**Lamoille Family Center Board of Directors Meeting**

**Wednesday, January 25, 2023**

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

| Marilyn May, Chair | Sandy Paquette, Treasurer | Eileen Paus, Secretary |
| --- | --- | --- |
| Reeva Murphy | Adam Lory | Kerrie Johnson |
| Carol Lang-Godin, ED | Dean Burnell, Business Manager | Pixie Loomis (entered 6:10 PM) |

Virtual meeting via Zoom

Absent Board Members: Brenda Christie, Kathleen James

The Lamoille Family Center (LFC) Meeting called to order by Marilyn May at 5:09 PM

1. Approve minutes from the December 28, 2022 Board Meeting

**Reeva Murphy moved to accept the December 28, 2022 Board Meeting minutes, Kerrie Johnson seconded the motion. The Board voted to accept the meeting minutes of December 28, 2022.**

2. Dean Burnell, Business Manager provided the LFC Board members with three reports prior to the Board Meeting. Explanations were presented to the Board Members to support their oversight and fiduciary responsibility.

Morgan Stanley Investment Summary 12/31/2022, FY 2023 Q2

* The breakdown is within the parameters established by the LFC Board, 35% Bonds, 60% Equity, 5% cash (+/- 10%). The combination of both growth of investments and the input of cash from LFC demonstrates increase in balance. Local cash is stable.
* Vermont Community Foundation (VCF) Investment Funds report are as of September (Quarter 4 of 2022’s statement hasn’t been sent out in time for this January Board meeting). If we are part of the VCF we have access to their resources, their pool of donors, etc. Carol and Julia plan to meet with VCF to strengthen the partnership and make sure we are taking full advantage of the resources they offer.
* Three locally owned banks are utilized for the operational banking needs for the LFC.

Discussion:

Eileen asks for explanation to why the savings appears to be steadily increasing. During COVID the savings was kept higher for an “in case” event, keeping 3 months worth of operation expenses. After the pandemic, the amount was reduced to cover 2 months. Transferring the money into investments does not reflect the ability to review projects that would require money; LFC also has the ability to withdraw from Morgan Stanley cash funds.

Adam shares with the Board that Morgan Stanley has demonstrated responsible management of funds. Investing more into the Morgan Stanley account would be a responsible decision.

**Adam Lory moved to have $50,000 taken from the local cash accounts and transferred to Morgan Stanley Investments. Sandy Paquette seconded the motion. The Board voted yes to transfer the funds.**

Lamoille Family Center Financial Overview and FY 2023 YTD (July 2022 through

December 2022) Operational YTD

* The Grants, Medicaid Reimbursements, Fee for Service and other income is 48.16%, an expected mid FY amount. Expenses are also lower 46.68% keeping the surplus at an acceptable level. General & Admin reporting has changed which explains the surplus in the overview.

Lamoille Family Center Profit & Loss by Class (July 2022 through December

 2022)

Dean presents a spreadsheet that breaks down the budget by departments.

* Surplus in net income reflects The Annual Appeal that is ahead of schedule, Foundation donations, and miscellaneous contributions (example, Chairlift Auction, IMO Cecile).
* DULCE department reflects a deficit; this is because the funding distribution has not been received for Q2.
* HLV; deficit due to VT Department of Health funds not yet distributed in Q2; funding will catch up in Q3 and Q4.

3. January Executive Director report provided by Carol Lang-Godin 1/22/2023; Parent Child Center FY 2024 budget request and PCCN funding gap; January Development Report

**Executive Report**

**Staffing Updates:**

* The staff is reviving staff committees in the coming weeks. Staff has chosen what committees they want to be on and someone from Leadership (in most cases) is pulling an initial meeting. Staff will then take the lead. Committees so far are: Health & Safety, Sunshine/Wellness (a committee to make staff feel well), Equity & Diversity, Buildings & Grounds, Evaluation/Assessment and Core Values. My hope is that it’s an opportunity for more staff voice in things done around LFC.
* Rachel has officially returned from her maternity leave.
* We are actively looking for a private contractor to do clinical supervision for CIS and YAYA staff. Approximately 13 hours/month. The person we had was great but is changing careers. If you know of anyone, please let me know.
* **Parent Child Center Network (PCCN)**

January PCC virtual meeting focused on:

* Action Circles Updates, Legislative asks (Report provided to Board Members, available upon request to ED), Vermont PCCN Annual Report.
* Updates from Child Development Division
* Committee Updates
* Upcoming reporting
* 8 core services and rubric work

Attended Quality & Standards Committee and 2023 PCC Innovations Conference planning meetings.

**Building Maintenance Projects/Property**

* Solid Choice Property maintenance has done a few small projects around the building that has been incredibly helpful.
* Still working on finding a lawyer who may be able to assist with LFC “issues” that may arise. Have reached out to two and will reach out to others as needed.
* Carol walked Bridge St. property with Pixie the first week in January. Some trees down from storm but nothing too major. Carol will take any Board Members interested in viewing the property owned by the LFC.

Pixie reports areas that are very steep and could propose a risk for falling; however, there is a large flat area, too. There is no infrastructure in place, i.e. water, power, sewage.

* **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 has mostly come in including (Integrated grant amendment, CIS, CCCSA, and HLV’s Prevention Planning & Bridge Funding). Still waiting on CY’23 Integrated grant, old Capital Improvement, Compass and DULCE.
* Carol has emailed all new and returning Legislators to make them aware of LFC and the services we offer in the community.
* Working on Integrated Grant reporting and will submit week of 1/23.
* **Programmatic Updates**  **Health Lamoille Valley (HLV)**
* 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. Very beginning stages updates will be provided.
* **Early Childhood Programs**
* Parents as Teachers Affiliate Plan was turned in on 12/30/22 and we heard back from the National team that it had been approved. Funding meeting 1/31. Likely start around April.

**Parent Child Center Network FY 2024 Budget Request**

**Vermont Parent Child Center, PCCN Salary & Benefits Gap**

Critical Need #1 – Increased funding for Parent Child Centers by $5.2 million to close the salary and funding gap.

**January 2023 Development Report submitted by Julia Skonicki:**

* The Annual Appeal has seen much success and will be ending a bit early this year. As of 1/19/2023, the Annual Appeal has raised a little over $50,000, reaching 100%+ of the $50,000 goal, and LFC has started receiving one monthly sustaining donation of $1022.80. There is also 100% Board participation in the Annual Appeal.
* Robert Daniels from Adult and Teen Challenge donated a van FULL of toys to next year’s Holiday Project.
* The Staff and Board Photo Directory can be viewed at the LFC web page.

Reports/Discussion: January Executive Director report; Parent Child Center FY 2024 budget request and PCCN funding gap; January Development Report

1. Old Business
* Carol and Pixie walked the Bridge Street Property finding the land in good condition. Pixie reports areas that are very steep and could propose a risk for falling; however, there is a large flat area, too. There is no infrastructure in place, i.e. water, power, sewage.
* Carol has reached out to 2 recommended lawyers that would be available to assist LFC with legal issues as they may develop. There are two more lawyers to contact.
1. New Business

**January 19, 2023 News & Citizen and the Stowe Reporter**: **The Federal Government Funding Daycare for 42 children.**

The January 19, 2023 News & Citizen and the Stowe Reporter reported the Office of Senator Bernie Sanders announced the securement of more than $42 million in federal money for Vermont projects, including $1.5 million to build a 7,500-square-foot child care facility in Morrisville.

**Carol,** spoke with Joseph Woodin, CEO, and Wayne Stockbridge, Chief Administration and Human Resources Officer, to clarify this surprise announcement. Both Copley Administrators were surprised by the awarded funds believing a notification was submitted reporting the project was cancelled. Copley is revisiting a daycare project that will serve the community since the funds have been awarded to them. Ideas and questions shared by Joe Woodin include the following:

* How to lower building costs, for example, building near the hospital where there would be less site work;
* rethink the size of the childcare center and who would manage it;
* keep the partners involved to a manageable number;
* and reaching out to Sanders’ office to discuss “variations” to the original request.

Reeva educated the Board Members with the necessary steps that are required before the 1.5 million is granted. The USDA office has definitive criteria, including a certain % of low-income families participation, an architectural plan, the funds cannot cover more than 80% of daycare costs, and many more criteria. The Board and Carol are in agreement to continue our pause with a childcare center and to move forward with a focus on strategic planning for LFC as a whole organization that may lead to a childcare center in the future.

**Next LFC Board Meeting: Wednesday, February 22, 2023**

**5:00 PM – 7:00 PM**