

Lamoille Family Center
Board Meeting
Wednesday, April 23, 2025
5:00 PM to 7:00 PM

Marilyn May, Chair	Eileen Paus, Secretary	Pixie Loomis, Strategic Planning Committee
Reeva Murphy	Iris Cloutier	Kerrie Johnson
Carol Lang-Godin, ED	Brenda Christie	Christine Languerand
Dean Burnell, Office Manager		

Virtual meeting via Zoom

Absent Board Members: Michele Sullivan-DuBois, Strategic Planning Committee, Sandy Paquette, Vice Chair

The Lamoille Family Center (LFC) Meeting called to order by Marilyn May at 5:10 PM

Agenda:

1. Benefits Package Report, Quarterly Report, FY 2026 Budget Draft; Dean 30 minutes

The Board Members were provided the following reports to review for this Board Meeting:

- a. FY 2025 Operational YTD (July 2024 through March 2025)
- b. FY2025 YTD Budget (July 2024 through March 2025)
- c. Morgan Stanley Report as of 3/31/2025
- d. FY 2026 DRAFT Budget as of 4/8/2025
- e. Compensation & Benefit Data

Discussion:

FY 2025 Operational YTD (July 2024 through March 2025):

- The FY2025 Budget is on target.
- Income slightly down, expenses are down 4%, and the end of year balance will have a

surplus.

- Grants are a little ahead of schedule.
- Fee for services billing is behind schedule, basically the Medicaid billing.
- Parents to Teachers was budgeted for Medicaid; however, the program building has been slower than planned. The State provided a grant to support the start of this program, leading to grants being ahead and Medicaid is behind schedule. Also, the CIS caseload is little behind what was targeted.
- HLV funding is early.
- Negative income in this report reflects a change on how income sources are being recorded.
- Occupancy Expenses were under budgeted; unexpected costs.
- Sub grants process explained to Board Members: CIS partners are the bulk of the sub grants. LHH and LCMHS are partners of the CIS program and they are paid through LFC through the grant provided.

LFC FY2025 YTD July 2024 through March 2025:

- Breakdown of income/expenses per department.
- NOTES: A & D: Contributions and Donations are ~33K 'ahead of schedule' for the fiscal year. That pace is not expected to continue, but a surplus is expected.
- CCSS: The deficit represents unbillable admin expenses and a slight increase in staffing. One time funds available in Q4 should solve this.
- CIS: Expenses are down, due largely to sub-grant partners under-billing to date. Some of that may catch up in Q4.
- CS/PE: Any surplus represents grant funds on hand but not yet spent. That spending should happen in Q4.
- YAYA: Expenses are down, expected to continue in Q4
- HLV: Any deficit represents unbillable admin expenses

Pixie asks about the status of sub grants during times when demands for Mental Health are high. Carol explains there are struggles to maintain staff for MH at LCMHS, however they have one consistent staff person right now. The LFC has 1.5 case managers that are contracted through LCMHS. Wait lists for children/families services are being avoided as much as possible. CIS data being reviewed monthly in partnership with LCMHS and other subcontractors.

Morgan Stanley (MS) Report as of 3/31/2025:

- MS continues to work within the parameters. The balance has gone down since 1/1/2025, this is expected given the current national financial instability.
- Since inception date, the amount in this account has nearly doubled in 10 years.
- Close to 3 months of operational costs are kept locally.

FY 2026 DRAFT Budget 4/8/2025:

- \$75K Foundation not budgeted for in FY25 but is budgeted for in FY26, plus around 90K in rollforward foundation awards.
- FY25 + 15K in increased Foundation support for FY26 = ~180K increase.
- New Salary Schedules, subsequent increase in payroll taxes, and a 19% increase in Health Benefits. Plus, the new FT position budgeted to start 1/1/26.
- Under budgeted this line item in FY25. FY26's number better reflects actual maintenance costs.
- Additional fundraising appeals, events, etc to happen in FY26 as part of LFC's 50th anniversary in 2026!
- A 39K deficit is reflected in the FY2026 budget. 35K of the deficit reflects a new position that has not been filled at this time and is not planned to begin until 1/1/2026.
- Another Budget Draft will be presented in May; possibly it can be voted on in May 2025, the latest vote would be June 2025.
- Summary: This most up-to-date budget demonstrates a deficit; however, the projected FY25 income surplus will cover it.

Compensation & Benefit Data:

- Salary schedule was implemented in 2019, the overall increase in salary expenses is 42%
- Compared with a standard 3% increase year-to-year for cost of living adjustment this alone would have produced an increase of 19.4%.
- Increase from FY25 to FY26 is 9.35%

Health Benefits:

- The Goal is to offer health benefits equal to a single “Gold” level coverage (100% coverage). Additional family members would require the employee to pay.
- 80% of staff are eligible for the health benefits. Unfilled openings are being budgeted as if they will take healthcare benefits when hired.
- LFC has kept pace with the increase in healthcare costs to maintain the “Gold” level coverage.

Retirement:

- After one year the employer will contribute 50 cents to every dollar the employee puts into retirement, capped at 2% of the employee’s gross wages.
- Staff are provided the information annually regarding their contributions and what would be provided through this retirement benefit.
- Encouraging to see the growth of retirement funds and participation, 80% of staff are participating.

Pixie expresses thoughts of increasing retirement benefits, to perhaps increase the match of gross wages of gross wages over time. Dean clarifies currently the employee must contribute 4% of the gross wages to receive the matched 2%. Employees can contribute more above the capped gross wages but this would not be matched with 50 cents to every dollar.

Paid Time Off:

- Annual Leave can be used at the discretion of the employee; including holidays. Ten days of the PTO package is required to be used within the year and the rest is rolled over into the next year and is good for one year. Dean sends reminders to employees to use or lose the required 10 days off.
- Paid Time Off, Annual Leave and Medical Leave, increases with tenure. Information provided to Board Members.

Medical Leave:

- Maximum accrual of 30 days for FTE and will carry over from one year to the next.
- Medical Leave allows for a max of 30 day accrual carry over, caps at 30 days/year. If there are extenuating circumstances extending beyond the 30 days there is a policy that Carol reports would provide support on an individual basis.

Total Compensation Package Average Costs:

- Overall increase in Compensation Package = 56% since FY2018, mostly related to Healthcare Coverage and Wages.

2. Approve Minutes of March 26, 2025 Board Meeting - 5 minutes

Motion: Pixie moved to approve the meeting minutes for the March 26, 2025 Board Meeting. Brenda seconded the motion. The Board voted to accept the meeting minutes for March 26, 2025.

3. Strategic Planning Update - Reeva reports from By-Laws Committee - 15 minutes

- The By-Laws Committee will meet in near future, Pixie, Michelle, Sandy, and Reeva.
- Reeva requests thoughts from the Board in determining By-Laws for Board Member guidelines, i.e. Board Member size and term length.
- Most current By-Laws 10/2014 version being reviewed.

4. Reports - 15 minutes

ED Report: Completed by: Carol Lang-Godin on 4/22/2025

Staffing:

- We're currently hiring for 1 position.
 - 2 CIS Strong Families VT Home Visitors have accepted offers and both will start in May. More info to come.
 - 1 CIS Early Intervention Developmental Educator position is still open.

Parent Child Center Network (PCCN)

- Attended two Rapid Response Committee meetings with Action Circles.
- Attended four Executive Committee meetings.
- Attended PCC Legislative Breakfast at the Statehouse. This was another opportunity for advocacy around our FY'26 ask.
- Met with Chapin Hall Research Fellow about the PCC Parent Satisfaction and Impact Survey.
- Attended the one-day Spring PCC Retreat
- At the statehouse 4/11 to sit in during the Senate Appropriations committee meeting. There is some exciting support around the PCC ask right now from that Committee.
- Attended one PCC Innovations Conference Planning meeting

General LFC Updates

- LFC will hold its PCC Peer Review on Friday 5/9/2025 at River Arts. Registration will close this Friday 4/25 for the event. It would be great to have one or two Board members attend for even portions of the day. As one of 15 legislatively designated centers that provide support to children, youth and families as a member of the Vermont Parent Child Center Network every three years each PCC conducts a Peer Review to assess and inform our work. You can RSVP here: <https://forms.office.com/r/xjmg1PMbEM>. During the day we will:
 - Report out on results of our last Peer Review (January 2022)
 - Share highlights about our work
 - Solicit feedback from YOU on how we can better support children, youth and their caregivers
 - Reflect on recommendations and commendations
- I attended another of the 5-session training courses on Clinical Supervision offered through VPCCN with Dave Melnick.
- Attended Lamoille Health Collaborative meeting.
- I attended one BBF Regional meeting, a Regional Leadership Team meeting and one State Advisory Council meeting.
- Attended quarterly DULCE Advisory Group meeting.
- A staff Committee formed to begin working on our Parent Advisory Committee work. We've decided to call the future group the Family Leadership Council.
- I participated in a meeting with two other community partners around a potential mentoring program forming in Lamoille. This is a very preliminary conversation.
- Attended an advocacy meeting around potential CIS rate increase.
- Working on FY'26 budget with Dean
- We were notified that we were awarded the CCCSA Request for Proposal (RFP). This process is done every five years through the state to reapply to administer the childcare financial assistance and referral program in Lamoille Valley.
- Current Parent Education opportunities: Navigating Special Education for Your Child. More info can be found on LFC's website.
- Spring Break Nature Based Playgroup is happening this Thursday 4/24 at LFC with a pizza lunch to follow.
- A staff committee is working on Provider Appreciation Night. This will be an evening for early childhood educators to relax and enjoy themselves at the Alchemist on 5/6. BBF is helping to sponsor this event. Last year was a fabulous time.
- Working with Dean on the FY'26 budget.
- Under the Thoracic Grant HLV has been working with Northeast Kingdom Online to train and support students at People's Academy (OVX high schoolers) and Green Mountain Tech (Allied Health and Creative Media) to work on a PSA project. PA is working closely with Kayla from NEKO to finish up. We chose to focus more on the

positives of not vaping vs. the darker vape is going to kill you messaging... One is attached and here is the link for the other. These are running for the next month at the Bijou and through targeted streaming ads in media content (Carrie has seen them as she watches the news!)

- <https://youtube.com/shorts/9BLvqC2TVdU?si=r0IDUr6K8IRY3wl5>
- https://lamoillefamilycenter05661-my.sharepoint.com/:v:/g/personal/jessica_healthylamoillevalley_org/EU0n6g2kzlJFpgsfsRP5gZoBwesu_fYRXcYAKVoUIbU11g

Development Report for April 2025 Board Meeting; Prepared by Julia Skonicki

- Thanks to all who are writing thank you letters to Appeal donors!
- Save the Date and please help share the news: American Flatbread Stowe will hold a
- Benefit Bake for LFC on **Thursday May 29**. \$1.75 from every Small pizza and \$3.50 from every Large sold (take-in or eat-out) will be donated to LFC. Plus we will get to table and include a little piece of information with each check. Please consider bringing a group of friends to dinner that night or ordering take-out! 4:00 to 9:00 PM
- You can view the Staff and Board Photo Directory by [following this link](#) or going to the LFC website.
- Thanks given from Julia to the Board Members for their important work.

5. Peer Review - Carol - 10 minutes

- Carol provided some of the participants coming to the Peer Review May 9, 2025, including school partners, Staff from LCMHS, The Restorative Center will be represented, the Deputy Secretary of Human Services, Helen - oversees the PCC grant, DOH, and others. Board Members are encouraged to sign up by Friday, April 25.
- A panel including a childcare provider, early intervention parent, and a staff member that has a history of utilizing LFC services have been confirmed to provide their experiences and services by the LFC.
- Three questions are asked of the LFC community partners based on the Strategic Plan and the National Standard Self Assessment:
 - How do we better identify perspectives, experiences, and voices not currently included in the LFC stakeholders as we work on forming our family leadership council?
 - How do we further expand our services into towns where less

participation has been identified?

- From the Identified barriers for accessing services, how do we realistically think about overcoming these identified barriers?

6. Old business - Carol's Performance Review Form - 15 minutes

Carol will expand on the current LFC form being utilized. In this report Carol will highlight needs from the Board and express her goals. Carol will prepare this self-evaluation for the June Board Meeting.

7. New Business- None

8. Executive Session - 20 minutes

Executive Session Ended:

Reeva moved to approve the salary for the LFC ED as presented on schedule C beginning FY2026, July 1, 2025. Christine seconded the motion. The Board voted unanimously to approve the salary on Schedule C for Carol Lang-Godin, ED as of July 1, 2025, the beginning of FY2026.

Absent from this vote; Sandy Paquette, Michelle Sullivan-DuBois, Pixie Loomis (early departure from meeting)

Next Meeting Wednesday, May 28, 2025 - 5:00-7:00 PM