**Lamoille Family Center Board of Directors**

**Minutes**

**Virtual Video Conference: Wednesday, April 22, 2020 5:00 – 7:00 p.m.**

ATTENDEES: Marilyn May (Interim Chair), Floyd Nease (ED), Cajsa Schumacher (Treas.), Brenda Christie (Secretary), Eileen Paus, Sandy Paquette, Adam Lory, Reeva Murphy, Julia Skonicki (DD-Minutes), Dean Burnell (Business Manager)

ABSENT: Cat Gallagher, Kerrie Johnson

1. Marilyn called the meeting to order at 5:05
2. Sandy moved to approve the Minutes from 3/25/2020 and Sandy seconded the motion. The Board unanimously approved the motion.
3. Dean reviewed the financials.
	1. LFC Cash Flow is stronger than a month ago (typical for April – quarterly invoices are reimbursed this month.) Current conditions include paying our bills on time.
	2. Q3 Report shows LFC’s income as being on target. Some one-time donations helped our contributions/foundations income line. Expenses are down. Income is a little behind but will be paid. CCSS does show a deficit this year because it is underfunded.
	3. Dean presented a new version of the budget that is much more conservative, showing a lower income (expected2 lower encounters per month, CSSP funding down, expected lower fundraising income, staff salary adjustment, anticipated increased benefits premiums.)
	4. Dean reviewed the Board decision from April 2019 and showed that the new budget will not diminish the Retained Earnings to cover 9 months of operational expenses.
4. Executive Director Report - Floyd
	1. Floyd reviewed interdependent uncertainties impacting budget funding. If our PMPM reimbursement rate would have increased to meet our needs, our hole would have been filled. CDD promises to raise our current rate by 6.3% and the Administration testified yesterday that we *are* going to receive that rate increase but it doesn’t meet the study’s recommended rate, by a significant amount. The budget presented is not the worst-case scenario because we don’t know what that would look like, but it is not the best-case scenario. DY and RW say that the reimbursement rate is a priority for them. It is becoming clearer that our encounter rate is decreasing during the pandemic. PSSYF will not reimburse us if we do not meet our numbers, and we are a little down in April but we met our numbers for the last two months. Even with telehealth as an option for many programs, our numbers are anticipated to drop without the typical referrals in place. Steve Berbeco said holding CIS harmless is on the list of possible uses for the Federal funds that are coming. The legislature will budget for the first quarter of the fiscal year until some degree of certainty is gained. Their only focus right now is on COVID and VSC.
	2. Floyd reported on visits – encounters are occurring virtually, case managers are dropping off materials at participants’ houses, contacting old participants in case they need assistance, making diapers available (donated by the Junior League of Champlain Valley.)
	3. Community Efforts– Jeff, Angela, and Ashley (HLV) are participating directly in the Incident Command group organized Lamoille non-profits and the town officials and leaders in the community. We are collaborating with United Way to hold the grocery card while they coordinate volunteer grocery shoppers.
	4. Internal – Staff meeting is now weekly (virtual.) Floyd sends emails to the staff at night periodically.
	5. Parent Education and Playgroups have moved to a virtual format – last night’s parent ed presentation had 32 attendees! We are planning to hold more like this.
5. Development Director Report - Julia
	1. Kid to Camp – If Camps run, we have $6K secured that will go to LFC families first. We have another $5K in matching funds that we will use to carefully approach certain donors, but we are trying to be sensitive to our supporters’ needs and financial hardships.
	2. A very loyal private donor has given LFC $50K in funds to help mitigate the losses due to COVID.
	3. LFC is on the radar of VCF and is applying for several grants, looking for other funding avenues
	4. Staff is working on two projects around sending a message to our families and community
	5. We are collaborating with LRC, CHNC, VFF, HLV to fund, coordinate, and distribute activity bags with materials for 200 families meant to build protective factors through cognitive, emotional, and physical expression
	6. The Board discussed ways to show staff appreciation
	7. Thank you cards for Annual Appeal donors from Board is still the plan but has not yet been implemented.
6. Annual Meeting
7. If we cancel the meeting, Floyd would still like to acknowledge our staff and supporters.
8. Board discussed honoring anniversaries and staff and supporters either way – an article, ad in the paper, or other idea.
9. We will want to re-elect or elect Board members either way.

8. Other Business:

a. Floyd described the new recruiting incentive and pitched a program where if LFC staff recruits someone that is hired and goes through a probationary period, they get a $100 bonus. The Board decided to vote on it next meeting.

**Next Meeting Wednesday, May 27, 2020**