



**Board of Directors Meeting
November 17, 2010 5:00 - 7:00PM**

Present –

Board Members: Dan Regan, John Duffy, Bryn Fisher, Bryce Breton, Ronna Ziegel, Sandy Paquette
Staff: Scott Johnson, Priscilla Matten, Becky Gonyea

1. Approval of Minutes

Bryce motioned to approve the October minutes and Duffy seconded. Motion passed.

2. Board Recruitment and Development

Dan reminded the Board that we need to continue recruiting new board members.

Medical - Dr. Balu is not available at this time to serve on the board.

Other candidates were discussed for Board consideration in the areas of medical, financial, construction and philanthropy.

Next Steps

Bryce, Duffy and Becky will contact prospective Board members and report back to the board next month.

The Board's long term recruitment strategy would include having a list of interested members to call upon as needed.

3. Building & Capital Campaign

Ken Harvey meeting – Scott and Becky met with Ken on November 8th.

Ken will generate a list of questions/information for us to consider.

Ken suggested involving the Zoning Administrator in future meetings.

Ken suggested contacting Charlie Grenier (and his son John), engineer from Waterbury. They did the engineering for Laraway School.

Ken is aware that LFC is working with Pall Spera and Nancy Demers.

Possible Architects – The Board discussed possible architects to use in the process. Cushman Design Group did the original architectural work 8 years ago for the proposed facility and it will likely be most efficient and cost effective to work with them during Phase 1 of the project.

Others to consider - Silver Ridge Design (Greg Paus, Paul Trudell). Ronna suggested Bob Duncan.

Next Steps

Scott will meet with the Charlie and John Grenier next week and will bring more info back to the next board meeting.

Scott and Becky will contact Cushman Design Group to discuss next steps.

Pall Spera Contract – Keith motioned to approve Pall Spera Company as the Buyer's Agent for the purpose of purchasing land for the Family Center. Sandy seconded the motion. Motion passed.

Next Steps

Becky will forward the signed contract to Nancy at Pall Spera Company and will identify next steps.

LFC Resource Consolidation – LFC has sent a letter to People’s United Bank (Chittenden), Union Bank, and Community National Bank to discuss consolidation of LFC accounts.

People’s United Bank has responded with an interest in meeting with LFC and a meeting is being scheduled.

Next Steps

Priscilla will follow up with the banks regarding meeting to discuss resource consolidation.

Vermont Community Development Program Funding – Becky attended a training regarding these grant funds available to municipalities to fund capital projects. A new LFC facility would be an appropriate use of the funds if the town is willing to partner with LFC to apply for and receive the funds. Municipalities can apply for up to \$30,000 for planning (engineers, appraisals, architects, etc.) and up to \$300,000 for implementation (land acquisition, construction, sewer, water, etc). Applications are accepted ever two months.

4. Peer Review Process and Feedback

Dan sent letter to staff regarding feedback from the Peer Review.

Scott reviewed a summary of the recommendations that resulted from the Peer Review –

1. Continue to focus on strengthening internal programming and improving the physical environment of the Center - specifically:

- a) Strengthen staff orientation and communication process across programs so staff are familiar with all programs and get an integrated picture of the organization.
- b) Provide greater clarity of staff and management roles and responsibilities.
- c) Provide a clear and functional organizational structure with greater clarity of overall program/staff supervision.
- d) Provide greater capacity for clinical supervision.

2. Increase ongoing efforts to collaborate with community and state partners – specifically:

- a) Utilize the opportunity for LFC facility development to increase community opportunities, e.g., playgroup space.
- b) Consider an integrated model for adolescent services similar to the Children’s Integrated Services model.
- c) Continue to strengthen outreach and promotion of program services & supports.

The Board is committed to supporting the staff and strengthening the organization and will continue to monitor progress on these areas of improvement.

5. Personnel and Policy

All recommended policy and procedural changes below have been reviewed by the LFC staff policy committee. Whistle Blower policy – This is a new required policy for LFC. Scott distributed a policy for consideration by the Board.

Record Retention policy – This is a new required policy for LFC. Scott distributed a policy for consideration by the Board.

Keith motioned to approve the Whistle Blower and Record Retention policies and Ronna seconded.

Discussion - Bryce noted that the Record Retention procedure should include an addendum listing each program’s requirements for record retention.

Motion passed.

Health Benefits – Historically new employees had to wait 30 days before being eligible for health insurance. Scott asked the Board to consider changing the procedure to allow eligibility for health benefits beginning the first of the month following the date of hire.

Keith motioned to approve the above recommendation and Duffy seconded. Motion passed.

Probation Period – Vermont law states that all employees are “at will.” This standard is in conflict with maintaining a probation period, since it implies some sort of protection for the employee and/or employer.

Bryce motioned to approve Executive Director’s recommendation to abolish the probation period.

Bryce motioned to approve and Keith seconded. Motion passed.

Paid Time Off – Bryn motioned to provide 3 additional paid days of Annual Leave for all staff, as a one-time gift, as part of the December Holiday. Ronna seconded. Motion passed.

6. Status of Information Technology

Eugene Dambach is consulting with LFC to address IT issues. He is doing an IT analysis of all computers. To be fully HIPPA compliant, LFC will need to make some upgrades including adding a server and operating system upgrades. Initial steps will be taken including password protections and increasing capacity through memory upgrades. A replacement schedule for computers will need to be built into future budgets.

7. Other Business

a. Salary and Benefit Analysis –

Judy Schultz has decided to decline consulting with LFC.

Next Steps

Scott is contacting Jane Van Buren, former Vermont Association of Non-Profit Organizations, to determine whether she is interested in conducting this analysis.

b. 2010 Legislative Elections

The Board would like to congratulate all newly elected/re-elected Lamoille County legislators.

Next Steps

Scott will write a letter to all re-elected State Representatives serving the Lamoille Valley as well as newly elected Lamoille County Senator Rich Westman.

c. Board Materials on Website

The Board is interested adding Board agendas and minutes to the LFC website.

Next Steps

Becky will make the changes to the website to add the agenda and minutes for the next meeting.

Bryce motioned adjourn. Keith seconded. Motion passed.

Future action/agenda items –

- Approve November meeting minutes
 - Board membership recruitment – board orientation process, approve new members, continued recruitment, characteristics of a board member, board member job description
 - Update on IT status/progress
 - Feedback on website transparency
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- Next steps for salary/benefit analysis
 - Capital Campaign/Building Update – Spera meeting, Grenier meeting, Cushman meeting
 - Bank response to letter regarding LFC account servicing

Holdover Items from Previous Meetings

- Define the role of the management team
- Access to grant opportunities – review of resources to discover grant opportunities, process for determining what to apply for

**Next meeting -
December 22nd 5 – 7PM at LFC**