

Lamoille Family Center Board of Directors Meeting
Wednesday, November 30, 2022
5:00-7:00 PM

Marilyn May, Chair	Brenda Christie, Vice Chair	Sandra Paquette, Treasurer
Eileen Paus, Secretary	Adam Lory	Kerrie Johnson
Pixie Loomis	Reeva Murphy	Julia Skonicki, Development
Dean Burnell, Business Manager		

Virtual meeting via Zoom

Absent Board Members: Kathleen James

The Lamoille Family Center (LFC) Meeting called to order by Marilyn May at 5:05 PM

1. Approve minutes of October 26, 2022 Board Meeting

Pixie moved to accept the October 26, 2022 Board Meeting minutes, Brenda seconded the motion. The Board voted to accept the meeting minutes of October 26, 2022. Reeva Murphy abstained, she was not present at this meeting.

2. Financials/End of year bonuses for staff – Dean

Dean reports no official financial report for this meeting. The main item for the Board to address at this meeting is the end of year bonuses for the staff. Carol and Dean reviewed, assessed the budget and determined an increase to the bonus to \$250 per staff (FTE or PTE) is doable. The bonus is a demonstration of appreciation from the LFC Board.

Brenda moved to approve a \$250 end of year bonus for the staff at the LFC. Sandy seconded the motion and the Board unanimously approved the motion.

Pixie expresses the importance of increasing the LFC contribution to the retirement fund for the LFC staff. Retirement fund participation for the LFC staff could be encouraged through having a match of funds from LFC. Dean reports the Common Good survey results will be available in the spring and then the salaries at the LFC will be reviewed and adjusted accordingly, including a retirement plan, health insurance, and salary. A 10% increase for health insurance will begin January 2023 so that staff will not be required to contribute to their health insurance. Currently LFC contributes a quarter to each dollar up to 4% of a staff person's salary.

3. Annual Appeal – Julia

Julia reviewed the means for making donations. Letters will be sent to past donors and new potential donors. When \$500 or more is donated, the donor will be contacted immediately to foster communication. Plan: Julia will be meeting with Kathleen to develop a plan for building a fundraising partnership with donors that will include Board member participation.

Holiday event will require a few volunteers to prepare the gift bags that will be picked up by the recipients. The process for recipients to receive holiday gifts begins with a call to LFC and a phone call with Wendy. Wendy gathers information about the child/children and the bag of gifts is tailored for that child. Julia has utilized social media to announce needs to the community for gifts/toys that will be provided.

4. Reports/Discussion

Executive Director Report for November Highlights/Summary for last month

Completed by: Carol Lang-Godin 11/23/2022

Staffing:

- The LFC has hired Tina Lapier as the temporary “Winter Wendy” position. Tina joined us on 11/21/22. She previously worked at DCF-Family Services, knows this community well and already knows some of the staff.

Parent Child Center Network (PCCN)

- November PCC meeting was a two-day retreat. Focused on the following:
 - 8 Core Services and how to measure quality consistently across PCC sites.
 - 2023 Legislative Strategy
 - Integrated Grant reporting and consistency across PCC sites.
- I was voted onto the PCC Executive Committee. Still on Quality & Standards Committee and helping to plan the 2023 PCC Conference.

Building Maintenance Projects/Property

- Still working on scheduling Bridge St. property removal/salvaging of wood platform.
- Working on finding a “handy person” to do work around LFC. Marilyn made a recommendation that I’ll be following up on.

Other

- Met with Ben from Salvation Farms about LFC possibly taking part in the commodities gleaning program. Presented info to staff and we will try rolling out soon. This program goes through

field and picks up extra vegetables, a secondary harvest. The LFC would distribute the harvest that is collected to families or childcare centers.

- We're waiting on a number of outstanding grants from the State of Vermont that Dean and I continue to follow-up on.

Programmatic Updates Health Lamoille Valley (HLV)

- Hired (pending background check) a Youth Social Media Intern who will work during the school year to manage, reshare, and create original content for HLV's Instagram account with the goal of empowering and educating youth to make a positive change for the well-being of our community.
- The best way to receive updates on HLV is to sign up for the newsletter. Email Jessica (jessica@healthylamoillevalley.org) to be put on the list.

Youth & Young Adult Services (YAYA).

- We submitted proposal for Compass (formerly PSSYF) RFP. Should have heard back 11/15 but no word yet.

Early Childhood Programs

- The Parents as Teachers program rollout has been pushed to April 2023. This is an evidence base for education in home visiting that the State of Vermont is supporting. Ashley Brown, Early Childhood Programs Manager, has received training in this model of preparing children for school and preparing goals with the family.
Pixie asks if this program has a partnership with Adult Literacy programs to support parents with literacy challenges to help their family. Julia reports the parents are walked through the literature provided, however, the adult learning organization can be another tool in the toolbox to stronger family support, building the confidence of parents.
- Awarded the Building Better Futures (BBF) Vermont Early Childhood Fund grant to purchase vision and hearing screening equipment to increase healthy equity and access to screenings for children. Will collaborate with childcare centers and schools awarded \$15,250.00 from the BBF initiative Early Childhood funds.
- Likely to see less money in calendar year (CY) 2023 contract than we originally anticipated; however, the contract has not been reviewed at this time.
Reeva inquires about the CIS funding for CY 2023; Lamoille is a region that will receive less funding under the current plan. Reeva reports there is advocacy occurring to support level fund all PCCs.

Development Report – Julia Skonicki

- The Annual Appeal is underway. Thanks to all of the Board Members for having 100% Board participation in our Annual Appeal. If you are not already a sustaining donor and would like to become one, feel free to reach out to Julia to learn more.
- Holiday Project is up and running. There are over 150 kids registered to participate in this project. Many businesses and organizations in the community are helping to collect toys and gifts. Toy collection ends December 2.
- Kid to Camp will once again be fully funded (\$30K) by the same private donors.
- We received good news that the LFC is one of the recipients of a grant from the Vermont Early Childhood Fund, an initiative through Building Bright Futures. The grant will fund the launch of a new program through LFC called Equitable Access to Early Childhood Vision and Hearing Screening project which will provide vision and hearing screenings to kids serviced by LFC, local schools and childcare centers.
- The Staff and Board Photo Directory can be viewed at: https://www.canva.com/design/DAFFxJSQBwl/LoPBkrUPEGZHzziry5wzg/view?utm_content=DAFFxJSQBwl&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

5. Old Business

- a. Carol and Marilyn continue to discuss retaining a lawyer as a resource to the LFC. The LFC has not retained a lawyer in the past; however, with Bridge Street property legal events may benefit from legal advice. Kerrie provided the Board with the name of a potential legal office for outreach regarding non-profit legal advice or this group may provide a reference for the LFC to follow. Plan: Information to be provided to Carol for follow up.
- b. The Board to develop a plan to develop strategic planning. The Leadership Team of LFC is having a retreat and may include Strategic Planning.

6. New Business

- a. Set date for December meeting.
- b. Marilyn plans to go to the community college to recruit a younger Board member. Board members reviewed potential list of Board Members to expand the current number of members. Names of potential Board members reviewed and adding another advertisement to Front Porch Forum.
- c. Meeting adjourned at 6:00 PM.

Next Meeting: Wednesday, December 28, 2022

5:00 to 7:00 PM