



**Board of Directors Monthly Meeting MINUTES  
October 28, 2024**

**Board Present:** Kari White, Chair; Lisa Boskind, Vice-Chair; Patrick Shattuck, Treasurer; Jane Kitchel, Secretary; Neila Anderson-Decelles, Tracey Paul, Christine Milne-O’Grady, Diana Gibbs, Stacy Thrall, Susan Franzblau, Linda Rhodes, Heather Lindstrom

**Staff Present:** Kelsey Stavseth, Executive Director; Denis Houle, CFO; Brooke Bury, Dir. of HR; Erica Perkins, Dir. of Communications; Kate Olney, Dir. of Development; Elaine Dunbar, Communications Coord.; Amy Jones, Dir. of Quality; Kristen Mason, Clinical; Carol Hemenway, Executive Office Administrator

**Welcome and Call to Order**

The meeting was called to order at 11:18am by Chair, Kari White.

**Approval of Regular Agenda**

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

**Consent Agenda**

- 9/30/2024 Board Minutes
- Standing Committee Minutes
- NKHS Program Updates
- NKHS Policies
  - 2.4 Policy Creation and Modification
  - 2.7 Sanction Policy
  - 5.7.1 Medical Emergencies Code Blue
  - 7.1.4 Minimum Necessary Uses and Disclosures of Health Information
  - 7.1.6 Consent Policy

The consent agenda was brought forward for approval. Prior to asking for a motion, Kari noted that she would like to amend the consent agenda to have the 5 NKHS policies coming for approval removed from the consent agenda and for the Board to review those policies at a later time when there was an agreed upon plan for policy review and approval.

*Motion to approve the Consent Agenda as amended was made by Jane. This was seconded by Neila and carried by unanimous vote of the Board present.*

**Finance Committee – Review September and YTD Financials (Denis Houle)**

September was another strong month even though revenues for the month were down \$300k and year to date (YTD) by \$414k compared to budget.

- Case rate revenue is on budget, but a payback is expected as service-level targets were not met for Adult.
- School Revenues below budget as expected due to open positions.
- No signed provider agreement with DMH or DAIL, but contract negotiations are progressing.
- Expenses for September are under budget by \$222k and YTD \$691k below budget.
- Salary and wages are \$778k under budget for YTD.

- Agency margin: September’s gain is \$140k (2.8%) with a YTD gain of \$395k – well above 2023 DA Margin benchmark of 0.2%.
- Balance Sheet: \$13M in the bank and a very healthy 84 days cash-on-hand compared to 2022 DA Standard of 75 days.
- Days in Accounts Receivable: 26.49 which is a decrease from the previous month by .24 days though still higher than the 2022 DA Standard of 25 days. Part of this relates to lack of a signed provider agreement.

Good first quarter overall, and Kelsey noted that invested money earns ~\$50k per month. He also stated that efforts are continuing to educate directors and managers of the adult mental health program on finances and that seems to be helping with overall financial improvements. There is still a slight wait list for adults, most acute in Derby and for children the wait list is now down to 3 months.

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

**HR Updates (Brooke Bury)**

FY 25 Quarter 1 Turnover was 8.3% – up from last year and last quarter and a bit higher than average.

- Quarter 1 had a 12% vacancy rate – on par with other DA’s.
- Recruitment is ongoing; working on getting the right folks into the right positions.
- Aligning employees with the agency’s mission and policies continues to be a priority.
- HR is preparing some in-house training opportunities on best practice for interviewing candidates and managerial trainings. Trainings will also focus on team building and culture improvement.

Brooke noted that the NKHS Wellness Program recently received the Gold Level 2024 Governor’s Excellence in Worksite Wellness Award with this year’s theme being “Awareness to Action: Elevation Emotional and Social Wellbeing”.

There was a brief discussion regarding how staff may be feeling with the new conflict-free case management changes that are coming and how that may relate to their feeling of job security. It was noted that staff need to be mindful to try and not pass that stress and anxiety onto clients.

**Executive Director Updates (Kelsey Stavseth)**

Legislative Breakfasts have been scheduled for December - will send out a save the date.

Executive Committee date change for November: Changed to 11/18 due to holiday – all Board Members are invited to join the Executive Committee (Board Officers: Kari, Lisa, Patrick, Jane + Board Committee Chairs: Neila).

Next Board meeting is 11/25/2024 in Newport/Derby and via Zoom.

**Other Business**

None

**Adjournment**

***Motion to adjourn was made by Linda. This was seconded by Neila and carried by unanimous vote of the Board present at 12:01pm.***

There was a small moment of appreciation for Linda and Denise following the Board meeting and they were both presented with a small token of thanks for their dedication and commitment to NKHS for many years.

Signed by:



Kari White, Board Chair, 11/20/2024