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## Board of Directors' Meeting August 28, 2013

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

**Staff:** Scott Johnson, Charlie Teske, Becky Gonyea

**Others:** Auditors – Randy Sargent and Jean Burke

1. **Meeting the Auditor** – Last spring the LFC put out a bid for a new auditor. JMM and Associates from Colchester was chosen. The auditors are spending this week at the LFC auditing the FY13 records. Randy Sargent and Jean Burke attended the board meeting.

Randy explained that JMM primarily audits non-profit organizations. Randy has worked with Charlie previously. The first year with a new auditor is the hardest/takes the longest.

Randy noted that they have identified some recommendations for improvement that will be included in a board letter once the audit is completed. Two of the areas of focus this week have been working with Scott and Charlie to clean up the deferred revenue accounts and financial controls/oversight. Duffy will meet with the auditors on Thursday to discuss his role as Treasurer.

2. **Approval of Minutes**

Dan made the motion to approve minutes of 6/26/13. Duffy seconded. Motion passed.

3. **Financial**

- a. **For Board Approval**

- i. **Resolution to remove Debbie as an account signatory**

Peter moved to remove Debbie Alexander from all LFC financial accounts. Duffy seconded. Motion passed.

- ii. **Fiscal Policy Manual**

The LFC has not had written fiscal policies. These policies are intended to ensure fiscal controls are in place and utilized.

The board discussed the distinction between policy and procedure. The board requested clarification from the auditor regarding the policy areas that must be governed and approved by the board versus those areas that are either the authority of the LFC Executive Director or are procedural and do not need board approval.

This agenda item was tabled until September or October when further clarification is achieved by the auditor and any necessary revisions are made.

- b. **Conversations with Policy Makers re: LFC deficit**

Scott has held three meetings with state partners to discuss the financial sustainability of the LFC and the non-profit sector overall. Meetings were with:

- Secretary Doug Racine
- Representative Peltz, Speaker Smith, and Senator Westman
- DCF Commissioner Dave Yacovone and CDD Deputy Commissioner Reeva Murphy

**c. Status of United Way Funding**

Becky and Scott provided an update regarding the LFC and the United Way. The LFC was notified that our application for funding for our Parent Education Program was not selected for funding. In the last week of June 2013, the LFC was notified that, due to a funding shortfall, all funded agencies would not receive their 4<sup>th</sup> quarter payment. This resulted in a twenty five percent reduction of UW grant funds for the LFC in FY'13. In addition, several individuals expressed concerns regarding donor designations and the United Way's transition to providing direct services.

Bryn, as the LFC Board Chair, will request a meeting with Lorraine Willett, the UW Board Chair, to share these concerns.

**4. Salary and Benefits**

**a. VT Health Connect – Updates on options and preparation for a September decision**

Charlie provided an update regarding the decision the LFC must make to either maintain administration of health insurance for employees or have employees enter the Health Care Exchange. This is not an easy decision. Most likely, whatever decision is made will be good for some and not good for others.

Scott and Charlie will present a recommendation to the board at the next meeting.

**5. Property Committee Report**

The committee (Peter, Katie, Ronna, Duffy, Scott and Becky) met on 8/26. Pall Spera met with the committee to discuss next steps. He suggested that the LFC do nothing for the immediate future until the bypass is completed and there is a sense of what impact that will have on the town and specifically the property.

Other properties discussed – Pall suggested that the LFC attempt to contact the owner of the DeCart building again. Is there an appropriate, financial viable, piece of property near Copley Hospital?

Would it be beneficial to share the property with another entity, e.g., affordable housing?

Scott and Becky will update financial information that was developed when the LFC was considering purchasing the Catholic Church.

**6. Other Business**

**a. Development Director – Events, RBA, Special Appeal**

The Water Well Special Appeal has raised \$20,000 to date. This appeal has been very successful.

The LFC has two fundraisers taking place in September – Climb for Kids, Sept 28<sup>th</sup> and Pumpkin Chuckin', Sept 29<sup>th</sup>. Becky will be requesting help from staff and board members.

**7. Adjournment**

Sandy motioned to adjourn. Brenda seconded. Motion passed.

**Next Board Meeting**  
**September 25, 2013 5-7pm**