

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

BOARD OF DIRECTORS MEETING MINUTES

JULY 5, 2023

Present: David MacCallum, Rob Hirss, Anjanette Watson, Meg Marshall, David Hutchinson, Casey Toof, Jim McMillan

Excused: Angela Poirier, Tony Treanor, Ken Gange, Dan Thompson, Andrea Patrick-Baudet,

Staff: Emily Richards, Todd Bauman, Kim McClellan, Derek Hoy, Danielle Lindley, Sam Thomas, April Mathieu

Presenters:

Minutes received and meeting called to order by Jim McMillan at 5:37pm.

Motion was made to approve June minutes as presented by David Hutchinson. Second by Rob Hirss. All in favor.

Discussion about the June minutes Rob Hirss noticed there were two words that did not match. Corrections were made.

Executive Director Report

Todd wanted to address article about the Howard Center closing the autism program. They decided that it was not cost effective with the 13 tiers of requirements from the state and low case rate. They could just not make it work. They closed 4 programs and Anjanette would like to voice that this is concerning to her. She would like to know how a board let them get into the deficit like this. Everyone agreed with her sentiments. We are thinking about it strategically. We want to make sure that we are efficient as possible with the services we provide. We have targets and we need to make sure that we are hitting all of them, this will help us bolster our revenue. We are also constantly advocating for rate increases. One way that the low rates affect us is staffing. If the market rate of pay is higher than the rate, we are given other places such as school can pay staff more then we can. The third thing we are doing is an analysis of all our programs, to help us find the programs that we can bolster and grow and what programs need help and are not running efficiently. The original setup of the DA's is that some programs were designed to back fill other programs that could not be fruitful. With all the changes they are making we cannot keep that structure going. The question was asked – As you are assessing programs are there some in jeopardy?

Motion was made to go into executive session by Rob Hirss. Second by David Hutchinson. All in favor. Staff will stay.

Motion was made to exit executive session was made by David Hutchinson. Second by Rob Hirss. All in favor.

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Financial Report

The financials are closed through March 31, 2023. All future closing will happen right in the new system. This will make things a much smoother process. The priorities of the team are during June/July closing FY23, July/August FY24 Budget and September preparing for FY23 audit. We have asked for an extension to submit our budget to the state. The hope is it present it to the board for approval during our September meeting. Derek reviewed the balance sheet, the bank balance and YTD profit margin. The projection is that we will end the year with a slight loss. The question was asked – What percentage of our expenses go toward real estate? 3.34% of our expenses are buildings. 87% of our expenses are wage and benefits. The majority of our real estate is for residential programing. The question was asked – What happens if a property that was bought with one client in mind and then that client no longer needs it? We look at all these building purchase as program, not a person, so we make sure we can use it for another client in those cases before we move forward with the purchase.

New business

Jim would like to thank this board for the work they do to keep the agency as a positive force. It is nice to know that we have a board who are more interested in the process's then the title. And thanks to Todd and his team for the work they do to fill the board roles and all they do to keep the board alert and apprised of information.

Motion was made to adjourn the meeting by David Hutchinson. Second by Rob Hirss. All in Favor.

Meeting adjourned at 7:33pm

Minutes recorded by:

Emily Richards

Executive Coordinator