

NKHS Board of Directors Meeting
Minutes
9/25/2023
Called to order at 10:07am

Board present: Denise Niemira, MD, Jane Kitchel, Linda Rhodes, Stacy Thrall, Neila Anderson-Decelles, Kari White, Larry Wall, Lisa Boskind
Absent: Patrick Shattuck, Amy Morley
Staff present: Erica Perkins, Laura Nelson, Tim Gould, Denis Houle, Terri Lavelly, Crystal LaBoeuf, Chad Robillard, Nick Hunt, Bret Bourgeois, Ruth Marquette
Note taker: Carol Hemenway
Guest: Christine Milne-O'Grady, Chris Barrett, Betty Barrett

Motion to approve the agenda with the addition of “guest’s comments” was made by Jane Kitchel. This was seconded by Neila Decelles-Anderson and carried by unanimous vote of the Board present.

Staff presentation from Ruth Marquette on town appropriations. She outlined the process of requesting appropriations from towns with clients served by NKHS. Ruth noted that NKHS will receive \$96k if all requests are received. 47 towns and 1 city have previously appropriated funds to NKHS. This year signatures are being requested in conjunction with other non-profit/partner agencies.

The Board thanked Ruth for her presentation and there was a thoughtful discussion regarding fundraising. There was also discussion around an annual giving drive this year.

Board Education: Nick Hunt, NKHS Quality & Compliance Manager presented on compliance matters that were broken down into two categories (compliance, grievance). He discussed the differences in those categories to Board/staff present. Nick reviewed the appeals process and clarified that we report to Department of Mental Health and the Department of Disabilities, Aging, and Independent Living depending on the program.

Motion to approve the Board meeting Minutes from July was made by Linda Rhodes. This was seconded by Lisa Boskind and carried by unanimous vote of the Board present.

Finance committee update: Denis Houle noted that month- to- date and year- to- date revenues were below budget by 8.16% (\$400k) and expenses were under budget by 8.91% (\$435k). He reviewed the financial reports previously sent to the Board. The balance sheet was reviewed and the Agency’s fiscal condition is strong at \$12million in the bank. We have 90 Days cash- on- hand, and days in accounts receivable is up to 28.59 days.

Denise Niemira noted that the projected revenues from the Department of Mental Health are conservative and could be more with an increased margin likely.

Motion to approve the finance reports was made by Jane Kitchel. This was seconded by Neila Anderson-Decelles and carried by unanimous vote of the Board present.

Update on status of audit for FY21: The Finance committee has approved the FY 21 audit. The auditor is in their final approval stages.

There are no findings in the audit. We are high-risk due to timeliness – this was discussed.

Motion to approve the FY 21 audit as presented was made Kari White. This was seconded by Linda Rhodes and carried by unanimous vote of the Board present.

Ratification of electronic vote for policy 2.1 – Executive Director Absence

Motion to ratify the electronic vote for changes made to policy 2.1 was made by Jane Kitchel. This was seconded by Stacy Thrall and carried by unanimous vote of the Board present.

Nominating committee update: The Committee met in July, and they have formalized the structure to meet quarterly and this aligns with the personnel committee meetings. They are working on adding more members to the Board of Directors. They have found 4 potential candidates and are working on scheduling meetings with the committee. One potential candidate, Christine Milne-O'Grady, LICSW, was at the Board meeting. She is an area clinician who comes highly recommended by the Nominating Committee. She works with young adults and teens, mostly in gender diverse population. Other candidates will attend future meetings and will present for approval at the Annual Meeting. Going beyond 15 Board members would require a change to the by-laws. There was discussion regarding changing the cap. Further discussion regarding the time commitment to being on the Board and on Board & standing committees.

Board policies were previously sent to the Board for review and are to be discussed at the next Executive Committee.

Larry Wall noted that he may be stepping off the Board at the end of his current term. Board members who know of interested candidates should reach out to Neila Anderson-Decelles for more information. Review of standing committee reports.

Lisa Boskind/IDDS: meeting this week. No meeting in August. Support Intensity Scale Assessment (SISA) is an independent/out- of- agency assessment of all clients in the IDDS program to determine what services each client requires. This represents a potential issue for the agency as it may result in reduced services. This is a compliance mandate from the Centers for Medicare and Medicaid Services (CMS). The Vermont Developmental Disabilities Council is closely monitoring the State's efforts to come into compliance.

Children's/Adults: these committees are required to meet as part of our Corrective Action Plan. Denise Niemira stressed that they need to meet regularly, have quorum, and minutes still need to be taken if no quorum is present.

Compliance and quality measures need to be met as related to the strategic plan.

Linda Rhodes/Adult: no meeting in August, no quorum in July. Next meeting scheduled for September 28.

Executive Director Update: Laura Nelson notes that Kelsey Stavseth is returning 10/2.

Website went live early September – check it out.

Last week was Direct Support appreciation week – celebrated the DS staff.

SISA – validation study going on this week. This will ensure assessments align with current services that people are receiving. Being completed by independent agency and this information will be forthcoming

to the Board. There was discussion regarding potential impact on funding/reimbursements going forward.

Behavioral Health update - McGoff Hill House update: interior layout is complete, early 2024 occupancy is the estimate.

Front Porch – under contract pending Development Review Board approval, have had 2 community meetings. Town meeting is 10/5 with decision by 11/29.

Laura Nelson noted that she and Josh Burke toured and met with Citizens Advocate Behavioral Health Urgent Care in NY. This was a great opportunity to learn and integrate those lessons into our facility.

Chris Barret noted his concern with the potential site for the Front Porch Crisis Center and lack of green space. Betty Barret noted similar concerns.

Certified Community Behavioral Health Clinics (CCBHC) team is working on the final attestation. Meeting with Department of Mental Health next week.

Executive session – none

Motion to adjourn was made by Jane Kitchel. This was seconded by Lisa Boskind and carried by unanimous vote of the Board present.

Meeting adjourned at 12:11pm

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