

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

BOARD OF DIRECTORS MEETING MINUTES

AUGUST 4, 2021

Present: David MacCallum, David Hutchinson, Sara Kittell, Betty Charron, Angela Poirier, Rob Hirss, Tony Treanor, Jason Minor

Excused: Elaine Carpenter, Jim McMillan, Meg Marshall, Ken Gange, Carl Rosenquist

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 5:33pm.

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

Executive Director Report

We are seeing an increase need for our services across our agency. We would like to purchase a property that we can use as a resource. We would like to add it to our portfolio for all the ways that we serve our clients. One thing we are looking for is a vote to give us the ability to access up to \$400,000 of the reserve capital fund to make this purchase. Our team has found a property that would fit many of our needs. This would be a preemptive purchase since we are working on the funding sources. But the property that we are sharing would work for many different programs. There are two bids currently on this property, which is one of the reasons we would like approval to access the money so when we find something we can move quickly. The question was asked – Are we out of the running for the property? Our realtor has told us that they have not accepted any of the offers yet, so we are hoping that they will consider the cash offer we would put forth. The question was asked – Any thought on what we would spend on renovations? Not yet, there doesn't seem to be too much to do to the house, just a few ADA adjustments. We are in the process of cross walking what the state requires for a residential bed to give us an idea of what we would need to do.

Motion was made to authorize NCSS leadership to access the funds to purchase a property for the use of clinical services of up to \$400,000 by Jason Minor. Second by Tony Treanor. All in favor.

Kim, Derek and Todd went to Northeast Kingdom Human Services to offer some support. They are facing some issues with leadership. We looked and discussed their processes. The question was asked – Do they have a new executive director? Not yet, but they are interview for the position now.

Last night was National Night Out which was held in Taylor Park. Danielle Lindley, Lance Metayer and Sam Weber were all there. There were a lot of people who were asking about our services, which is always a good thing. We were also one of the event sponsors.

Financial Report

We were able to close through February. We are still working on the integration between myAvatar and our GL, we want to make sure this is set up correctly. We have a good process to do this, but it does hold us up when we find something that is not correct because we fix it. We are hoping to have March and April closed by the end of the month. We did see a slight drop in our February numbers, but this is giving us a good sense of where we stand for the year and helped with the large gain we were showing. The question was asked – Would it make sense to hire a few temp positions to help catch us up? We have hired one temp to help us with our payee accounts, which frees up a staff member to work on other things. We are also hiring a senior financial representative. We have received a few great applications and this process is going well. Todd wanted to point out that Derek is doing a great job in not just filling a spot but building a team that is putting us a great place as we move toward our future. The question was asked with February's loss is there anything to say that some months have been more profitable than others? At this point the process is still being worked on, so it is hard to say, with the billing manager now in place and the integration moving along we will get to a place to be able answer that.

We have decided to increase some of our school contracts. In the past we have had to cover some of the match, we are hoping with this increase we will fix that as we help fill some of our staff gaps.

We are still working within two banks. This is something that Derek has inherited and is not a good practice. We would like to be running everything through People's trust Company. Derek is working on getting this straighten out.

We will be asking the board soon to approve us increasing our capitalization threshold. We will need a vote for this, but we are going to KBS before we make an official request. This would take place in FY22, and example of who this would be helpful would be in purchasing technology. Having a slightly higher threshold is a better way to manage a nonprofit and help with the profit.

Derek provided an update on the CACFP / Food Program customary 3-year audit that began in February 2021. There continues to be a lot of significant work on the financial corrective action plan, which is available for review. NCSS has been running this program for many years and, in light of this audit and new financial leadership, it is prime opportunity to make the program fully compliant which may have been overlooked in the past. The corrective action plan includes ensuring no unapproved or inaccurate costs are pushed to the program, that dedicated revenue and expense "pass-through" accounts are established, and that communication and month-end review is significantly improved to ensure all details reported to the state/federal program are accurate. At the October 6, 2021 Board Meeting, the CYF team will present an educational session on what the Food Program is, how it works, and what the critical requirements are to be in compliance with the program given the start of the new CACFP Fiscal Year on October 1.

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

Motion to adjourn was made by David Hutchinson. Seconded by Sara Kittell. All in Favor.

Meeting adjourn at 6:35pm

Minutes recorded by:

Emily Richards

Executive Coordinator