

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

BOARD OF DIRECTORS MEETING MINUTES

JULY 7, 2021

Present: David MacCallum, David Hutchinson, Jim McMillan, Meg Marshall, Sara Kittell, Ken Gange, Carl Rosenquist, Betty Charron,

Excused: Angela Poirier, Rob Hirss, Tony Treanor, Jason Minor, Elaine Carpenter,

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

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

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

Executive Director Report

Lieutenant Governor Grey visited St. Albans and we were one of her stops. She toured the family center; we had a panel discussion and a press conference. It was a very positive visit and she seemed very interested and invested in our system.

We have a few highly acute clients moving up through the developmental services system. To give our staff what they need to offer the best continuum of care, we are looking to purchase some space to create a micro residential program. We have rented in the past and it is beneficial to own the property, this helps us to be able to quickly make changes and offer the best care to our clients.

Early today we had the exit interview for our state audit. This went back to our previous EMR system. It was a two-week process, and it took place remotely. We had no communication with them throughout the process. But the interview today went well. They mentioned specific staff and the quality of care they offer as well as our community partnerships. These are just a few positives they mentioned.

We are on the cusp of offering a job to a psychiatric nurse practitioner. We need to start the salary conversation, and we are required to have board approval for any salary above 100,000.

Motion was made to enter executive session by Ken Gagne. Second by Carl Rosenquist. All in favor. Staff who are present will join executive session.

Motion was made to exit executive session by Carl Rosenquist. Second by Ken Gagne. All in Favor.

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Motion was made to accept the salary range for the negotiations of the psychiatric nurse practitioner position that was discussed in executive session by Carl Rosenquist. Seconded by David Hutchinson. All in favor.

Financial Report

We have closed January, which means we are upholding to our timeline. We are hoping that the team will be able to close 3 months before our August board meeting. This will be a large undertaking, but we are working really hard to keep us on track of the timeline presented. We are looking at a large gain for the year and our predictions have been very accurate to date. This does include the wage action we did as well as a PAT buy back of those who lost during the time of COVID. We have an opportunity to invest in our staff and agency so we can continue to offer the outstanding care to our clients. We did a really good job managing our expenses during the heat of the pandemic which has led to our large gain. Travel is a good example of this, we could not go out to client's homes, we are normalizing this as we start to travel to their homes again. One of the areas the auditor recommended us to focus on is our days in accounts receivable, we have work hard with this and it is lowered. We will continue to work as this. Green Mountain Care are asking for some information from all the DA's. We are not sure what they will do with this information but will keep you posted on what they do with the information. We are the agency that is collecting and compiling the data for all agencies.

New Business

We would like to be able to move our meetings to a hybrid option for August. We are working on the technology to make this option possible. Emily will keep you posted.

David would like to encourage us to continue the conversation with the state about offering loan forgiveness. Stacey is part of a committee who are working on figuring out how we can level the playing field between us and other organizations. And this is defiantly part of the conversation.

Motion to adjourn was made by Carl Rosenquist. Seconded by David Hutchinson. All in Favor.

Meeting adjourn at 6:19pm

Minutes recorded by:

Emily Richards

Executive Coordinator