

**Lamoille Family Center
Board of Directors
August 22, 2018
Board Meeting: 5:00 PM – 7:00 PM**

Minutes

Present: Cajsa Schumacher, Eileen Paus, Neal Fisher, Sandy Paquette, Kerrie Johnson, John Duffy.

Absent: Janelle Germaine, Dixie Bolio, Marilyn May, and Brenda Christie.

1. Minutes of the July 25, 2018 board meeting were approved without changes.

2. Executive Director Report

a. Pay issues

i. Reach-Up Case Managers who are state employees are paid 30% more than LFC Reach-Up Case Managers. Floyd has communicated the discrepancy to Al Gobeille, AHS Secretary. He is hoping for an increase next year. LFC employee outcomes are better than state employee outcomes.

ii. Responding to an RFP for the YAYA program – asking to “pay folks what they are worth.”

iii. Creating a pay scale.

b. Job Openings

i. Childcare Director: Position has been reposted because one candidate did not have enough experience, and the other did not show up for her second interview.

ii. Possible Opening: Link Program case manager may need to leave her position due to DUI charge (insurance will not cover LFC unless the charge is dismissed).

c. Special Events (July 4th parade, Royal Tea Party, Pumpkin Carving, Holiday Celebration

i. Staff signed up for all of the events, but some staff expressed that Pumpkin Carving is difficult given the timing and the preparation involved with the Holiday Celebration. The Pumpkin Carving will be on hold for this year.

3. Fall Strategic Planning Proposal

a. Discussed Kim Freeman of West River Consulting – Kim comes very highly recommended.

b. Floyd expressed that he wants the strategic plan to be a “living document,” and Kim is skilled at helping agencies create what we are looking for. Also, she is within our budget.

c. Board retreat date was discussed – October 13th is too soon to complete everything necessary to prepare for the retreat, but that was the date that most board members could accommodate. Cajsa suggested looking at April since not much happens in that month. Floyd suggested January. We will look at Martin Luther King Day.

4. Staff Survey Results

a. Results handed out at meeting – results were generally positive.

b. Some complaints about Floyd’s organization/lateness – Floyd will no longer be using electronic calendars and will be going back to his old paper system.

c. Cajsa asked about staff complaints about Floyd not being in the building enough – Floyd said that much of his job is out of the building. Cajsa suggested “office hours” so that staff know that they have a set time that they can access Floyd.

d. Not everyone responded to the survey. Floyd will ask Carol to reach out to staff to

- hours” so that staff know that they have a set time that they can access Floyd.
- d. Not everyone responded to the survey. Floyd will ask Carol to reach out to staff to get more participation.

5. Other Business

- a. Conflict of Interest Forms – Floyd still needs one from Dixie.
- b. Employee Assistance Program – Invest EAP can provide coverage to all 33 employees for \$1,127 annually (approximately \$34/per staff member).
 - i. Board approved the expenditure.
- c. Cell phones – HIPAA may preclude using unsecured personal cell phones with clients. There is an encrypted app that can be used to ensure confidentiality. Purchasing that app costs almost as much as it would cost to buy phones.
 - i. Three choices re: phones are 1) buy the app; 2) buy cell phones for 17 home visitors – the cost would be about \$7,500 annually (the first 9 months and the phones would be free); or 3) the LFC could provide stipends to staff to offset the cost of phones.
 - ii. Consensus appears to be to get phones for all staff – board members are concerned about boundary issues, safety issues, confidentiality, etc.
 - iii. Plan: Address at staff meeting.
- d. Having Program Reports at Board Meetings
 - i. The board agreed.

6. Adjourned at 6:51 PM.