

**BOARD OF DIRECTORS MEETING MINUTES**

**JULY 6, 2022**

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**Present:** Jim McMillan, Dan Thompson, Angela Poirier, Tony Treanor, David MacCallum,  
Jason Minor, Carl Rosenquist, Meg Marshall, Jason Minor, Sara Kittell

**Excused:** Rob Hirss, Betty Charron, David Hutchinson, Elaine Carpenter, Anjanette Watson,

**Staff:** Emily Richards, Todd Bauman, Derek Hoy, Danielle Lindley, Sam Thomas

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

**Motion was made to approve June minutes as presented by Dan Thompson. Second by Angela Poirier. All in favor.**

**Executive Director Report**

We are still recruiting for our psychiatry team specifically for the medical director position. We have been very aggressive with the recruiting process. We had one candidate who was going through the interview process, but we were on different pages when it came to the salary we could offer. Todd has reached out to some of our peers to see what they are doing and many of them are going fully remote with their services. We do not want to go in this direction. Dr. Harris Stokoff is a current part time employee. He owns his own company of a team of psychiatrist which is called Green State Psychiatry. We have been talking to him in how we would like to structure our team and he thinks that he can create a team to fulfill our needs which will included on sight coverage. We are looking forward to this plan. The question was asked – Are there regulations with Medicare, that state there needs to be a doctor on sight to oversee the services? Todd believes that yes there is, and the structure we are planning will cover all our needs and requirements we have. Kim and Derek have been very involved in this process of creating this plan. The question was asked - If there is a crisis in the ED would these people be willing to be one call? Yes, crisis team would be first on call, but this plan will include on call services from psychiatry. The question was asked - Would it cover Medicaid regulation as well? We do believe so. Jason added that CMS is consistent, so if the plan covers Medicare, it should cover Medicaid as well. Jason cautioned us to be very mindful of the contract especially when it comes to rates, increases of rates and timing if they if they would like to get out of the contract. It might even be a good idea to put a performance clause in the contract. We are working on the contract and the details now. It was brought up that it might be helpful to continue recruiting for the first six months of the contract and if needed come back to the board to increase the possible salary if needed. Dan Thompson commented on making sure we continue to offer in person services and the importance of that.

**Financial Report**

We are closing months and are on track with the timeline that we have presented. We are making good progress with the EMR integration including sample reporting and it looks very

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promising. Our move to Sage (the new GL) is moving along and seems to be going smoothly. We have run some reports and will start testing next week with the go live still planned for September 1st. We were given an extension on submitting the budget to the state. It is now due at the end of July. We are working on the budget right now and there are a few things that need to add, 7 North, 6 home Health Circle, the new MD/Psych structure, St. Albans police Embedded Clinician and a Speech-Language Pathologist within the Chittenden EI program. So it is taking some work to get all the number correct. We will submit the budget by July 29<sup>th</sup>. Derek will present it at the August meeting for board approval. Our financial audit is scheduled for the week of October 10th and we hope to have it closed by December. We are expected to get the AHS one-time employee retention grant and we are hoping it will come through soon, which will be very helpful for staff. The property at 251 St. Albans Road is expected to have occupancy for August 1<sup>st</sup>. We are hoping for the funds to come through from the FMAP funds so that we do not need recoup the cost of this house. There is a request from Home Health for us to submit an offer to buy 6 Home Health Circle, by the end of the month. We will offer the amount that board approved last month with a requested closing date of October 2022. We are working on a renovation plan and will report out on that once it is all set. The question was asked – Is the hospital interested in the property? There is one other entity interested in the property, we are not sure who it is, but home Health said they would like to work with us if possible. Our AR balance is moving in the right direction. We are back to where we were prior to going into the new EMR. Medicaid claims are being adjudicated so this will affect our numbers as they get finalized. Our profit margin is falling into the trend line. Our revenue is being impacted by historical adjustments that being made. The final projection of FY22 is a gain of 1.43% this number can go up or down depending on the billing adjustment, which we will be open through August 12<sup>th</sup>. Derek would like to hold off making any final decisions on what we should do with funds until we close out June. The question was asked – Do other Da’ finances look like ours? Yes, they look very similar.

**New Business**

Ken wanted to let the group know that is looking into a home provider. As he gets use to the situation, he may miss a few meetings. It was made very clear that it is important he stays on the board. Ken would also like to be involved in the crisis programs if possible.

**Motion to adjourn the meeting was made by Dan Thompson. Second by Ken Gagne. All in Favor.**

**Meeting adjourned at 6:27pm**

Minutes recorded by:

Emily Richards

Executive Coordinator