Lamoille Family Center Board Meeting

April 27, 2022

5-7 PM

Meeting via Zoom

Attendees:

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| Marilyn May, Board Chair | Carol Lang-Godin, ED | Brenda Christie, Co-Chair |
| Eileen Paus, Secretary | Kerrie Johnson | Pixie Loomis |
| Adam Lory | Kathleen James | Julia Skonicki, Development |
| Reeva Sullivan Murphy, M.Ed. | Dean Burnell, Business Manager |  |

Absent: Sandy Paquette

Meeting held through Zoom

Marilyn called the meeting to order at 5:05 PM

Agenda

**1. Welcomes- Marilyn May, Board Chair**

**2. Reeva - Update on the Tinker Child Enrichment Center, Morrisville.**

Reeva Sullivan Murphy, M.Ed., consultant (what is Reeva’s complete title?), reviewed an information packet that was prepared by Heart of Child. This packet was provided to Copley for review. Information in this packet succinctly presented the plans for the Tinder Child Enrichment Center for the following areas:

Business Canvas Overview (Partners and Collaborators, Critical Activities, Vital Resources, Value Proposition, Marketing for Full Enrollment, Customer Relationships, Customers, Cost structure & Tuition, Revenue Stream), Group sizes and Program Parameters, Design Specifications, Program Compensation Scale, Program Expense Worksheet, Start Up Expenses, and Tuition by Age Group Calculator.

LFC Board Discussion:

* Copley is aware this program is open to children outside of the six collaborating HHS Employers. Future meetings are being planned to jointly review funding methods, this includes contacting Senator Leahy’s office in follow up of the Federal funding through the USDA Rural Development.
* Initial vision: LFC to lease Copley’s TCEC building and run programs.
* Copley will give LFC the opportunity to move forward with the TCEC should Copley decide not to move forward with this project. Reeva adds Joseph Woodin, President & CEO of Copley, feels the TCEC would support recruitment for Copley Hospital. Pixie adds if LFC did move forward on the TCEC project, that owning a building on land not owned by LFC, would not actually own the building. This would need to be clarified with Copley.
* Children with subsidized tuition are included in this program.
* School age children’s care needs to be further investigated for development of an after school program.
* Staffing criteria parameters have been established and starting wages determined. This is important for budgeting/cost information in determining start up and operational fees. Wages are approximately 70% of operational costs.
* Cost for equipping the childcare center reviewed to establish equipment criteria for operating this program.
* The costs in the expense business plan are nominal and expected amounts.
* Consideration of the additional efforts of the LFC that is running the Childcare Center needs to be included in the expense report. (i.e. administrative hours)
* Goal is to open September 2023; however, most likely to take longer. Discussed changing start date with July 2024.
* Employer contributions toward scholarships for childcare to be discussed with collaborating HHS employers.
* Revenue charts and expenses will be updated for the May LFC Board Meeting.
* Estimated cost and need of funding for this project is presently $3,000,000. The funding sources will vary and include fund raising efforts.

**Motion:** Pixie moved that the LFC Board authorize Reeva to share the preliminary draft expense report to operating costs of the childcare center with Copley. Adam seconded the motion. The Board voted to accept the motion.

**3. Development Report provided by Julia Skonicki:**

1. The Annual Appeal is coming to an end. The Board will be receiving an email from Julia as to reach the goal of 100% Board participation. Information provided regarding how to become a sustaining donor or make an annual donation; you can do it on our website [www.lamoillefamilyenter.org](http://www.lamoillefamilyenter.org) or contact Julia jskonicki@lamoillefamilycenter.org.
2. Julia will be sending emails to the Board Members regarding the Board thank-you letter writing campaign next month during this April Board meeting.
3. Kid to Camp Scholarship Program is open, and the LFC has already granted 70 requests. There is $30K to give away this year and have given out about 65% of it so far.
4. Link on LFC where you can purchase a bundle of books for Mother’s Day; a book for mom and baby.

**4. Financials - Dean**

LFC FY 2022 Operational YTD (July 2021 through March 2022):

* The budget is in expected budgeted parameters.
* The budget demonstrates a surplus at this time; the fourth quarter will utilize these funds.

Profit & Loss by Class July 2021 through March 2022:

* Surpluses and deficits reviewed within the programs. Incomes are ahead of scheduled spending in the fourth quarter.

Morgan & Stanley Investment Summary:

* On target, 4% of the three-year average is 63,366. M&S recommended increasing the portfolio by moving money another $50,000 into M&S based on total local bank accounts.

**Motion:** Adam moved to make a motion to transfer $50,000 from the local back accounts to M&S managed account. Brenda seconded the motion and the Board voted to accept the motion.

LFC FY2023 Operational Budget-Draft 4-21-2022

* Dean provided clarification on funding sources; $246,000 from DCF not included in this budget draft which was a possibility last month.
* Anticipating 100K increase from DCF. Contingent on 55K from VDH.

Increase is contingent on CIS claim rate increasing from $600 to $650. Not included is possible new contract with VDH for "Parents as Teachers"

* Staff turnover, which includes an increase of 2 FTE on health insurance (20K); 20K increase to the IT subcontract budget
* The $50,000 one time money from DCF for capital improvement monies, if occurs, the 2023 Operational Budget will be balanced.
* Operational Expenses including wages are calculated to keep nine months of reserves.
1. Minutes of February 23, 2022 meeting. Marilyn

Pixie moved to accept the meeting minutes from March 23, 2022; Kerrie seconded the motion. Board voted to accept the meeting minutes of March 23, 2022.

1. **Training Opportunity - Marilyn**

Information provided for an upcoming training titled “Mobilize Your Nonprofit Board to Raise More Money.” Information to be shared via email, interest among Board members

1. **Questions and Comments on Executive Director Reports**

**Topics of ED report:**

* Leadership Team is working on updated outreach packets for the Board Staffing
* Start date for the new IT company (rbTechnologies) to replace Mort Butler and Monty Markow is still TBD.
* Staff Meetings regularly scheduled, Board Members invited to attend. Carol has attended the YAYA and LINK staff meetings.

**Parent Child Center Network (PCCN)**

* Carol sits on the Quality & Standards Committee and attends Rapid response meetings as needed to connect with legislators. Surveys being streamlined to obtain information from participants.
* Carol has met with Senator Westman and Representative Noyes around S.91. Testimony with Amy Johnson can be found at <https://www.youtube.com/watch?v=VrZhraucL5M> (49:50 mark). Miranda Gray, the Deputy Director of the Child Development Division, also testified and was supportive of the bill and of PCCs and the PCCN. The hearing ended with them saying they will have committee discussion next week and develop next steps. Senate Appropriations pushed the bill through including the base funding increase we asked for and a lesser one time funding amount. Final vote pending. The session is scheduled to close on/around 5/6.
* January Peer Review wrap up is still underway.
* Carol attended another agencies peer review

**Child Care Project**: reviewed above.

**Building Maintenance Projects/Property**

* One time funds from the state (Capital & Program Improvements grant) need to be spent by 6/30/22. We have prioritized one project to get done this spring.
	+ *Handicap accessible ramp to front door*: met with contractor on 3/18 and have received and accepted his proposal. Roughly 25K for this project.

**Additional Updates from ED:**

* Offering continued support to new North East Kingdom CIS site around database
* Updated COVID guidance given to staff week of 3/7. Masking will be optional as of 4/1/22 in the building but highly encouraged when working with children not eligible for COVID vaccinations.
	+ In person Playgroups resumed in April
	+ Baby Chat will now resume in May
* Presented on LFC services at CCV – Intro to Human Services class
* Working with Building Bright Futures Regional Council to award Early Childhood Appreciation grants to area child care providers
* Presented at the UVM Project ECHO Perinatal Mental Health training (specifically on CIS)

**Programmatic Updates from ED:**

**Health Lamoille Valley (HLV)**

* HLV will host Author and Speaker, Jessica Lahey on April 27th at 6:30 at the Stowe High School Auditorium. This is being co-sponsored by Lamoille South Supervisory Union and LRC.
* The best way to receive updates on HLV is to sign up for the newsletter. Email Jessica (jessica@healthylamoillevalley.org) to be put on update list.

**Youth & Young Adult Services (YAYA)**.

* In year 4 of PSSYF Grant - extra bonus year due to COVID - must reapply this summer for the next three year round.

**Early Childhood Programs**

* Working on Parents As Teachers Affiliate renewal. This could lead to a new contract with VDH (Vermont Department of Health) with additional funding
* May 6th CIS Coordinators Meeting

The Board members have no questions regarding the ED Report.

1. **New Business**

Pixie asks how the Board can support Carol, ED. Carol is 4 months into ED role, is making herself accessible to staff, and will begin outreach into the community. Carol is happy to have the Early Child program knowledge and experience, and has growing knowledge of the other LFC programs. Carol expresses the time needed to participate in the legislature this time of year for funding. Leadership team shares their wish to be supportive.

**Meeting Adjourned at 7 PM.**

**Next Meeting: Wednesday, May 25, 2022 (5:00-7:00 P.M.)**