



480 Cadys Falls Road  
Morrisville, Vermont 05661  
Phone – (802) 888-5229  
Fax – (802) 888-5392  
Web – [www.lamoillefamilycenter.org](http://www.lamoillefamilycenter.org)

**Board of Directors Meeting  
January 26, 2011 5 – 7pm**

**Present:**

Board Members - Bryn Fisher, John Duffy, Keith Thompson, Dan Regan, Bryce Breton, Ronna Ziegel, Sandy Paquette, Jeff Hunsberger  
Staff – Scott Johnson, Becky Gonyea

1. **Approval of December 22<sup>nd</sup> and 29<sup>th</sup> Meeting Minutes** – Sandy motioned to approve the minutes of December 22<sup>nd</sup> and 29<sup>th</sup>. Jeff seconded. Motion passed.

**2. Board Recruitment & Development**

Jan Roy would be interested when she is no longer on the Copley board in a year and less busy. Bryce has contacted Melissa Volansky via email and is waiting for a response regarding her potential interest. Other potential members raised for consideration include: Mark Woodard, Grace (chiropractor in Hardwick), Helen Beattie (Hardwick), other physicians in the Hardwick area.

**Next steps**

Once Melissa responds, Becky will contact Clea James if appropriate. The Board will return to considering other individuals once responses have been received from Melissa Volansky and Clea James.

**3. Building & Capital Campaign –**

**a. Status Report –**

**Engineering** - The contour map and test pits (approximately 30 pits) are done. The land is sand and gravel. The site is appropriate for development and most test pits perked.

**Architect** - Scott and Becky have met with Andrew Volansky regarding space needs. Andrew has captured the space needs in a draft report. LFC now needs to work with staff to determine whether the needs are accurate. Andrew has also spent some time on the property determining possible positions on the property to site the facility. There is the possibility to build on several positions on the property.

**Next steps**

Preliminary architectural work will be presented at the February Board meeting for feedback. Andrew will come back to the March meeting with a final report.

**b. Status Report – Other available properties**

The Catholic Church is in the process of considering consolidation of its parishes and building a new church. The current Crosby Center is two floors with 6 rooms downstairs and one large room upstairs with two kitchens. The church is narrow, has a full basement with limited access and an old kitchen and two bathrooms. The rectory is one floor with a full basement. There are two houses on Wabun Avenue with this property as well. One is not in good condition and would likely be demolished. The other could be used for offices or child care. The location is ideal with access to all other Morrisville social service organizations.

**Next steps**

Duffy will contact Sonny Demars to discuss the pros and cons of renovating versus new construction. Scott will follow up with Pall Spera regarding the LFC potential interest in this property.

### **c. Status Report - Transferring financial accounts to local banks**

The LFC has asked the three banks to give a summary of what they could offer LFC. Scott and Becky will meet with the banks again as needed to clarify any info.

#### **Next steps**

Present summary info to the Board as the basis for a decision about account consolidation.

## **4. Business Office**

### **a. Status Report - Comptroller Transition & Work with Consultants**

Priscilla has been working on Fridays with Wendelyn from *QuickStart* to transfer her knowledge and continue work including closing out the quarter and completing financial reports.

Consultant Charlie Smith met last Friday with a number of staff to gather feedback regarding their involvement with budget development, financial reports, etc. – how have they been involved, what has worked, what could work better.

#### **Next steps**

Wendelyn and Charlie will attend the February Board meeting to share their findings and recommendations.

### **b. Status Report - IT Network**

The IT system has been working relatively smoothly.

A proposal was sent to the A.D. Henderson Foundation to support an IT upgrade. Becky will send the proposal to the Board.

#### **Next steps**

The LFC will apply to two or three additional foundations for the remaining funds needed to support the IT upgrade.

### **c. Status Report - Health Care, Salary & Benefits**

Jane Van Buren has agreed to contract with LFC to conduct a salary and benefit analysis which will allow the Board to make determinations regarding any salary and benefit changes for FY12 and beyond.

#### **Next steps**

Scott will bring a recommendation to the March Board meeting regarding any re-distribution to staff of health care savings.

## **5. Programs**

### **a. Consultant Report - LINK and Learning Together**

The LINK Program Coordinator left LFC in August. Scott has kept the position vacant and hired Rhonda Barr as a consultant to help support the program and make recommendations about how the youth services programs could work most effectively.

Recommendations from Rhonda's report (with updates in parentheses)

- Hire Youth Services Manager to supervise youth programs.
- Address the needs for clinical supervision (Brenda Christie will begin contracting next week to provide clinical supervision)
- Mediation and conflict resolution (The staff will receive motivational interviewing training. Susan Titterton, Learning Together co-coordinator, is trained in mediation/conflict resolution.)
- Develop a policy/procedures manual, revise/update forms, work toward consistent practices across programs (Common forms have been drafted to use across programs. LINK and Learning Together staff are meeting together weekly.)
- Continue recruitment with schools and organizations, target recruitment to core populations, work with partners to address gaps in youth services, strengthen programming at the Teen Center (LT staff are in the process of identifying/defining the target population including researching history of program expansion to at risk youth and determining the rate of teen pregnancies and educational circumstances of these youth. The Teen Center Coordinator has begun planning educational programming at the Teen Center.)

Ronna motioned to accept the report with gratitude and thanked Scott, the staff and the consultant for making the programmatic and structural changes identified in the report. Jeff seconded the motion. Motion passed.

Youth Program Staff Changes – Crystal Young will leave LINK to move to Colorado in mid-February. Suzie Kapusta has been hired as the new LINK Case Manager.  
Christine Langerand has been hired as the Learning Together Program Assistant.

## **6. Other Business - Management and/or Board Committee Reports and Updates**

### **a. Executive & Development Director Reports**

Becky presented a report identifying her major areas of work over the past 21 months, including raising \$258,781 through events, individual and business donors, and grants.

Scott presented a report identifying his major areas of work over the past 6 months including staff performance, organizational and management structure, overall program and clinical supervision, facilities planning, financial and IT systems, and salary and benefits structure.

Both reports were received very favorably and with gratitude by the LFC Board of Directors.

### **b. Staff check-in re: Executive Director**

Dan suggested that the Board schedule an opportunity to speak with staff regarding their feedback about Scott's performance. Representatives from the Board would attend a staff meeting to gather feedback. Bryce suggested utilizing Survey Monkey to allow all staff to give feedback anonymously in addition to an in-person meeting. The Board supported both ideas and will discuss the details further at the February meeting.

## **7. Adjournment –**

Bryce moved to adjourn the meeting. Jeff seconded. Motion passed.

**Next Board Meeting  
February 16, 2011 5 – 7PM**

**Future Action and Agenda Items:** Full review of the Policy and Procedure Manual; Preparation for building an FY' 12 budget; Organizational and Management Structure