

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

BOARD OF DIRECTORS MEETING MINUTES

JUNE 1, 2022

Present: Jim McMillan, Rob Hirss, Ken Gange (left early), Sara Kittell, Carl Rosenquist, Betty Charron, David Hutchinson, Dan Thompson, Elaine Carpenter (left early), Angela Poirier (left early), Tony Treanor, Anjanette Watson,

Excused: David MacCallum, Meg Marshall, Jason Minor,

Staff: Emily Richards, Todd Bauman, Steve Broer, Halko, Derek Hoy, Danielle Lindley, Sam Thomas

Minutes received and meeting called to order by Jim McMillian at 5:35 pm.

Motion was made to approve May minutes as presented by Dan Thompson. Second by Rob Hirss. All in favor.

Executive Director Report

Medial Director has one active applicant, and he is in the middle of the interview process. He has met with the directors and is meeting with the other doctors and nurses next. Stacey has talked to other agencies and has found that a few other agencies are looking to fill the position as well. We do have a backup plan to make sure that services will be covered if this applicant doesn't work out.

Financial Report

We are moving in the right direction with closing months. We have closed January and have a preliminary close through April. We were able to do this due to billing be closed through April. We are moving right along with our conversation to Sage, we are planning the go live for 9/1/22. Stacey, Todd, and Derek submitted an application to get one-time funds for an employee retention grant that has been made a availability. We are still waiting to hear about to see if we will receive the grant. We reviewed all the financial documents that Derek presented. The question was asked – The employee retention grant would this be for all staff? There are 3 criteria for those to be able to receive the funds, they are you must be earning under \$87,000, not be a salaried employee and work mostly in person, not remote. There are few positions listed in the grant that can earn more then the stated amount, like nurses.

We need to discuss the purchase of 6 Home Health Circle. Derek is leaving the room; he will be recused from working on this project as he is a board member of Home Health.

As we have said many times before, we need more residential capacity. We have a high number of clients who need care that we need to send them away from their community and families to receive. We would like to purchase the property at 6 Home Health Circle. We have had an appraisal done of the property. There is one other party that has shown interest in this property,

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but Home Health has expressed the interest to work with us. With that in mind we would like to move quickly. We will have to do renovations to the space, but we are not sure on the cost of those yet. We are thinking of this property with a focus on Ds clients as well as the aging population. This property will give us a lot of flexibility in the care we can offer clients. Sam is working with DAIL to figure out the funding options we would have. The question was asked - Will we have to have it set up to be full sprinkled system? Yes, based on the number of beds we would like to have in the building. The question was asked - How does the price compare to other properties? This is a great price compared to other properties in the area. The question was asked - Can you speak more about the renovations that will be needed? The bones of the building are good, but it is not set up to be a residential facility. The kitchen is very small, and the bathrooms will need to be re done. We will most likely gut the property and make it just what we want, to give us the most flexibility for the space. We are looking for a company that can do the whole project of renovating the space.

Motion to authorize up to \$450000 to purchase the property at 6 Home Health Circle made by Dan Thompson. Second Tony Treanor. All in Favor

Motion to enter executive session made by Dan Thompson. Second Sara Kittell. All in Favor

All Staff except for Todd and Emily have left the meeting.

Motion to exit executive session made by David Hutchinson. Second Carl Rosenquist. All in Favor

Motion to approve the salaries discussed in executive session made by Dan Thompson. Second Betty Charron. All in Favor

All the decisions we are making are helping right size our agency and make us competitive. Todd would like to thank the board for all their support in making this happen.

New Business

There have been some changes within Hickok and Boardman, have there have been and changes to the pension oversight committee? Dan just wants to make sure that we still have someone who is helping us monitor our compliance and policies. Todd will follow up with Stacey on this topic.

Motion to adjourn the meeting was made by Dan Thompson. Second by Carl Rosenquist. All in Favor.

Meeting adjourned at 6:35pm

Minutes recorded by:

Emily Richards

Executive Coordinator