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Board of Directors' Meeting May 28, 2014

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

Staff Present: Charlie Teske, Scott Johnson, Becky Gonyea (until 6:20pm), Michele Sullivan-Dubois (until 5:50pm)

1. Minutes of 4/23/14

Dan motioned to approve the minutes of 4/23/14. Dot seconded. Motion passed.

2. Financial

a. FY'15 Preliminary Budget Review

Charlie and Scott presented a draft FY'15 budget and discussed the budget variables including:

- The LFC is still working with Laraway Youth and Family Services to transfer the Learning Together program effective January 1, 2015.
- The LFC Child Care Center will contract with the State for 8 reserved child care spaces effective July 1, 2014.
- There has been no substantial change to health insurance costs since moving to the Health Care Exchange.
- The LFC is awaiting notification regarding grant applications including Strengthening Families Child Care Center grant and Green Mountain Fund Parent Education grant.

b. Salary Recommendations – Executive Session

Dan motioned to go into executive session with invitation to administrative staff to stay. Ronna seconded. Motion passed and the Board went into Executive Session at 5:50pm.

The Board came out of Executive Session at 6:20pm.

Dan motioned to accept the salary recommendations presented by the LFC management:

1. A \$500 bonus to be paid out in June FY'14 and prorated based on the number of hours worked weekly and on the number of weeks worked to date in FY'14, and
2. A FY'15 twenty-five cent wage increase for all permanent employees, employed on or before March 31, 2014. Employees hired after March 31, 2014 will receive a prorated increase.

Ronna seconded. Motion passed.

3. Board

a. Discussion – Conflicts of Interest

Bryn raised questions arising around her dual role as a LFC Board member and as a school partner working with staff at LFC when both are seeking grants from the same sources or working on common families and their needs. General consensus was that we want knowledgeable people serving on our board and if people feel there might be a personal conflict as decisions at board level are made they would recuse themselves. People are encouraged to bring any concerns they might have to the table for discussion as needed.

Encouraging, Educating and Celebrating Families

b. LFC Board Officers for FY'15

The following slate of officers will be presented at the Annual Meeting for approval:

- Bryn Fisher – Chair
- Sandy Paquette – Vice –chair
- Dot Reeve – Secretary
- John Duffy-Treasurer

4. Personnel

a. Development Director

The position has been advertised throughout New England. To date, 15 resumes have been received. Scott will pursue five applicants for an informal visit to LFC. Based upon the informal visits, Scott will select applicants that will be offered a formal interview. Scott recommended that the interview committee be comprised of staff, board members and himself. The goal is to have someone on board by the end of July.

5. Programs

a. Supervised Visitation

Effective July 1, 2014, the Clarina Howard Nichols Center will assume responsibility for the Supervised Visitation program. The LFC is in contact with the Office of Child Support to determine the best way to handle the current grant that is in effect through September 30, 2014.

6. Property

a. Launching a feasibility study

Cushman Design Group has given an estimate for architectural drawings that will be based on dialogues with staff, program participants, community partners and Board. Katie suggested asking Shap Smith to facilitate the community partner's facility discussions. It was felt that the Board should be last in the discussion phase.

7. Other Business

Learning Together/Families Learning Together Graduation is on June 11th at 5:30pm at the LFC. The next Board meeting is June 25th at 4pm.

8. Adjournment

Katie motioned to adjourn. Duffy seconded. Motion passed.

Annual Board Meeting

4:00pm – 7:00pm

June 25, 2014