

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

BOARD OF DIRECTORS MEETING MINUTES

AUGUST 3, 2022

Present: Jim McMillan, Dan Thompson, Angela Poirier, David MacCallum, Jason Minor, Carl Rosenquist, Meg Marshall, Rob Hirss, David Hutchinson, Elaine Carpenter, Ken Gagne

Excused: Betty Charron, Anjanette Watson, Tony Treanor, Sara Kittell,

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

Minutes received and meeting called to order by Jim McMillian at 5:32 pm.

Motion was made to approve July minutes as presented by Dan Thompson. Second by Carl Rosenquist. All in favor.

Executive Director Report

We are working on developing a contract with Dr. Strokoff and his team to provide the psych services that we need moving forward. We are in the negotiating stages, but he has enough staff to provide all the services we need which will include remote, crisis and on call. The question was asked – Was her the doctor that was here before Dr. Sobel? Yes he was. We have two candidates that are going through the application process for the behavioral health director position. One is an internal candidate, and one is an external candidate. They both have interviewed with the directors and the leadership in the behavioral health division. Rob was part of both of the interviews as a standing committee member. Rob reported that the candidates are both good and the process is going well. They request was made to have one more interview where the board can have the opportunity to talk to each candidate. So what Todd is going to do is schedule a time that will work like a drop-in session with each candidate. You can either come in person or join by zoom. Todd will also give both candidates a tour of the behavior health space at 107 FPR. We will send out an email with the date and times along with the zoom link. We are finishing up our designation process and did receive the report back. There is a small action plan, nothing to large. One thing was that we need to update our by-laws with some new language. We will bring those to the next meeting for board approval.

Financial Report

We are still very busy with a lot of things going on. We have decided that we will push out the Sage go live. This will give us the time to focus on closing the year and prepping for the audit. We have submitted an offer to purchase 6 home health circle, the offer included that we are able to obtain all necessary municipal and state permits within 60 days and if we cannot, we can extend another 60 days. We are waiting to hear back from them now. The agency's AR balance is still decreasing which is showing us what a great job the billing team is doing. We will most likely see a significant impact on May and June financials. Our profit margin is looking better and in more in line with historical data. On our P&L statement the net fees are down which

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could be an impact of a lack of staff to preform services and/or doing a better job in the EMR on recording our revenue. Our cash accounts are still in very good standing so if we show a loss it will be due to our clean up effort. In a future board meeting we will need talk about what we would like to do with some our cash on hand. The question was asked - What is difference in the total revues on the P&L statement? There was a lot of covid funds that we had been given. As well as there were some things in the EMR that were added for the state to do tracking but were not actually funds so it messed with the gain. Derek feels good about the loss, to him it means that we are where we should be and the EMR and GL systems are matching. The question was asked - How do we feel about the goal of finishing the year on time for the first time since COVID? Derek feels good about this based on the fact that he has decided to hold off on a few other things. The comment was made – When we talk about what can do with some of the cash on hand we need to make sure that we are investing in staff and come up with creative ways to do so. Things like tuition assistance for not just staff but family members, 403B additions. There are so many ways to get creative here. It maybe fun to get a small group together to talk about ideas.

Motion to move into executive session was made by Dan Thompson. Second by Angela Poirier. All in Favor. All Staff Stayed

Motion to exit executive session was made by Dan Thomson. Second by Ken Gagne. All in Favor.

Motion to approve the wage action discussed in executive was made by Ken Gagne . Second by David Hutchinson. All in Favor.

Discussion before vote. Dan wanted to confirm that we are distributing the money by the guidelines provided within AHS Premium Pay for Workforce Recruitment and Retention Grant. Yes all accounting procedures clearly delineate the funds an show they are being used in accordance with the guidance.

New Business

Ken will be out the next two months. He would like to help with the giving out the awards at the annual dinner. Jim will be sending an email out soon for the evaluation that the board needs to do on Todd.

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

Meeting adjourned at 6:38pm

Minutes recorded by:

Emily Richards

Executive Coordinator