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## Board of Directors' Meeting March 27, 2013

**Present:** Katie Marvin, Bryn Fisher, John Duffy, Dan Regan, Sandy Paquette, Dot Reeve, Ronna Ziegel

**Staff:** Scott Johnson, Becky Gonyea, Angela Mendieta, Michele Sullivan-DuBois

### 1. Approval of Minutes

Dot motioned to approve the minutes. Sandy seconded.

Dan suggested summarizing the action items/next steps at the end of the minutes to help support follow through/accountability.

Motion passed unanimously.

### 2. Board Recruitment

Brenda Christie was unable to attend the meeting tonight. She remains interested in joining the board and has asked to observe another meeting.

Scott suggested the addition of a legislative representative (possibly Peter Peltz).

Katie suggested the addition of a former LFC program participant.

Scott suggested the addition of a prominent business person.

Bryn suggested Bunny Merrill.

Scott will follow up with Peter Peltz as the first next step.

### 3. Budget and Personnel

#### a. Addition of LFC Finance Manager to LFC Accounts

Sandy motioned to add the LFC Finance Manager, Charlie Teske, as a signer on all LFC bank accounts including TD Bank, Union Bank, Community National Bank, and Peoples United Bank. Duffy seconded. Motion passed unanimously.

#### b. FY14 Budget Knowns and Unknowns

- What are the anticipated or known new unrestricted or grant revenues?  
Example – A possible increase in the Child Care Financial Assistance Program reimbursement rate
- What are anticipated or known new savings?  
Example – Property taxes on the LFC facility property, \$4,500 annual savings
- What are anticipated or known lost revenues?  
Example – Loss of Street Outreach funding, \$17,000 annually
- What are anticipated or known new expenses?  
Example – Ongoing water well expenses, \$4,000 annually

Dot asked whether the LFC has a current strategic plan and how does a plan inform budget development. There is not a current plan. The most recent plan expired in 2009 with a number of the action areas implemented including increasing a focus on fundraising/development, increasing public knowledge/engagement of the community, employee supervision (including clinical supervision).

#### c. Salary

What is the board's philosophy/goal in determining salary increases to staff?

Should all staff be paid a "livable wage?"

Is it acceptable that there are LFC staff who receive State benefits?

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A United Way Community Partner 

#### Adjustment Options –

- COLA at State rate, area organization rate, or as set by Board
- Applied to every salary at x% or total increase divided by FTEs.
- Salary study old and new used to calculate
- Bonus depending on above
- Nothing

The results of the salary study may be available for the next Board meeting.

#### **d. Benefits**

The new salary study includes more comprehensive questions about benefits.

#### **4. Results Based Accountability**

##### **a. Role of Board**

The Board's role is to focus on population level accountability (community well-being), versus program performance/accountability.

Scott and Becky showed the Board the RBA Scorecard for the Children's Integrated Services program. The Scorecard illustrates the 2 accountability levels.

#### **5. LFC Property**

##### **a. General Updates**

Scott has continued to explore the option of the Green Mountain Arena. He has maintained contact with the current owner of the arena, the Lamoille Area Hockey Association and has discussed the overall structural issues with an architect who was involved with the project.

##### **b. Institute LFC Property Committee**

Katie, Ronna, Sandy, Duffy will serve on the Property Committee. Scott will organize a meeting of the committee.

#### **6. Other Business**

##### **a. Annual Meeting**

The Annual Meeting is June 26<sup>th</sup>.

Dan will be stepping down as Chair and election of officers will take place at the Annual Meeting.

Please let Scott or Becky know, if you have suggestions for a speaker or Supporter of the Year.

##### **b. Annual Appeal**

FY13 (to date) - \$32,079

FY12 - \$33,111

##### **c. Property Taxes**

The LFC has been approved as exempt from property taxes for the Cadys Falls property. The LFC must still pay taxes on the Bridge Street property.

##### **d. New Hires**

Child Care Support Services Program Manager - Daniela Casserta

Child Care Center Director – Kate Ryan

#### **7. Adjournment**

Sandy motioned to adjourn the meeting. Duffy seconded. Motion passed.

#### **Action/Follow-up Items**

- Scott will contact Peter Peltz as a potential new Board member
- The Board will continue to focus on salary/benefit adjustments
- Scott will organize a meeting of the Property Committee

**Next Board Meeting**  
**April 24, 2013 5-7pm at the LFC**