Lamoille Family Center Board Meeting

May 25, 2022

5-7 PM

Meeting via Zoom

Attendees:

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

Absent: Brenda Christie, Co-Chair

Meeting held through Zoom

Marilyn called the meeting to order at 5:06 PM

1. **Welcome Marilyn**
2. **Financials/Budget - Dean FY2023 Operation Budget Draft 5/18/2022**

 Dean reports no changes in the FY 2023 Draft Budget with the exception of

Contributions/Foundations. Line \*3: A 15K grant from Let’s Grow Kids was received, funds will go toward the consultant services of Reeva Sullivan Murphy for the continued work on the therapeutic child care center.

 LFC continues to anticipate a 100K increase from DCF. VDH 55K

Strong possibility of $50K in one-time money from DCF; however, it is not included in the budget. This money should be determined by mid June.

Pixie commented on the budgeted staffing expenses and the open positions. Carol reports positions are to be filled and the new staff may provide a small savings.

Final Draft for FY2023 to be ready for Board next meeting.

1. **Minutes of April 27, 2022 meeting.**

Pixie moved to accept the meeting minutes from April 27, 2022; Sandy seconded the motion. Board voted to accept the meeting minutes of April 27, 2022.

1. **Child Care Discussion** - Reeva Sullivan Murphy, M.Ed.

 Reeva presented a PP presentation to the LFC Board Members.

A PowerPoint presentation was shared with the Board that summarizes projected operational costs, the numbers of spaces for child care in each age group, space based on family income and related subsidies. Of the 72 spaces, 20% of child care spaces in the TCEC will be open to the community. The presentation provided information including projected operational costs, the numbers of spaces for child care in each age group.

Discussion following review of reports:

Reeva provided the Board with the following documents:

1. TCEC LFC 1 Year CC Business Feasibility Business Plan\_CF V.6 5.25.22pdf
	1. Program Information Pamphlet
	2. Group Sizes & Program Parameters
	3. Program Compensation Scale
	4. Project Expenses
	5. Tuition by Age Group Calculator
	6. Operational Budget (2023)

2 . Tinker Child Enrichment Center, Lamoille Family Center Business Plan DRAFT V.6 5/24/22

Program Expense Worksheet

3. Tinker Child Enrichment Center, Lamoille Family Center Business Plan DRAFT V.6 5.24.22

Program Compensation Scale

4. Tinker Child Enrichment Center, Lamoille Family Center Business Plan DRAFT V.6 5/24/22

Additional Information shared with Board around PPT:

* The Employers that wish to offer child care to their employees will need to reserve openings for their employees and pay for the spaces to keep open.
* The greatest expense for this project is personnel. Must have qualified staff to provide child care in this therapeutic program with specific child care caregiver/children ratio.
* Cost of quality Childcare: Tuition is $573/week infant and $411/week for preschool children. Scholarships and employers will subsidize tuition to keep costs at no more than 13.5% annual family income for infant/toddler families and 13.3% for families of preschool age children. A family with an income of $17/hour would receive 100% subsidy from CC FAP benefit. With this model, LFC would need to raise $150,000 annually for scholarships, and employer contributions will impact funds needed.
* The Let’s Grow Kids (SOV) goal is that no family is paying more than 10% of annual income for child care.
* Enrollment targets reviewed: There would be 25% of families receiving 100% subsidized tuition with no copay. The next 45% of families would have some co-pay. 29% of families would pay more, and 1% of families would pay 100%.
* HHS Collaborators will be provided with more specific information regarding the proposed child care details at the next meeting in June, 2022. Reeva requested permission from the LFC Board to share the Business Plan financial report with the HHS Collaborators.

**Pixie moved to give permission to share documents with HHS collaborators at the June 2022 meeting. Sandy seconded. Board approved.**

LFC Board Discussion following TCEC updates:

* Demographics reviewed to evaluate the shifts in funding that would occur with shifts in vacancy rates and family incomes. The operational budget would require full occupancy and consistent cash flow.
* Spaces cannot be left open unpaid. The HHS Employers wanting spaces for their employers would be required to reserve and pay for the childcare spaces.
* The PCC mission needs to align with the TCEC model. This TCEC will serve 72 children in this community.
* Continuity of enrollment is a priority; once a child is enrolled they will continue in the program until they age out or decide to leave the program.
* Copley has considered having LFC take one acre and take full responsibility of the TCEC development. Carol replied that the LFC would consider all options before committing to the land near Copley should Copley not build the TCEC. LFC/Copley MOU is in place and finances continue to be reviewed and will be further reviewed with the HHS Collaborators.
* Seeking interest from other area employers to increase interest in subsidized child care. Present these employers with a pitch in the benefits of childcare for their employees. The amount of employer contribution is relative to what parents can afford for childcare. Economic Development Corporation could assist with this planning.
* No site development has been done for the Copley TCEC. (eg. water/sewer, sidewalks) The cost of this development is unknown. Site development funds from Let’s Grow Kids are available but Copley has not applied for this funding.
* Kathleen offered to provide expertise in real estate and site development. This input was accepted and appreciated.
* Pixie questions the therapeutic child care center and the LFC mission, 20% of children would be community children, and how this population, not supported by employers, would be funded. Sandy shares that shifting the community openings to 50% would match the LFC mission; however, mean less funds from employers.
* Adam states if the current LFC Board is responsible for the TCEC which nearly doubles the LFC budget, administrative staff would be needed, and the administrative costs would increase. Employers dealing with staffing wages and would employers be willing to assist employees in any childcare center.
* The Addison County model is a Therapeutic Child Care Center, run by the PCC, that is meeting their budget through other funding sources serving primarily low income families that do not pay tuition. The philosophy would match the TCEC, however, budgeting is different.
* Carol reports Reeva has been able to find funds to pay her consulting stipend. Let's Grow Kids has contributed to her stipend.
1. **Training Opportunity** - Sandy and Kathleen will create a presentation (or email) for the Board Members to share the information from this training.
2. **Questions and Comment on Reports - Carol/Board**

 **Executive Director Report May 2022**

 **Staffing**

Pixie commended Carol for her response to the recent loss of a staff member. Carol has provided much understanding and compassion for all Staff. EAP was called as recommended by Dean to assist staff in their grieving process.

 **The New IT company** start date remains TBD.

 **Job Positions**

There are four jobs posted and interviews are scheduled. Positions anticipated

to be filled.

**Parent child Center Network (PCCN)**

S.91 - PCC Bill going to the Governor in the next week or two to be processed. Base funding may be increased and a one time money provided.

**PCC Satisfactions Surveys** being sent to families/caregivers/clients. Feedback will go toward the July reporting for Integrated Grant.

**Building Maintenance**

Handicap accessible ramp at front of LFC scheduled to start once materials arrive.

**Bridge Street Property**

1. **United Way** requested to dedicate the woodlot in use to Gary Wright.
2. Ron Stancliff and the Morristown Conservation committee requested a portion of this property for a walking path.

Carol will continue having conversations around these requests with key people and the Board.

**Healthy Lamoille Valley (HLV)**

HLV hosted author & speaker, Jessica Lahey on 4/27/22 at Stowe High School. Forty people attended.

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

 PSSYF Grant extended one year due to COVID. An application will be submitted this summer for the next 3 year funding cycle.

 VCRHYP- Basic Center Shelter funds likely to end as of 9/30/2022 due to administrative changes. Washington County Youth Services Bureau may keep this contract. There were no shelter placements in 2021 or 2022. LFC began collaborating with LCMHS around funds received for sheltering.

 Staffing changes in YAYA; two staff have submitted notices to end employment with LFC.

**Early Childhood Programs**

 Waiting for news on a possible new contract with VDH with additional funding for delivering Parents as Teachers.

 One staff member gave notice, finishing her position on 5/27/2022.

July 19th Tuesday Night Live in Johnson will need one or two Board Members to be in

 a booth to present LFC to the community. Several Board members volunteered to be

 Present.

1. **Teen Board Members Update - Marilyn**
	1. Looking for students to participate in the LFC Board work. PA National Society kids may be interested; however, Marilyn would like to expand from this suggestion to all students. Marilyn will write a blurb for students to review and decide.
	2. Reviewed need for the Board to include a parent of a child being served at the LFC.
2. **New Business**

 Annual meeting to be moved to September 2022.

Meeting adjourned at 6:50 PM.

**Next Meeting: Wednesday, June 22, 2022 (5:00 - 7:00 PM)**