

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

BOARD OF DIRECTORS MEETING MINUTES

APRIL 5, 2023

Present: Jim McMillan, David MacCallum, Angela Poirier, Tony Treanor, Rob Hirss, Ken Gange, Anjanette Watson, Andrea Patrick-Baudet, Casey Toof, Meg Marshall, David Hutchinson

Excused: Dan Thompson

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

Presenters: Marie Greenia, Heather Hubbard, Kasey Carpenter, Michelle Harms, Colleen Sears

Minutes received and meeting called to order by Jim McMillian at 5:34pm.

Motion was made to approve March minutes as presented by Tony Treanor. Second by Angela Poirier. All in favor.

Presentation:

Service Coordination – Presented by Marie Greenia, Heather Hubbard, Kasey Carpenter, Michelle Harms, Colleen Sears

Executive Director Report

We have gone live with our new workforce system. Everything seems to be working very well and staff are saying it is easy to navigate. We are trying to leverage electronic systems to make our processes easier for staff. There is in an app, so we can all use our phones which is another example of a measure to give staff options. On the back end of the system, we are now able to report out with ease on things like time allocations. All the expenses are within the with system as well, which is another item that is helping to streamline process for staff. We were awarded one of The Best Places to Work in Vermont which is wonderful. The event was the other night, and it was amazing to see the energy in the room. It was a very positive place to be. We had about 35 people there with us. This award is awarded based 80% on what staff have to say about us.

Financial Report

We closed the month of December today, this keeps on target to be set up for being caught up by the end of the year. Sam and her team has been working hard with DAIL to make sure that the budget matches what we need for the clients in our new programs which we have been investing so heavily in over the last year or so. We are doing strong analyses to make sure that programs and invests we are working on are worth it. Derek reviewed the financials. The question was asked - If there were hang ups with any of the DS residential programs? Not from a financial lens, Sam also agrees that from the her teams lens things are going well, with renovations and

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placements. Derek emailed the 990 to all the board members right before the meeting. He has not had a chance to review it himself. Once he reviews it, and he will send an email to the full board letting them know his findings. We would like to vote for approval of the 990 through email. Once Derek shares his findings you can all ask as my questions as you have, and then email your vote to Emily by Friday April 14, 2023. The question was asked – Do we need to go into executive session to discuss the 990? We do not need to go into executive session due to the 990 being a public document. The 990 is the tax filing of a nonprofit. The question was asked - What the percentage of Medicaid vs personal and self-pay clients do we have? We believe it is about 80/20 but will get more accrete numbers back to the board. Please do not wait if you have questions about the 990 since our turn around time is a little short.

New Business

MH from local, state, and federal updates – Anjanette Watson.

Anjanette shared a list links that Emily will send out. There is one that she would like to bring light to above all. There has been a law passed that all PCB testing be paused. Todd was aware that there was talk about pausing the PCB's but did not know it passed. He will look further into that. These are all just things to think about and investigate.

May's Board Meeting

All the directors will be at the National Council Conference for our May meeting. So what we will do is have a short check in with Todd, Derek and Todd. It will be fully zoom, no one will be onsite.

Motion to adjourn the meeting was made by Ken Gagne. Second by Angela Poirier. All in Favor.

Meeting adjourned at 7:23pm

Minutes recorded by:

Emily Richards

Executive Coordinator