

Lamoille Family Center Board Meeting
October 25, 2023
5-7 PM

Meeting via Zoom

Attendees:

Brenda Christie, Vice-Chair	Carol Lang-Godin, ED	Eileen Paus, Secretary
Sandy Paquette, Treasurer	Reeva Sullivan Murphy, M.Ed.	Kerrie Johnson
Kayla Wood, Audit Senior, JMM & Associates	Dean Burnell, Finance Office	Randy Sargent, Audit Partner, JMM & Associates

Absent: Marilyn May, Chair, Adam Lory, Pixie Loomis
Meeting held through Zoom
Brenda called the meeting to order at 5:12 PM

1. JMM & Associates - FY '23 Audit Report

The Board members received and reviewed a DRAFT of the “Lamoille Family Center Financial Statements and Supplementary Information, dated June 30, 2023 and 2022.” This draft was for the purpose of Board discussion only.

Kayla states this year’s audit did not include a Management Letter. A couple of adjustments were made to the LFC financials; 1. Expensing tree expenses that were previously capitalized on the books, 2. Clearing out the reserve account, needed to properly perform an audit.

The auditor’s report had a clean opinion, presented fairly in all the material aspects. Highlights of review, explanations, and discussion included:

- a. Balance Sheet; fixed asset purchases and movement of cash into investment accounts are reflected in cash balance decrease.
- b. Fixed asset additions; playground, BBF grant money for hearing and vision equipment.
- c. Gain on investments this year.

- d. **Accounts payable decrease; Let's Grow Kids funds not used returned and Subgrant invoices increased.**
- e. **Net assets calculated with total expenses less depreciation, leaving 16 months of funds to cover expenses (not all cash) which is very good since 6-9 months is recommended.**
- f. **Statement of Activities reviewed new grants, PPC grant decreased, foundation grants increased, Chair Lift auction increased contributions.**
- g. **Support and Revenue increased \$114,000 or 5%**
- h. **Expenses increased \$182,000 or 9% Expenses appear to have increased more than income; however, it is offset by investment income resulting in increase in net income.**
- i. **There was a surplus in 2022, a smaller surplus in 2023**
- j. **Restricted donations remained same as 2022**
- k. **HLV funds increase 2nd to grant income**
- l. **Less turnover so less cost.**
- m. **Very strong cash balance**
- n. **Strong liquidity**

Reeva moved to accept the Lamoille Family Center Financial Statements and Information audit as presented in Draft (as there will be no revisions, dated June 30, 2023 and 2022). Sandy seconded. The Board voted to accept the Draft Financial Statement.

2. Approve Meeting Minutes September 27, 2023

Sandy moved to approve the meeting minutes as amended. Reeva second the motion. The Board voted to accept the meeting minutes of September 27, 2023.

3. LFC Financials - Dean

Reports provided:

a. FY 2024 Operational YTD (July 2023 through September 2023)

Overview:

- i. **Quarterly reports do not necessarily reflect the yearly budget, but the balance demonstrates a surplus.**
- ii. **Grants based on reimbursement model, this creates a delay in reflecting in the budget, i.e. spend then get reimbursed.**

b. Lamoille Family Center FY 24 YTD July through Sept 2023 breakout of departments:

- i. **Child Care Support Services reflect a deficit due to expenses that could not be reimbursed.**

- ii. **Children's Integrated Services provided a grant, not budgeted for providing funds for existing expenses, creating a surplus for right now. The CIS bundle remains in LFC for CIS program. Additional funds for training are outside this grant.**
- iii. **Parents as Teachers Grant is funding \$8,000 existing expenses, once up and running there will be additional expenses.**
- iv. **Healthy Lamoille Valley deficit is due to expenses for which we could not get reimbursed, i.e. expenses not part of the grant.**
- c. **Morgan Stanley report: growth since conception 86.54%, within investment parameters, including bonds.**

Brenda asks about funding cuts for the YAYA program. Carol explained that in January 2022 PSSYF Grant ended. There was a RFP submitted for a new program, Compass, LFC applied, was approved, but funds were reduced by half. Carol met with State partners; potentially more funds from programs not meeting the criteria case load.

Sandy asks Dean and Carol about the worth of the building and property. Information to be shared at the next Board Meeting. The property location owned by the LFC was described for Board Members.

4. Reports/Discussion - Carol

Executive Director Report, Highlights/Summary from the last month:

Follow-up from last month's Board Mtg:

- **Dean does not feel he needs additional financial expertise on the Board unless there is someone with an interest who happens to have this area of expertise.**
- **Board onboarding/welcome packets are done and can be picked up at LFC Reached out to Becky Gonyea at Clarina Howard Nichols about youth board involvement and forwarded info to all Board members.**
- **Conflict of Interest forms are at the front desk at LFC. Please make sure to come in and complete it or email back to Carol.**

Staffing:

- LFC is currently accepting applications and interviewing for 3 positions.
 - CIS-FamilySupportHomeVisitor(32 hours)
 - CIS Administrative Assistant (32 hours)
 - BusinessOfficeAdministrativeAssistant(20hours)
- LFC was able to hire a part-time applicant for the full-time Childcare Financial Assistance Eligibility Specialist position. Vanessa Tourangeau who is our current Playgroup Facilitator will shift from that into the Childcare Financial Assistance program. We're working to find a replacement to facilitate playgroups. Vanessa will do the playgroups and her new role for now.

Parent Child Center Network (PCCN)

- Attended October monthly meeting.
- Attended Orange County Parent Child Center peer review.
- Provided mentor support to the new Springfield PCC Director.
- Attended Executive Committee meetings
- LFC will be the fiscal agent for the PCC Innovations Conference if funds are awarded. We submitted a proposal to the AD Henderson Foundation on 10/20 for this.

Reeva asks about the Innovation Conference, and will it provide personnel so time/effort does not fall on staff. Carol states a conference planner was built into the budget last year but was not used. A conference committee including members from other PCC agencies will assist. Waiting for application approval or denial from the AD Henderson Foundation that will support the Innovation Conference mission; provide education for the 8 Core Services of PCC.

Sandy reports LFC is a leader in the State of Vermont for PCC agencies.

Building Maintenance Projects/Bridge St. Property

- Gutter installation around the building occurred on 10/19.
- The work on the back deck began on 10/18. There were significantly more rotten boards than we had anticipated and much, if not all, of it will need to be replaced.

Other

- FY'23 Audit work happened throughout September and into October. We met with JMM & Associates on 9/28 to answer questions. They'll join the October Board meeting to review the audit.

- Work has continued on the National Family Standards self-assessment during staff meetings. We'll begin working on these at Leadership as well. More info on the National Family Support Network and the Standards can be found here: <https://www.nationalfamilysupportnetwork.org/standards-of-quality>
- Work has continued for the migration from our Google Workspace to being fully on Microsoft 365 to ensure continued security. A staff training was held on 10/10. We don't have a firm date when the shift will happen, but it will be soon.
- Attended the Lamoille Economic Development Corporation lunch.

Programmatic Updates

Health Lamoille Valley (HLV)

- Healthy Lamoille Valley was awarded the Blue Ribbon Coalition of excellence by CADCA. There were 15 Blue Ribbon coalitions across the US. This year ONDCP will be presenting the awards on 10/30 at a special celebration at the White House to celebrate 25 years of the Drug Free Communities Program. We have a team of three attending (Jessica, Brian, Youth Coalition Member, Nate). This will be livestreamed.
- HLV will be hosting our annual prevention honors as part of our strategic planning event on 10/24. Board members are welcome to attend. <https://www.healthylamoillevalley.org/prevention-honors-action-planning/>.
- HLV is co-sponsoring the 10/28 Trunk or Treat and movie night with Jenna's Promise, Laraway, and the Johnson Health Center as part of the DFC grant efforts to provide substance free events for youth in the community.
- In November work will begin on the application for years 6-10 of the Drug Free Community Grant.
- HLV is receiving funding this year through the newly formed Northeast Vermont Prevention Consortium through Northeastern Vermont Regional Hospital. This is a new funding mechanism for the Department of Substance Use to fund local coalitions and other prevention work, but not actually new funds. There is an open RFP for community funding that can be found on NVRH's website. <https://nvrh.org/nek-plo/>
- Brian started a new after-school club at Lamoille Union Middle School with Health Teacher Amy Whitlock. There were 9 students at the first meeting and several more interested in joining after the soccer season ends. There is a Youth Coalition Member helping as a mentor in the group of middle schoolers. There are also groups at Green Mountain Technology and Career Center -OVX (Our Voices Exposed - Youth Engagement Group) as part of the Allied Health Program and a VKAT (Vermont Kids Against Tobacco) at Peoples Academy.

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.

Parent Education & Playgroups

- 11/8 and 11/15 - "Rethinking Discipline for Teenagers" - by LFC's own Jeff Hunsberger!
- 11/18 "DINOMAN" - a free, fun, family event in partnership with the Morristown Centennial Library!
- More info can be found on our website: [https://www.lamoillefamilycenter.org/Youth & Young Adult Services \(YAYA\)](https://www.lamoillefamilycenter.org/Youth%20&%20Young%20Adult%20Services%20(YAYA)).
(Jeff had knee surgery and is out on leave for some of the month of October. We're all wishing him a smooth recovery.)

Early Childhood Programs

- Prepping for our Early Intervention Data and Determinations annual meeting and our data looks amazing.
- Parents as Teachers is working on enrolling the first family this month.
- Working on filling two positions noted above.
- Planning a November training and CIS retreat with Jeanine Fitzgerald (<http://www.jeaninefitzgerald.com/>) who was a big hit at the PCC Innovations Conference. This is part of the CIS Stabilization grant work.
Completed by: Carol Lang-Godin 10/21/2023

Development Report - Julia Skonicki

- Appreciation shared with all who participated in the Morrisville Rocktoberfest. There were 49 books given out and interaction will well over 100 kids and their families.
- The kick off for the Annual Appeal will begin in November. A private donor will match 5 donors' commitments of increasing their annual donation up to \$1,000. If you or someone you know would like to increase your donation, please contact Julia.
- As part of the LFC campaign, Julia is asking people to share WHY they give to LFC. Please take a few minutes to share a quote about why you give at this link:

<https://tinyurl.com/WhyLFC>

5. New Business:

- a. Board to Staff Meeting - On Hold for Board Members; Legislators will be invited to staff to provide staff opportunity to share their worries for families they serve.
- b. Conflict of Interest Forms, complete if haven't done so.
- c. November Board Meeting - Proposal to move to November 29 due to Thanksgiving
- d. New Board Members: Sandy will reach out to two potential new Board Members and they will be invited to the November 29, 2023 Board Meeting. December Board Meeting TBD.
- e. Carol will have created an Onboarding Packet that is available for Board Members and new staff are at the front desk of the LFC.
- f. Strategic Planning; Carol reaching out to Henshaw to determine scheduling after the first of the year.
- g. Reeva and Eileen shared appreciation of the positive time with staff during a luncheon on 10/23/23.

**Next LFC Board Meeting November 29, 2023
5:00 PM to 7:00 PM**