

NKHS Board Meeting
MINUTES
9/30/2024

Board present: Denise Niemira, Chair; Kari White, Vice Chair; Patrick Shattuck, Treasurer; Linda Rhodes, Susan Franzblau, Diana Gibbs, Neila Anderson-Decelles, Lisa Boskind, Stacy Thrall

Staff present: Kelsey Stavseth, Executive Director, Kate Olney, Brooke Bury, Sharon Ryan, Erica Perkins, Denis Houle, CFO; Carol Hemenway, Ex. Office Admin.; Deb Spencer-Tanguay, Home and Community Based Program Director

Called to order at 10:23am

Motion to approve the agenda as presented was made by Linda. This was seconded by Susan and carried by unanimous vote of the Board present.

Board education:

Presentation from Deb Spencer-Tanguay on the Adult Family Care program at NKHS. Deb presented to the Board on the Adult Family Care program at NKHS. This program serves the entire State of Vermont and is a 24-hour home and community-based service for shared living. 26 Individuals currently in the program aged from 32-97. Payment covers personal care, respite, and safety & supports.

There was a robust question and answer session after the presentation.

The Board present thanked Deb for her presentation.

Finance committee update (Denis):

Review of the August financials (Denis):
August revenues are below budget by 42k. Case rate revenue is at budget and no payback is expected. YTD revenues are 113k below budget.

Adult MH case rate – lag with psych billing, bit of a waitlist and is being addressed by Kelsey. This is a result of the loss of a couple of therapists.

Mobil crisis performing at 60%, this is the base threshold to earn funding for the month.

August expenses are under budget by 174k. YTD expenses are 455k below budget. YTD expenses are 455k below budget.

August gain is 142k or 2.8% and the YTD gain is 241k. A strong start to the fiscal year.

Program overviews:

Children's Programs (all) had a loss for August of 47k – no payback, hit our case rate target
Children's HCBS gain for the month of 37k. YTD gain of 47k. Serving more than our target number of clients
Children's School's loss for August is 82k. Budget is seasonalized to account for non-school/summer months – 2 managerial positions are open currently

Adult program saw a gain of 71k and YTD has a gain of gain of 110k – revenues growing over the 3-year trend

CRT has a MTD loss of 37k and a YTD loss of 95k – a result of fewer clients being served and several open positions

Emergency Services for August has a gain of \$250 and a YTD loss of 142k – doing a deep dive into contracts

Mental Health program had a loss of 13k for August and YTD loss of 165k - some growth over 3-years trend. Includes Children's, adult, CRT, ES MH programs

Developmental Services gain for August of 188k and a YTD gain of 475k – 3-year trend of growth

SUD loss for August of 18k with a YTD loss of 42k

Admin is under by 44k for August and is 128k under YTD - healthcare came in under for the month. 10k expense of client call reminder system

Balance sheet:

Cash increased by 20k

13mm in the bank

85 days cash on hand

Days in AR at 26.73 – increase relates to not having a signed provider agreement in place

Facilities discussion (Patrick) on cap needs and real estate needs. Have added that component to the regular agenda to FC meetings. Will also add policies to the agenda as a standing item.

Motion to approve the finance reports as presented was made by Kari. This was seconded by Patrick and carried by unanimous vote of the Board present.

Consent agenda discussion (Denise):

Dense noted that the consent agenda should be an approval of items with no discussion. She noted that the consent agenda doesn't need separate approval, and that approval comes with approval if the regular agenda. Kelsey noted that there can be discussion on items within the consent agenda, things to be pulled out are things requiring change.

Denise noted that with all the upcoming changes to DS that the Board needs to focus on the components that will be affected. Conflict of interest and payment reform are items that the Board needs to be kept aware of and Kelsey noted that the staff are aware and up to date. The State is still finalizing the changes – it's a slow process on their end. Denise wanted to know what the impact/trajectory is to DS for finances. Adding DS to a Board Education topic would be helpful to the Board. Sharon will distill it down into a Board education presentation (or two).

The state is doing this as a requirement of CMS (federal). The state has been under a corrective action plan since 2019. Other states actions are not applicable to NKHS.

Kelsey asked to take the discussion offline as we are getting into the weeds and off the agenda.

Executive Director updates (Kelsey):

Senior Leadership Team offsite day update: priorities were discussed at this annual event that emphasizes systems work and the strategic plan.

Kelsey reviewed the high-level outcomes of the Senior Leadership Team (SLT) off-site day.

The SLT information/outcomes is disseminated to staff at manager's meetings (who share with their staff), Staff Advisory Board meetings (that staff also shares with their teams), and program meetings. Kelsey noted that he shares the "why" - which is good client care and financial sustainability. Communication strategic initiatives are critical.

Linda asked about roundtable invitations – and Kelsey noted that perhaps the employees were uncomfortable with the Board being there. Will share those invites with the Board going forward.

Other business: none

Executive session: not resolved into

Motion to adjourn was made by Patrick. This was seconded by Linda and carried by unanimous vote of the Board present.

Meeting adjourned at 11:50am

Signed by:

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Board Chair

10/9/2024