

**NKHS Board Meeting
MINUTES
10/23/2023**

Board Present: Denise Niemira, Chair; Linda Rhodes, Vice Chair; Jane Kitchel, Secretary; Amy Morley, Treasurer; Neila Anderson-Decelles, Lisa Boskind, Rowan Potvain, Patrick Shattuck, Stacy Thrall, Kari White

Staff Present: Kelsey Stavseth, Executive Director; Denis Houle, CFO; Brooke Bury, HR Director; Erica Perkins, Director of Communication and Community Engagement; Tim Gould, Chief of IT; Julie Riffon-Keith, Clinical Provider; Laura Nelson, Chief of Org. Development; Carol Hemenway, Executive Assistant

Note taker: Carol Hemenway

The meeting was called to order by the Chair at 11:07am.

Motion to approve the minutes from September 25, 2023 Board Meeting was made by Neila Anderson-Decelles. This was seconded by Lisa Boskind and carried by unanimous vote of the Board present.

Finance Committee update: Amy Morley noted that projecting spending is difficult due to the seasonality of school-based programs. August followed the summer trend, but those numbers are expected to even out over the next couple of months.

Denis Houle reviewed the finance reports. August had a gain of \$29k and targets were met for children and adult programs. On 11/11/23, the special DDS service delivery reimbursement rules cease and will revert to the suspended pre-COVID methodology. This reversion to the prior reimbursement rules will have a negative impact on revenues. Year-to-date revenues are \$267k below budget, again this in part is a result of the seasonality of school programs in the summer months. August also had 3 pay periods, effecting the salary expense.

Expenses were under for the month by \$64k - under on fringe benefits and higher on client transportation by \$ 32k.

Margin is at .6% Month to Date and a margin Year to Date of .9%. Cash position: \$13million in the bank and 95 days cash on hand. NKHS currently has 15 school contracts and working with several others to negotiate contracts. More staff is needed to take on additional contracts.

The Mental Health budget has pressures and some programs are losing money; however, it was noted that we report agency finances as a whole. Kelsey Stavseth is working with the appropriate staff to address the behavioral health department issues. Jane Kitchel informed the Board that the increases that were included in this fiscal year's DMH budget to provide increased reimbursement to DAs was funded with a time-limited enhanced federal match. Next fiscal year's budget will include the \$7 million General Fund cost of maintaining the current level of funding to DAs. Whether there will be an increase over and above making up for the lower match is unknown at this time.

Kelsey Stavseth reminded the Board present that any legislative advocacy should be a coordinated effort. The Board asked what they need to do at the Legislative breakfast. Board members are not expected to present; however, their presence is important to talk with area legislators about the important work of NKHS and to show their support of the Agency.

Motion to approve the August financial reports as presented was made by Lisa Boskind. This was seconded by Jane Kitchel and carried by unanimous vote of the Board present.

Amy Morley reminded the Board that as soon as the FY 2021 audit is complete the Board will be notified. FY 2022 is underway, and we expect a smoother audit with the new systems that are now in place.

A contract with the auditor were recently signed by Kelsey Stavseth and Denise Niemira and is retroactive to 7/1/2023. NKHS is currently not currently eligible to receive grant funds as it is out of compliance since our audits are not completed. This effects grant funds for 988, Front Porch, and loan funds. If it all goes well, the audit for FY 2022 should be completed by the end of the calendar year. The CCBHC funding should not be effected as this grant already been awarded.

HR Update: Brooke Bury presented data for Quarter 1 of FY 2024. We have been making really good progress in hiring – currently NKHS has over 500 employees and work continues to recruit staff for the open positions. Ms. Bury reviewed the turnover reports and noted that we are seeing a strong number of applicants and have 2 job fairs upcoming. Terminations are down as well.

VT Care Partners report was reviewed and showed that statewide vacancy/turnover rate is down to 23%. There are funds to support workforce development and to attract and retain employees through an appropriation to VT Care Partners and NKHS currently works with that program. When the audit is completed we can disperse those funds.

There was discussion around working with interns from Vermont State University at Lyndon as well as interns from other locations.

Other business:

After some discussion it is decided that:

November Executive Meeting to be changed to 11/27

No November Board meeting

December Board meeting 12/11

Motion to change the Board meeting dates as presented was made by Amy Morley. This was seconded by Neila Anderson-Decelles and carried by unanimous vote of the Board present.

Unanimous Written Consent (UWC) vote updates from Denise Niemira:

4th term for Board president – approved

Bonus for Laura Nelson to compensate her for assuming the interim Executive Director role - approved

Board Resolution:

WHEREAS, the Board of Directors deems it desirable and in the best interests of this corporation to acquire that certain property located at 235 Lakemont Drive in the City of Newport City, and County of Orleans, State of Vermont (the “Property”).

NOW, THEREFORE, BE IT RESOLVED, that this corporation acquire the Property for such price and upon such terms and conditions as the Executive Director of this corporation may, in their discretion, deem advisable, for a price of approximately \$1,350,000.00.

RESOLVED FURTHER, that the Executive Director is hereby authorized, directed and empowered to execute, for and on behalf of this corporation and in its name, any and all documents required in connection with the purchase of the Property, including but not limited to purchase agreements and escrow documents

Motion to approve the resolution authorizing the Executive Director to purchase property/building space was made by Amy Morley. This was seconded by Stacy Thrall and carried by majority vote of the board present. Patrick Shattuck abstained due to a conflict of interest.

Amy Morley invited more members to join the Finance Committee. Any interested person should reach out to her.

Committee chairs will be contacted by Denise to verify their commitment for the upcoming year.

Standing Committee reports:

Lisa Boskind –IDDS report comes out Wednesday and will provide an update at the next meeting
Linda Rhodes – Adult is going fine, would like to invite Behavioral Health interns to attend committee meetings. Looking for a representative from NVRH.
Denise Niemira – Children’s is going well.

All Board members are invited to attend and/or join any of the Standing Committees.

Denise Niemira mentioned that next month the Board will vote on Board policies as previously distributed to the Board for review.

Executive Director Update: Kelsey Stavseth stated that there are rapid changes with pressure occurring in IDDS. There is a heavy emphasis on compliance; staffing and recruitment continue to be a focus. Administrative rules are being updated and those changes are a big deal for Designated Agencies. Legislative Breakfasts next month St Johnsbury & Derby – Kelsey will send agenda. We will have a panel of staff with Q&A and are currently narrowing down the list of invitees.
Will be updating the Board on CCBHC in upcoming meetings

Carol Hemenway & Kelsey Stavseth will work to host a small Board retreat, possibly in December.

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

Meeting adjourned at 12:00pm

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