**Lamoille Family Center Board of Directors Meeting**

**Wednesday, February 25, 2023**

**5:00-7:00 PM**

| Marilyn May, Chair | Sandy Paquette, Treasurer | Eileen Paus, Secretary |
| --- | --- | --- |
| Reeva Murphy | Pixie Loomis | Kerrie Johnson |
| Brenda Christie  | Carol Lang-Godin, ED | Dean Burnell, Business Manager |

Virtual meeting via Zoom

Absent Board Members: Adam Lory, Kathleen James

The Lamoille Family Center (LFC) Meeting called to order by Marilyn May at 5:10 PM

1. Approve Minutes of January 25, 2023 Board Meeting

**Pixie moved to accept the January 25, 2023 Board Meeting minutes, Reeva seconded the motion. The Board voted to accept the meeting minutes of January 25, 2023.**

1. Dean: Salary Schedule

Reports provided to the Board Members prior to Board Meeting include (1) Organizations with Budgets Between $1M and $4,999,999 and (2) FY2023 Salary Schedule Summary Options.

Dean presented the Common Good Survey (CGS) and LFC salaries. The review covered salary schedules from 2019 to present that have been Board approved. The Common Good survey and the LFC salaries are reviewed every 2 years. It is time again to review and approve a salary schedule.

Discussion:

Last approved salary schedule by the Board was a 3% increase in 2021. The 2021 CGS demonstrates a discrepancy of 6% to 29% compared to the LFC staff salaries. Job title, years worked by staff, and salaries schedules approved based on LFC budget, result in the varied percent numbers. Carol adds that this gap also reflects the 2021 Board decision to not approve the full CGS salary, instead a 3% increase; this will impact the gaps between LFC salaries and the CGS salaries in the 2023 options report. Dean reports the salary gaps in 2021 were similar.

The 2023 Salary Schedule Options were presented with three models. The Board is asked to take information from this meeting, continue to review, call with questions and be prepared to vote on an options at the March Board Meeting. If needed the Board may hold a meeting sooner to further discuss after this review. The models are as follows: Model 1 – no change, keep current salary schedule, Model 2 - based on newest CGS, and Model-3 based on books, flat increase of what is on the books plus 5%. Dean reports the salary schedule that the Board votes to implement every two years will provide a scheduled increase for each year of tenure.

The 2023 Salary Schedule Options are based on current LFC Staff FTE Average salary (eg. 14 Case Managers average salary). The majority of the current employees have met the 6-year tenure or greater, less staff turnover, placing them at the higher end of salary schedule. The impact on the FY2024 budget for each salary schedule option, assuming no staff turnover or unseen changes, was included in this report.

Pixie asks if benefits should be considered in review of the salary package, i.e health benefits, paid time off, contributions to retirement. For clarity, Dean kept the models based on wages only and adds there is a $10,000 annual health benefit that the employee can opt to take or not, a utilize as they wish, either individual plan or family plan. All benefits are shared with the employee at the time of the salary review.

Options for Starting Salary Ranges were reviewed. Carol states salaries for new hires will matter, as staff people will be retiring, and for current staff with less than 6-year tenure are requesting this review. The LFC current start salary for Case Managers is not competitive with starting salaries at three local non-profit agencies. Model 2 would provide a competitive starting salary for case managers. Current Case Managers with tenure are receiving a competitive wage due to experience and performance.

Mixing salary models for current staff and Starting Salary Ranges would be difficult to carry forward. Carol and Dean are recommending Model 2 that will provide competitive start salaries and a salary reflecting time/experience/performance for tenure staff. Model 2 will have the largest impact on the FY2024 budget to bring salaries up to the CGS salary. The FY 2025 financial impact difference is minimal between the 3 models.

Marilyn states the commitment of the Board is to continue the work on LFC salaries to remain competitive and to support staff. The impact on the budget must be considered; however, the budget at this time demonstrates the ability to support a new Salary Model. An approved proposal in Legislature to support PCC salaries will provide $5.2 M for Vermont PCCs. How this will be distributed has yet to be determined by the PCCs.

Carol informs the Board Members she is confident the next several years the budget is stable to support model 2; solid programming in place, new opportunities in future with new contracts, and there are no “risky” programs with the potential to change the forecast of the LFC budget.

Pixie asks if an employee is at risk for reaching top salary for a range. Carol states when a cap is reached, an additional one-time compensation will be provided to those with most tenure during their anniversary review. The Board review of the salary schedule every two years would support a higher cap allowing a salary increase.

Dean will send the Board Members the salary ranges for Model 2.

1. Reports/Discussion

**Executive Director Report; Carol Lang-Godin, February 2023**

* Initial committee meetings have all taken place. Committees so far are: Health & Safety, Sunshine/Wellness, Equity & Diversity, Buildings & Grounds, Staff Reviews, Core Values.
* We are actively looking for a private contractor to do clinical supervision for CIS  and YAYA staff. Approximately 13 hours/month.

Discussion: Carol reports LFC pays for an outside supervisor, mainly for the case managers. There are two leads Carol is following up with to continue the supervision.

* **Parent Child Center Network (PCCN)**
* February PCC was held as a virtual meeting.
* Attended Quality & Standards Committee, Executive Committee and 2023 PCC Innovations Conference planning meetings.
* Was asked to sit in on the Springfield PCC Executive Director hiring committee.

 First meeting was held.

* + **Building Maintenance Projects/Bridge**
* Found a lawyer out of Stowe who will be able to assist LFC with “issues” that arise. First work will focus on Bridge St, property and United Way use to ensure we’re covered. Thank you, Eileen, for the recommendation of Brian Leven!
* Walked Bridge St. property with Brian and Marilyn.
* Tree work by Mark Cote’s property is done and we’ve reopened the Story Stroll.
* Met with Sonny Demars twice (once with Marilyn) about Bridge St. Property (possibly a recreation path that may cross property).
	+ 1. No  further information to share yet.
	+ **Other**
* Still looking for recommendations for someone to facilitate Strategic Planning process. We do have a few names and will look into cost.
* The backlog of contracts still includes CY’23 Integrated grant, old Capitol Improvement (did see a draft last week), Compass and DULCE.
* Facilitated a community conversation about lack of Supervised Visitation (SV) in Lamoille and the lack of funding. For now, no next steps aside from each agency tracking calls they get requesting info.

Discussion: Carol reports LFC has not done SV since 2012. Courts will still order SV at LFC. A meeting has been requested to review the impact from the lack of a local SV site and lack of funding. SV would be difficult for LFC related to lack of space, not enough staffing (at least 2 staff per SV), and funding possibly not covering the cost of the SVs. Most recently CHN, then E+MC2, provided SV; however it no longer provides SV and the funding has ended. Jenna’s promise provides some SV service. The meeting would brainstorm on a collaborative approach to fill the need for local SV. In the past SV funding was through DCF and Vermont Center for Crime Victims Services.

Kerrie confirms a need for SV, especially necessary for children that are not in custody. DCF has made referrals to Easter Seal for family support (SV), family time, and/or a parent-coaching visit. Where there are concerns of safety (an unsafe parent), and family may be unable to develop a plan for a parent/child visit. A local agency would support such visits to occur.

* Julia and I met with a donor.
* Met with Rubin from rbTech to discuss progress since they took on our IT work as well as future plans. Dean was present for this as well.
* Attended Legislative Breakfast in Stowe on 2/6.
* Met with Representative Dan Noyes to give updates on LFC and the PCC ask.
* Attended Epic promise Community Recognition morning at Stowe Mountain.
* Attended Lamoille County Roundtable Discussion with Congresswoman Becca Balint – topic was housing and mental health.
* **Programmatic Updates**
* **Health Lamoille Valley (HLV)**
* Staff and students attended the CADCA conference.
* 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).**
* Waiting on COMPASS contract to arrive and still serving youth.
* Met with LNSU about possible collaboration. Beginning stages so still nothing to  report.
	+ **Early Childhood Programs**
* Semi-annual reporting was submitted.
* Talk of DULCE funding going through Blueprint.

**Carol adds to her executive report:**

 The update on funds awarded to Copley for a 72 childcare facility: Collaboration between Copley and LFC is on hold for a childcare facility. Carol offered to provide Copley with suggestions/advise for a childcare center if requested. No further conversations have occurred.

 Morrisville Select Board decided to individually vote on appropriations for non-profit agencies in Morrisville. LFC will need to advocate for continued town support. Carol requested Board Members living in Morrisville post on Front Porch Forum advocating for support from the Town of Morrisville. The request has been unchanged for four years, remaining at $3,000.

 Spreadsheet for community collaboration has been developed, will be revised, and then distributed to the Board Members.

1. Old Business, None brought up
2. New Business
* Potential new Board Member: Reeva has a person interested in joining the Board. This person is familiar with LFC and would provide the perspective of a young person.
* Sandy will meet with Marilyn and then schedule a time to meet with the potential new Board Member discussed above.

Meeting adjourned at 6:35 PM

Next LFC Board Meeting

Wednesday, March 22, 2023

5:00 – 7:00 PM