have a staff event where we handed out solar eclipse glasses and had fun eclipse themed snacks like sun chips and moon pies. The question was asked – What are the clients doing? We are working with staff to ensure that each person served has a plan that is uniquely tailored to meet their own individual needs.
- The last update is about the name for the new division. We conducted a survey with all the staff with five options. The plan is to close the survey and give the results to Belinda and see how she would like to move forward, there was no choice that was over 50% when we last looked at the results. We will keep the board posted on this as we keep moving forward.

Financial Report

- Derek shared and we reviewed the P&L for the full agency and by divisions. We also reviewed the balance sheet. The question was asked - What do our days in cash look like? If you look at the numbers with the reserved funds, we have 130, without the reserved funds we are about 92.7 days. Our goal is to be at about 60 days. We are managing our accounts receivable well and that number is coming down. We have talked a lot about how we need to deploy our cash in a meaningful way, an example of how we are doing this is with all the planning we are doing for 6 Home Health Circle.

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- We met with Conner Contracting and how best to make it what our clients need. Samantha has been talking to the Department for Aging and Independent Living (DAIL) about this being a six-bed facility for our aging population with developmental disabilities. We have a list of clients currently who could use this program. We are planning on leveling the building down to the foundation and rebuilding to meet the needs of our clients. The question was asked – Will this building be energy efficient, including solar? Everything has been designed with an eye on efficiency but solar has not been talked about. Elaine wants to make sure we are doing everything we can to make is as efficient as possible so we really should be talking about solar. It was pointed out that the contractors should be looking at the Leadership in Energy and Environmental Design (LEED) rating system. We will research the energy efficiency items that have been designed into the new 6 Home Health construction. The question was asked – Do we have dates yet? The contractors are saying seven months, but we project 9 – 12 months as a more realistic timeline. The question was asked – Have you thought about developing a larger program designed to serve more people than the original design of 6 beds? We did talk about it, but typically DAIL who will be the funder of this program prefers a more homelike setting. We believe we can achieve this with a 6 bed model. The question was asked – Are there emergency exits so clients can get out of each room? Each room will be ADA accessible and have an egress option. We are still waiting to hear where we stand with 3 Home Health Circle. As far as we know it is still with legal counsel.

Executive Committee Report

- We talked about the financial reports and reviewed them in depth. We also reviewed the agency's recent competition analysis.

Motion was made to go into Executive Session by Rob Hirss. Seconded by Elaine Carpenter. All in favor.

Motion was made to exit Executive session by Ken Gagne. Seconded by Casey Toof. All in Favor

Motion was made to approve wage action as discussed in executive session by Jason Minor. Seconded by Meg Marshall. All in Favor.

New Business

The board would like April to do a Transcranial Magnetic Stimulation (TMS) presentation. We will schedule this for a future Board Meeting. There was a question about the Dashboard – How long do people wait for a service after the intake? The state does hold us to a standard. We track access measures which includes % of people seen for treatment within 14 calendar days of their initial assessment. NCSS has hit our state targets for the last 4 FY quarters. Since we are understaffed how are we making that happen? We are providing slightly less services to all clients because staff need to serve more clients, at fewer hours per client. We will see if we can address this on the dashboard. The House Health Care Committee is asking all Designated Agencies (DA)

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to testify for ninety minutes we go next Tuesday. Ken is going to the Voices and Choices conference at the end of the month and will give the board an update in May.

Motion made to adjourn by Ken Gange. Seconded by Elaine Carpenter. All in Favor.

Meeting adjourn at 6:44pm

Minutes recorded by:

Emily Richards

Executive Coordinator