

**Lamoille Family Center
Board Meeting Agenda
Wednesday, April 26, 2023
5:00-7:00 P.M.**

Marilyn May, Chair	Sandy Paquette, Treasurer	Eileen Paus, Secretary
Reeva Murphy	Pixie Loomis	Brenda Christie
Kerrie Johnson,	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 5:06 PM

Agenda

1. Approve minutes of March 22, 2023 Board Meeting.

Sandy moved to accept the March 22, 2023 Board Meeting minutes, Brenda seconded the motion. The Board voted to accept the meeting minutes of March 22, 2023.

2. Salary Schedule-FY 2024 draft budget; Quarterly Report

Board Members received the following reports prior to the Board Meeting: 1. FY 2023 Q3 Financial Report, 2. FY 2023 Q3 Financials by department report, 3. FY 2023 Investment summary sheet, and 4. FY 2024 DRAFT budget for review.

Dean provided the additional information for each report:

FY 2023 Q3 Financial Report:

- Income is on target at 75% of budget at 3 Quarter end.
- Donations have surpassed this FY goal.

- Expenses are slightly under budget.
- General and Admin Passthrough is higher than anticipated for the third quarter due in part to programming that was not initially included in the budget.

FY 2023 Q3 Financials by department report:

- Higher than normal income amount due to new programming in CIS program. Expenses in Q4 will equal out income.
- Deficit seen in Concrete Supports/Parent Ed is due to Integrated Grant funds yet to be distributed in Q3; funds to be received will correct the deficit in Q4.
- Surplus in FY '23 budget due to income “ahead of schedule”, Annual Appeal success, Foundation donations, and miscellaneous additions (SMR Chairlift Auction, IMO Cecile, etc...) Childcare Grant one time funding also contributed to the budget surplus.
- In summary; Expenses coming in under budget.
- Program underfunded, relying on donations and unrestricted funds to support.
- State funds in the fourth quarter could further increase the budget surplus. Keeping expenses down and foundation/donation funding provide explanation for the surplus in the FY 2023.

FY 2023 Investment summary sheet:

- Morgan Stanley (MS) March report indicated some categories of the portfolio were outside of the parameters ~~outside of those~~ set by the LFC, i.e. Bonds too low at 19% and Cash too high at 20%. MS provided explanation: they were in the process of purchasing bonds, but the sale wasn't recorded as of the March statement. The current mid-April portfolio is within the given parameters.
- Portfolio balance at the end of March demonstrates growth in investments.
- A 3 year average of portfolio provided to the Board. A 4% of the 3 year average (a conservative number) indicates the available funds without disturbing the performance of the portfolio.
- VT Community Foundation report information is from the December 2022 information due to reporting cycles.
- Local Bank Accounts have healthy balances. A dip in account totals recently are due to transfer of funds to MS and the delay in State payment to LFC.

FY 2024 DRAFT budget for review:

- The overall FY '24 DRAFT Budget is showing a deficit of approximately \$36,000. Potential funds may fill some holes in the budget—the May draft of the budget will include additional funds if Carol & Dean are confident in the reality of those funds. Also, the expected surplus from FY '23 would mean that our retained earnings would be that much more capable of absorbing this deficit, meaning the draft deficit amount would not have a negative impact on the LFC.
- Draft Budget Notes:
 - The increase is mostly based on the 130K Integrated Grant from DCF to all PCC and 40K Prevention Coalition from VDH.
 - Increase is expected in Foundation donations and an increase in the Annual Appeal goal.
 - Salary Schedule adjustments, new admin position, 10% increase in health benefits (to offset expected premium increases), Clinical Supervision expense increase, and doubling of retirement contributions.
- By the May Board Meeting there will be more clarity on the funding to be received. DULCE is going through the BluePrint process and the final amount is to be determined.
- Staff contribution to the retirement fund currently is \$1 matched with 25 cents by the LFC, to the ceiling of 1% of their wages. This is increasing to 50 cents to match every dollar up to 2% of wage for FY '24.
- A new admin position is being budgeted for Early Childhood new programming, which will generate more administrative work for this department.

Pixie and Sandy request from Carol more information about the Parent as Teacher program. Ashley will be included in an upcoming agenda.

3. Development Report, Julia Skonicki:

- The Annual Appeal closed and came in early, hence the goal will be increased next year. This year there are 23 sustaining donors providing a helpful regular monthly income.
- Possibility of a Development Committee. Julia would like to meet with possible members to discuss the goals of this committee, including fundraising. This committee could also guide the work of Strategic Planning. Pixie, Kathleen, Sandy,

and Brenda are interested in participating in this committee. Julia will contact these Board Members to plan.

- Book Drive; goal to give away 100 book bundles (one child's book, one adult book). Thank you to Paper Pile, they will match 50% of donations.
- Kids to Camp; \$3000 already out in scholarships.
- Andy Robinson training shared with Board Members has been canceled. A similar online training opportunity was provided to Board Members titled Ambassador Training for your Board; 10 Ways to Improve Communication, Outreach, and Impact, May 11, 2023.
- Thank you letters; 162 donors will receive a thank you letter.
- An Annual Meeting, in person, is being scheduled for September 13, 2023, 4:30 PM.
- Annual Meeting will dedicate the donated playground in Kathy Murphy and Cecile's name and this would be in place of a guest speaker. A playset will be delivered, yard location recently determined, Stowe Mountain Resort crew will prepare the area for the playset, Penny Grimes Excavation will bring in the pea stone.
- Honor Supporter of the year at the Annual Meeting in September 2023 discussed and agreed.
- Philanthropist to be recognized and honored at Annual Meeting is a high school student working with churches to collect baby diapers.
- Scott Johnson award will be included in the Annual Meeting ceremony.
- The Board Meeting prior to the start of FY '24 will approve the budget and elect Board Officials.
- Tabling Event at MSI; Marilyn reports this event with Debbie Trombley went very well with people engaging in the information about the LFC. Next Tabling Event at Smugg's June 2, 2023, looking for volunteers.

4. Executive Director April 2023 Report/Discussion, Carol Lang-Godin, ED

Highlights/Summary from the last month:

Staffing:

- There is a preliminary plan for clinical supervision for CIS and YAYA staff. A second meeting with the candidate is planned, but likely it will work out.

- Wendy returns from Florida on 5/1 and Tina will phase out next week. She's been phenomenal to have here and we're all hoping she'll come back next winter.

Parent Child Center Network (PCCN)

- Attended the two day in person April retreat.
- Carol was appointed to the Building Bright Futures State Advisory Council
 - The SAC is the state's Governor-appointed, primary advisory body on the well-being of children from the prenatal period through age 8 and their families, informing the Governor, Administration, and Legislature on early childhood policy and systems improvements. The SAC brings together early childhood leaders and decision-makers from across sectors to better coordinate and enhance services for young children. The Council is composed of 26 members, including seven public designated members, two legislators, 14 at-large members, and three non-voting members.
 - <https://buildingbrightfutures.org/about-building-bright-futures/meet-the-sac/>
- Attended Executive Committee meeting and several 2023 PCC Innovations Conference planning meetings.
- Wrapped up my work with Springfield PCC hiring committee.

Building Maintenance Projects/Bridge St. Property

- Carol met with United Way on Bridge St. property to discuss use of the land and where their storage shed should go. No signed lease agreement yet. Will follow up with their ED.
- Spring clean-up at LFC planned for June 5, 2023. Dean leads the newly reformed committee, Building and Grounds. They are meeting this week to develop the list of tasks which will be shared with the staff and Board Members.

Legislative Updates

- PCCN BASE FUNDING – Sen. Jane Kitchel confirmed that the \$2M for PCCs will be on their bigger list to consider. The \$2 million increase made it into the Senate version of the budget and confirmation is expected this week.
- CIS IT - Senate Appropriations talked about the CIS IT request last Monday. Sen. Kitchel said the Administration does not support this because it's incompatible with the childcare development system that the state has been funding, so the Admin is arguing that it's not

a good approach to take and “actually would not fit at all”. Sen. Ginny Lyons said there have been caseload increases, and Sen. Richie Westman said the “most important thing in CDD is to get the systems in place to draw down federal funds” which Westman said is vital.

- S.56 - CHILD CARE BILL - The House Human Services Committee voted S.56 out of Committee last Wednesday 10-1-0. The bill now increases CCFAP subsidies all the way up to the RAND Study’s recommendation of covering 100% of the cost of “high quality child care” by 2030 in a stepwise fashion. It also includes universal pre-k (5 days/week for 4yos, full days) and 6 weeks of Paid Family Medical Leave, and it front loads revenue changes while expenditure changes are more gradual. The current draft also creates 6 new positions. The bill was referred to the House Education Committee last Friday and they are considering the pre-k sections, and then it will go to Ways & Means.
 - S.56: House Committee on Human Services Committee Report (10-1-0): [https://legislature.vermont.gov/Documents/2024/WorkGroups/House%20Ways%20and%20Means/Bills/S.56/S.56~Committee~House%20Committee%20on%20Human%20Services%20Committee%20Report%20\(10-1-0\)~4-20-2023.pdf](https://legislature.vermont.gov/Documents/2024/WorkGroups/House%20Ways%20and%20Means/Bills/S.56/S.56~Committee~House%20Committee%20on%20Human%20Services%20Committee%20Report%20(10-1-0)~4-20-2023.pdf)
 - S.56: Testimony on Behalf of the Vermont Agency of Education: <https://legislature.vermont.gov/Documents/2024/WorkGroups/House%20Human%20Services/Bills/S.56/Witness%20Documents/S.56~Heather%20Bouchee~Testimony%20on%20Behalf%20of%20the%20Vermont%20Agency%20of%20Education~4-19-2023.pdf>
 - S.56: Co-pay Comparison: [https://legislature.vermont.gov/Documents/2024/WorkGroups/House%20Human%20Services/Bills/S.56/Drafts,%20Amendments%20and%20Legal%20Documents/S.56~Nolan%20Langweil~Co-pay%20Comparison%20\(Update\)~4-19-2023.pdf](https://legislature.vermont.gov/Documents/2024/WorkGroups/House%20Human%20Services/Bills/S.56/Drafts,%20Amendments%20and%20Legal%20Documents/S.56~Nolan%20Langweil~Co-pay%20Comparison%20(Update)~4-19-2023.pdf)
 - Vt. child care rating system to change: <https://www.wcax.com/2023/04/20/vt-child-care-stars-program-change/>

Other

- Carol met with Sarah Henshaw from Leaves of Change to discuss strategic planning process and possible facilitation of that process for us. Informative meeting – info attached to my email around this. Sarah also recommended a few other people as possibilities and encouraged us to find the right fit. Carol will contact others.

- The backlog of contracts still includes CY'23 Integrated grant, DULCE and a Reach-up amendment. Hold up seems to be in the state business offices.
- Between now and the end of June, Carol will be taking time off to use my vacation time and for a 3 month long jury draw. I wasn't picked for the first round of jury duty on 4/17. Next draws are on 5/15 (trial is one week) and 6/19 (trial is two weeks).
- Met with the insurance agent to review our upcoming policy renewal.

Programmatic Updates

Health Lamoille Valley (HLV)

- Jessica is currently at Graduate Coalition Academy in DC along with Wendy Hubbard from VDH.
- HLV Community Survey is out LV surveys:
<https://www.healthylamoillevalley.org/2023-surveys/>
- Concerned about vaping and E-cigarette use? Join us May 8th for a Lamoille Valley Vape Awareness Town Hall 7:00-8:00PM in the Community Education Center at GMTCC. The evening is cohosted by the Lamoille North Supervisory Union and Healthy Lamoille Valley. Free to attend, we ask guests to register ahead of time to have an accurate count for food and drink. The town hall is an opportunity to hear from health professionals from Healthy Lamoille Valley and school leaders from Lamoille North. Food and beverages will be provided and childcare is available to those who need that support to attend. Guests will have the chance to win one of ten (10) \$15 gift cards to Two Sons Bakehouse made possible by Healthy Lamoille Valley. All community members from across the Lamoille Valley are welcome to attend as this issue crosses school district boundaries. Learn more and register [on our website](#)
- Prevention Works VT for hosting Prevention Day at the Statehouse! Lamoille Area Youth Coalition members got a chance to meet Lt. Governor David Zuckerman and shared their thoughts on substance prevention with Representative Saudia LaMont.
- 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).

- COMPASS contract finally arrived. Met with state program managers to discuss our cut in funding and how to ensure that isn't what it looks like for CY'24.

- We received word that the Reach Up contract will go out to bid. We're keeping an eye out for the RFP and will determine how to proceed once we see it. We have one full time employee under this contract plus some of the Program Managers time.

Early Childhood Programs

- Talk of DULCE funding going through Blueprint continues. Still not sure what this roll-out will look like for us. Have been meeting with Lamoille Health Partners staff to discuss.
- Continuing to navigate the start of Parents As Teachers. Met with the state around our proposed budget. No contracts yet BUT services started (in theory) April 1, 2023.

Parent Education

- Offered *How To Be The Parent You Always Wanted To Be* (two sessions)
- Offered *Nurturing, Valuing, and Protecting LBGTQIA+ Youth*
- Offered *1-2-3 Magic*

5. Old Business: None

6. New Business: None

Meeting adjourned at 6:55 PM

**Next Meeting: Wednesday, May 24, 2023
5:00-7:00 PM**