

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

BOARD OF DIRECTORS MEETING MINUTES

APRIL 6, 2022

Present: Jim McMillan, David MacCallum, Tony Treanor, Meg Marshall, Anjanette Watson, Rob Hirss, Jason Minor, Ken Gange, Sara Kittell, Carl Rosenquist, Betty Charron

Excused: David Hutchinson, Dan Thompson, Elaine Carpenter, Angela Poirier

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

Minutes received and meeting called to order by Jim McMillian at 5:39 pm.

Motion was made to approve February minutes as presented by Tony Treanor. Second by Rob Hirss. All in favor.

Executive Director Report

We had the dedication ceremony of the Tomlinson Center – Where Wellness Matters. It was a very powerful and moving event. There was great collaboration of our standing committee and staff to pull this together. We had the event in a hybrid model so there were folks in our main conference room as well as on zoom, his children were able to be present this way. It was recorded and Emily will work with Steve and his team so we can share the recording with the full board.

We were awarded the 2022 Governors Gold level wellness award. This is based on who we are as an agency and the hard work of our [WE] Committee. We as an agency are committed to the wellness and engagement of our staff.

We have lifted our mask mandate in all our location except for in our residential program. We have been following the states guidance throughout the last 18 months and this keeps us there. We are at 93% vaccination rate among our staff. It has been optional just like the state has moved too.

Financial Report

We have closed financials through October. We did a preliminary close through the rest of the year because we need to report out on COVID funding we had received. The billing team is a bit ahead of the finance team for closing months, but we are close to being inline. The work with our BIS consultant is going well, the mapping of the EMR to GL is moving right along. We have also started the process to move from great planes to Sage and update our GL. We are hoping to go live by July 1. Progress is being made on our AR balance. AR is not always representative of actually funds and may need to be adjusted off. The AR balance has just been sitting there and we were not fixing it. If there is a loss it is because we are righting the past years gains that were not actual. We are in the last step of us righting the financials for the agency. Our operating

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account is in very good standing. This is evidence that services are being provided, revenue is coming in and bills are being paid. We will be asking for a staff wage action based on things that are happening in the legislature and the pinch on staff as costs around us increase such as gas and food. We are asking to provide the staff an increase based on what the legislature approves with the possibility of a retroactive payment. It would come as two different votes. We would like to give staff whatever the legislature approves.

We did purchase a house for the DS Residential programming needs. It is move in ready and we have one client that will be able to move in quickly. We will be able to get another client in this house once we have a basement bathroom put in. We appreciate the board for approving this purchase. This is a much needed service that our clients are going to benefit from.

The question was asked – Are the other DA’s seeing the same high cash on hand amounts? Yes, the others have had large amounts of cash on hand. The questions was asked - Why are our numbers in more extreme than others? We were not in as good a place as others historical, so the numbers look drastic for us. We got a lot of COVID money, expenses were down due to being remote and staffing troubles. The question was asked - If we were to give more than the legislature give us, how long could we sustain that increase for staff? We would like our vote to be open to whatever the legislature gives us. We are being more conservative than other DA’s across the state. Howard and LCMHS have given staff the money already. We are confident that it will come to us, we just are not sure how much or when.

Motion to approve the cola at the rate approved by the legislature. To be given to staff as soon as it passes made by Carl Rosenquist, Second Ken Gange. All in Favor

You all received the draft 990 prior to this meeting. We do need to vote on the approval of this so it can be filed with the federal government. Our total revenue was slightly down but on pare with last year.

The question was asked - Tony doesn’t seem to be listed as a board member, is there a reason? All board members are not listed on the same page, but we will confirm that all board members are listed correctly and confirm with KBS before it is submitted.

Approval of the 990 as present with the cavoite that all current board members are listed correctly made by Carl Rosenquist. Second Betty Charon. All in favor

New Business

Anjanette will be dropping off a few of the book she recommended. She would really like to continue working on the board sharing information with each other.

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Motion to adjourn the meeting was made by Carl Rosenquist. Second by Betty Charon. All in Favor.

Meeting adjourned at 6:35pm

Minutes recorded by:

Emily Richards

Executive Coordinator