



Board of Directors Meeting Minutes

Monday, March 27, 2023

10:00 am – 12:00 pm

181 Crawford Rd, Derby, VT

Zoom Meeting

Present: Lind Rhodes, Vice Chair; Jane Kitchel, Secretary; Amy Morley, Treasurer; James Hemond; Lisa Boskind; Kari White; Larry Wall (Zoom); Stacey Thrall (zoom)

Staff Present: Kelsey Stavseth, Executive Director; Denis Houle, CFO; Brooke Bury, HR Director; Joseph Forscher, Chief of Behavioral Health; Colleen Bosse, Executive Office Administrator; Sharon B; Terri; Nick, Sharon R., Laura; Erica

I. Call to Order and Approval of Agenda.

Linda Rhodes, Board Vice Chair, called the meeting to order at 10:02 am.

Mr. Stavseth requested to add an Executive Session to the agenda. Ms. Kitchel moved to approve the agenda as amended. Motion was seconded by Ms. Boskind. There was no discussion. All members present voted in the affirmative. Motion carried.

II. Board Education – The HUB – Presented by Juliet Emas, ED

Mr. Stavseth gave some background on the The Hub, stating it is an important place for the community and for people who receive services with NKHS. The Hub is currently supported by Umbrella. NKHS is considering serving as the fiscal agent for The Hub and will ask the board to vote on this in April.

Ms. Emas shared her screen with a presentation for the Board:

The HUB is a point of coordination for community connections where community members can have a positive place of belonging. The HUB was created as the result of a survey responding to the need for connection and why community members are still struggling, despite available supports.

The HUB uses a human-centered model & approach. It is an intentional positive place of belonging and inclusive space for ideas and discovery. It is a safe space and allows for diverse networking where all are welcome without judgement

NKHS has been visiting and supporting The HUB, helping to create connections and build trust with people.

The HUB is not a 9-5 business and establishes hours based on needs. However, there are three days that are consistent and routine so community members can count on them. Hours are posted on the door and on the website. There is shared accountability and responsibility from community members, partners, and HUB staff.

Ms. Emas shared some stories from The HUB about advocacy, leadership and empowerment.

III. Secretary's Report.

Ms. Morley moved to approve the minutes from the February 27, 2023, meeting as written. Ms. Boskind seconded the motion. There was no additional discussion. All members present voted in the affirmative. Ms. Kitchel abstained as she was not present at the meeting. Motion carried.

IV. Treasurer's Report.

Ms. Morley was pleased to report that the financial reports are up to date and NKHS is in a strong financial position. Mr. Houle and Mr. Stavseth are meeting with the bank tomorrow to review securities.

Mr. Houle presented the February financial report.

Revenues:

- MTD Revenues are above budget by \$332,000 (8.7%)
- YTD revenues are ahead of budget \$1.7 million (5.235)
- YTD revenues are \$4.1 million vs a budget of \$3.8 million
- With adjustments for the one time legal matter and the Workforce Retention Grant, we are on par with budget

Expenses:

- MTD Expenses are over budget by \$265,000 (7%)
- MTD fringe benefits are over budget due to increased health care costs and increased participation in the retirement plan.
- YTD staffing vacancies are \$1.6 million (11.3%) below budget and fringe benefits are slightly below budget.
- YTD other personnel costs are over budget by \$900,000 (8.7%) due to locums and increased IDDS clients. We continue to get more clients despite staffing, which skew expenses. IDDS will add 30 new clients with new June grads. – were a DA

Margin:

- MTD gain is \$84,000 (2%)
- YTD gain is 1.6 million (4.7%)

Overall, NKHS is in a strong financial position with 98 days of cash on hand

Ms. Kitchel asked for a summary of overall fiscal health, citing concerns with higher spending and lower revenues. Mr. Houle explained NKHS continues to benefit from the leniencies allowed by DAIL. Our position will remain strong through this fiscal year. When the suspension rule changes back it will be tighter, with a projected break even situation or

slight margin. Plans for the FY24 budget have begun and, based on full staffing, we are looking at a 1% margin versus the current 5%. The goal is for stability and sustainability.

Mr. Stavseth informed the board that some DAs have submitted deficit budgets to the State. NKHS does not intend to do this. We will look at balancing the margin with investing in staff benefits to help retain staff.

Mr. Wall moved to approve the February 2023 financial statements, as recommended by the Budget & Finance Committee. Ms. White seconded the motion. All members present voted in the affirmative. Motion carried.

V. Standing Committee Reports

Standing committee reports were included in the board packet.

Children’s Standing Committee did not have a quorum in February and did not submit a report. A report from the IDDS Standing Committee was not available.

Mr. Wall reported the Addictions committee has a new community member.

Ms. Rhodes reported there are 2 new members on the Adult committee and next month’s meeting will be hybrid.

Ms. Kitchel moved to accept the reports as submitted. Motion was seconded by Ms. Boskind. All members present voted in the affirmative. Motion carried.

VI. Compliance Report

Nick Hunt, Compliance Officer, presented the compliance report for Q3 (including December 2022 to March 2023)

Compliance Activity

Activity by Type	Dec 22-Mar 23
Grievances and Appeals	5
Subpoenas	7
Critical Incidents	7
Non-Critical Incidents	0

5 grievances – mostly related to dissatisfaction, particularly with case managers or med providers. This resulted in training or change in provider.

7 subpoenas – 1 was an employee who no longer works for the agency and 1 was withdrawn prior to the case being heard in court

7 critical incidents – 1 was withdrawn because it did not need to be sent in to state.

Non critical incidents decreased from the previous period.

There has been a slight increase in the number of complaints, but they have not necessarily risen to level of a grievance. Most clients want to have a voice and be heard. We are offering that in a more consistent way.

Grievances were part of the DMH CAP because the state was not confident that staff and clients understood the process, as there were very few registered grievances. This has improved significantly.

VII. Executive Session

Ms. Kitchel moved to enter executive session for the purpose of reviewing a compliance matter and approving a psychiatric service contract. Motion was seconded by Ms. Boskind and unanimously approved. The Board entered executive session at 11:22 am.

The motion to leave executive session was made by Ms. Kitchel at 11:58 am, seconded by Mr. Wall, and passed unanimously.

VIII. Adjournment.

There, being no further business, a motion to adjourn the meeting was made by Ms. Kitchel seconded by Ms. Boskind and passed unanimously. The meeting was adjourned at 11:59 pm.

Respectfully Submitted,

Jane Kitchel, Secretary

Date

/cb

The next Board meeting shall be held on April 27, 2023, at 10:00 am,