

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

BOARD OF DIRECTORS MEETING MINUTES

OCTOBER 5, 2022

Present: Jim McMillan, Dan Thompson, David MacCallum, Carl Rosenquist, Rob Hirss, David Hutchinson, Tony Treanor, Meg Marshall, Sara Kittell

Excused: Betty Charron, Anjanette Watson, Angela Poirier, Jason Minor, Elaine Carpenter, Ken Gagne

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

Minutes received and meeting called to order by Jim McMillian at 5:33 pm.

Motion was made to approve September minutes as presented by Dan Thompson. Second by Tony Treanor. All in favor.

Presentation

School – Based Behavior Consultation Team presented by Amy Irish and Alyse Heffelfinger

The question was asked – What age range of kids are served? The program can serve Pre K to 12 but we are currently Pre-K – 8 we do have a high school who is waiting for our services. The question was asked - What is the trigger for the school to reach out? We are seeing a shift, as our partnerships are growing and getting stronger, we are seeing schools reach out earlier and be more proactive. The question was asked - What does Grand Isle’s partnership look like? We do not currently have any contracts in grand Isle, but we are hoping with the change in staff it will open up the relationships. The question was asked – Are families receptive to the roll of the liaison (between the school and families)? When we started the program, they were nervous, but it is our job to listen to the families and make them more comfortable. As we move more toward proactive vs reactive the families are feeling safer and more comfortable. The question was asked – What is the funding for this program? We are part of the Success Beyond Six bundle. And this gives us flexibility to help families and their students in a lot of ways. The question was asked – Have you found since coming back after the pandemic there has been a lot of loss or back tracking? We did not lose contact with the kids during COVID, so they did not lose the services from us, they lost in other ways like the social learning. But kids are resilient, and many have come back stronger, but not all so there are some challenges. Our staff are being creative in how we help these kids move forward.

Executive Director Report

Todd would like to give a special shout out to Amy and Alise as they are great examples of how our staff are resilient and doing all the things needed to keep giving clients the best care we can. Next month is our annual meeting and we will be voting on new board members. The applications of the proposed board members were in your board packet that was sent out. They are Casey Toof

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and Andrea Patrick-Baudet. There are also a few of our executive committee members who are finishing their second three-year term. So, we will vote on new members there as well. WE are currently in the middle of our agency designation process. We have all the paperwork turned in and it is being reviewed. In November the state will be on site to do interviews. One of the interviews that would like to conduct is with you as board members. It is currently scheduled for November 29th at 10am. They will be on site, and we invite you all to join, if you cannot be on site, we will have a virtual option as well. As more information comes, we will pass it along.

Financial Report

Billing department is closed through Aug 2022. The billing team is now operating on an on-time, month-end closing schedule, and this is very exciting. The Finance department is closed through June 2022. We are hoping to close July and August in October. This will get us on track to be in line with billing department. We are hoping to present out audit at the 12/7 board meeting. The auditors are on site this week and things are going well. We have a meeting on Friday, with BIS (team is who is helping with the mapping from EMR to GL) who will be presenting to us the new reporting capabilities between EMR and GL. If it is successful, the auditor will except this and we will be able to reset to the truth with the AR where the EMR and GL will match moving forward. Tony would like to thank Derek, Kim and staff on all the work that has been done to get us where we are. Our AP clerk is leaving on November 4th. We have had many great candidates for that position which has been great. We also have internal transition occurring on the billing team so we will look at some of the applications we have gotten to help with these transitions. The controller is still in a probationary period, and this position need to be a strong present on the team and in the agency. So as we have all these things happening the finance and billing departments we are making sure we have the right people in the right positions to continue to move us forward. We wanted to give an update on the possible purchase of 6 home health circle. We have extended our due diligence period to end on November 28th with the closing scheduled for December 2nd. We have met with people from Champlain Housing Trust since we are not the exports in purchasing property but are feeling the pressure from the state to be able to provide care for clients so we will not be partnering with them on this. However, they are experts in this field, and we have great conversation with the possibly of partnering in the future. The purchase price will be \$414,000. Another update that is important is on our location of the Fletcher House. We currently lease and the owner wants to sell the property. We have looked and it will be expensive to revert the upgrades we have had to make, which we would have to do to vacate the property. The more important things we are considering is that it could be detrimental to the client that is currently served there. We are thinking about purchasing this property as well. The seller is looking for \$330,000 - \$350,000. We would need a vote but are not ready for that yet, we just wanted to give you a heads up. We are giving the second half of the AHS retention bonus in October. We in past years have given a bonus in December after the audit has finished, but we are still waiting to see how the audit finishes before we can make those recommendations to the board. The auditors do caution us to the one-time funds for staff, it doesn't help with inflation and things of that nature. We do need to start looking into the future when we think about how to manage our cash. We do have a large amount cash on the books, the auditors are asking what we are going to do with it. We need to talk about looking into something like an endowment or other ways to invest. A few

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other DA's do this. Todd and Derek are going to put a proposal together to bring to the board in the near future.

Motion to adjourn the meeting was made by Dan Thompson. Second by Tony Treanor. All in Favor.

Meeting adjourned at 6:38pm

Minutes recorded by:

Emily Richards

Executive Coordinator