

Lamoille Family Center  
Board Meeting  
Wednesday, May 28, 2025  
5:00 PM to 7:00 PM

Marilyn May, Chair	Eileen Paus, Secretary	Pixie Loomis, Strategic Planning (SP) Committee, By-Laws Committee
Reeva Murphy, Strategic Planning (SP) Committee, By-Laws Committee	Iris Cloutier	Kerrie Johnson
Carol Lang-Godin, ED	Sandy Paquette, Vice Chair, By-Laws Committee	Christine Languerand, Treasurer
Dean Burnell, Office Manager	Michele Sullivan-DuBois, SP Committee, By-Laws Committee	

Virtual meeting via Zoom

Absent Board Members: Brenda Christie

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

Agenda:

1. Approve FY 2026 Budget Draft - Dean - 30 minutes

Updates to the LFC FY2026 Operational Budget 5/22/25: Presented by Dean

- The CIS Fiscal Agent fee, fee paid to LFC, is being recorded in the GENERAL & ADMINISTRATIVE accounting line and there is no change to the bottom line.
- Adjustments to 2 staff positions' salaries together is \$1K more budgeted amount than last month's budget draft.
- Slight adjustments to various program expenses increased the budget approximately \$2,000 since last month's budget draft.
- An additional \$5K was budgeted to the LFC's 50th birthday.
- New budget total is approximately \$8K more than last month's draft, a 0.3% larger

deficit.

Summary: Budget continues to be fine tuned. Budget is ready to be voted on at this meeting.

**Motion: Michelle moved to approve the FY26 Budget draft as presented at this Board Meeting. Reeva seconded the motion. The Board unanimously voted to approve the FY26 Budget.**

Discussion: Reeva, asked if a budget with a deficit would be passed by the Board? Dean replied the draft included an explanation stating the Board can pass a budget with this deficit amount as it meets a financial policy guideline set by the Board: ‘Operational Loss cannot exceed an amount that would diminish the Retained Earnings below the equivalent of 9 months of Operational Expenses.’ The deficit on this Draft Budget FY26 is significantly lower.

2. Approve Minutes of April 23, 2025 Board Meeting - 5 minutes

**Motion: Pixie moved to approve the meeting minutes for the April 23, 2025 Board Meeting. Reeva seconded the motion. Michelle abstained. The Board voted to accept the meeting minutes for April 23, 2025.**

3. Strategic Planning Update - Report from By-Laws Committee - 30 minutes.

Reeva & Carol presents to Board their review of the By-Laws and proposes the following;

- Bylaws need to match the Mission and Core Values that are on the LFC website.
- Section 1: Board size 5-12 Board Members, optimal is 12 Board Members; Pixie states the LFC Board Members should be titled as the Board of Trustees (for non-profit organizations) as opposed to the Board of Directors (for profit organizations). This change in title to be explored by ED and reviewed at the next Board Meeting.
- Section 7: Members of the Board will read and be familiar with the current published LFC personnel policies and will observe and comply with any policy that specifically states policy applies to Board Members as well as staff members.
- Section 2: propose to remove the word “minimum” term and add it is expected a Board Member will serve a full term of 3 years, with a maximum of three consecutive terms. May return to fill an open Board position, with re-election to the Board after a year. This includes the Treasurer officer position.
- Chair, Vice Chair , and Secretary would have a two year term with two consecutive terms maximum.
- Officers to be elected in June so that changes can be applied at the start of the new FY.
- No language drafted on how to remove a Board Member. Michelle and Kerrie share their thoughts regarding the need for a process to remove a Board Member with cause.

- Board Terms should be staggered to prevent a large change at once.
- Article IV Officers; a process to delegate tasks among Board Members needed as opposed to Chair completing all/most tasks. The Vice Chair elect is assumed to be moved to the Chair position. Pixie recommends a Standing Nominating Committee for the purpose of recruiting Board Members that is aligned with the Strategic Planning to diversify the Board and strengthen the Board. Board Members agree to having a SNC to be formed, headed by the Vice Chair. The Vice Chair would monitor the terms of the Board Members, manage recruitment and election, and create a Recruitment Committee as needed. Pixie supports a standing committee to support the Strategic Plan. A process for recruitment of Board Members to be developed and presented to the Board for approval.

Discussion:

Reeva to send Recommendations to the By-Laws to Board Members, be reviewed by Members, and then vote on at the next Board Meeting.

For Board Member Recruitment, a Recruitment Committee decides on a process in alignment with the Strategic Planning which then is presented to the Board for approval. The Recruitment Committee will carry out the process.

#### 4. Reports - 20 minutes

Highlights/Summary from last month - Carol Lang-Godin ED completed 5/23/25:

Staffing:

- Two new staff started in our CIS Strong Families VT Home Visitor positions. Beth Dennison and CG Finigan both started at LFC in May. It's great to have those positions filled and training is underway for both.
- One CIS Early Intervention Developmental Educator position is still open.

Parent Child Center Network (PCCN) The following events were attended by Carol Lang-Godin, ED:

- Four Rapid Response Committee meetings with Action Circles.
- Two Executive Committee meetings.
- PCC Advocacy Day in the Cardroom at the Statehouse. This was another opportunity for advocacy around our FY'26 ask.
- The monthly PCC meeting in person in Randolph.
- Two PCC Innovations Conference Planning meetings.
- Two PCC Quality & Standards Committee meetings.
- Attended and served as MC at the 3<sup>rd</sup> annual VT Parent Child Center Network conference on May 19<sup>th</sup>. It went very well with 180+ people in attendance. 9 LFC staff attended and

two offered workshops during the day (Jessica and Julia).

- The PCCN is receiving \$250K with advocacy & support from Senator Richard Westman.

### General LFC Updates

- Cell phones were upgraded for staff who have them. Dean did a ton of work coordinating this!
- LFC held its PCC Peer Review on Friday 5/9/2025 at River Arts. There was a lot of prep work that went into this day which took time from many staff. Thank you to Board members who were able to attend. It was a fabulous day. During the day we reported on results from our last Peer Review (January 2022), shared highlights about our work, had a panel of guests speak and received feedback from small breakout groups around three questions:
  - How do we better identify perspectives, experiences and voices not currently included in LFC's stakeholders as we work on forming our Family Leadership Council?
  - How do we expand our services further into towns in our catchment area where we see less participation?
  - During our recent Strategic Planning work we identified many barriers to accessing our services (see list). How do we realistically think about overcoming these barriers?

We'll work on compiling all the feedback and create a summary for reporting back as well as any follow-up needed.

- I attended 2 more of the 5-session training courses on Clinical Supervision offered through VPCCN with Dave Melnick. These wrapped up and Dave was the keynote speaker at the PCC Conference on May 19<sup>th</sup>.
- Attended Childcare Provider Appreciation Night at the Alchemist which was put on by a committee of LFC staff and the BBF Regional Manager. It was an incredibly fun night for all.
- Met with NVU Upward Bound folks about the Story Stroll event in July.
- Met with our Insurance Agent to review our upcoming renewals on our policies.
- I attended one VECAP meeting and one BBF Regional meeting.
- LFC staff Committee working on the Family Leadership Council met once.
- Attended a Scenario Planning workshop with Sarah Henshaw and other area executive directors.
- Attended HLV's Prevention Celebration held at GMSS on May 14<sup>th</sup>. Thank you to Pixie for attending!
- Current Parent Education opportunities: First Aid & CPR information (not certification training). More info can be found on LFC's website.

- Continued working with Dean on the FY'26 budget.
- Had an opportunity to fill in at the front desk during Emily's vacation.
- Met with Reeva and the Board By-laws review committee.

5. Peer Review - Carol - 10 minutes

- Peer review was a successful event. Notes taken to be reviewed.
- Fifty people RSVP, 42 people attended, including the Deputy Secretary of Agency of Human Services, many Board Members, and many community partners.
- Pixie reports the Deputy Secretary approached her to give Carol accolades for her work at the LFC and the PCCN.

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

Carol is preparing her self-evaluation in writing and will send it to Board Members for the June 2025 Board Meeting.

7. New Business - Michelle sees a succession plan for the ED position would be beneficial.

8. Executive Session - Not needed

**Next Meeting: Wednesday, June 25, 2025 5:00-7:00 P.M.**