

Lamoille Family Center Board Meeting  
September 27, 2023  
5-7 PM

Meeting via Zoom

Attendees:

Marilyn May, Board Chair	Carol Lang-Godin, ED	Pixie Loomis
Eileen Paus, Secretary	Kerrie Johnson	Reeva Sullivan Murphy, M.Ed.
Sandy Paquette, Treasurer	Brenda Christie, Vice-Chair	

Absent: Adam Lory

Meeting held through Zoom

Marilyn called the meeting to order at 5:05 PM

**1. Approve Meeting Minutes July 26, 2023 (June and August Board Meetings were Canceled).**

Carol added staff service award names to meeting minutes. Sandy moved to approve the meeting minutes as amended. Pixie second the motion. The Board voted to accept the meeting minutes of July 26, 2023.

**2. Nominations and Elections of Officers**

A discussion took place around the current slate of officers. Board members holding current positions on the Board agreed to continue for this FY. Carol reviewed bylaws regarding the election of officers.

Elections for the following Board Positions are as follows:

- Marilyn May, Chair
- Brenda Christie, Vice-Chair
- Eileen Paus, Secretary
- Sandy Paquette, Treasurer

Pixie moved to approve this slate of Officers, Reeva seconded the motion. The Board voted to accept the slate of Officers to remain the same.

### **3. Strategic Planning Conversation**

- Carol reports LFC is currently in a stable place, conducive to developing a Strategic Plan as to assessing the future goals and direction for the LFC.
- Leaves of Change VT proposal unanimously chosen by Board Members to facilitate the LFC Strategic Planning.
- Carol shared her conversations with Sarah Henshaw, Leaves of Change VT. and the commitment of time from the Board in developing a strategic plan (3 to 6 months, dependent of number of meetings and identification of stakeholders)
- As holidays approach and potential onboarding of new Board members, it is proposed to begin Strategic Planning January 2024.

### **4. Board Recruitment - Marilyn**

- A High School Senior student, is interested in providing a youth perspective on the LFC Board. This student is community minded, involved most recently in a Diaper Drive. This seat on the Board would be as a non-voting member. Discussion took place on the voting capabilities of this student, i.e. the fiduciary responsibilities. The student's age is considered and if eighteen years old does this change under Board Insurance. This student's time on the Board is limited (to college in one year). The Board will need to review and develop the bylaws to include and define youth members.
- A second person, parent of the HS student, is interested in becoming a Board Member works in a field that relates to the work of LFC.
- A previous LFC employee, interested in becoming a Board Member will be outreached by Brenda for further dialogue on becoming a Board member..
- An advertisement on the Front Porch Forum for Board Members was suggested and has been successful, on hold until the above potential members are confirmed.
- Marilyn suggests creating a New Board Member Packet would support a new member. Carol has something that can be used for this purpose.
- Carol will check in with Dean and ask if he is receiving adequate support with financial matters with the participation of a Board Member knowledgeable in finances.

The student and the student's parent will be contacted and invited to the October Board Meeting. Beginning with two interested members at the October meeting, Marilyn will be absent, is optimal.

Kathleen James has informed the LFC Board she needs to step off the Board while dealing with health issues.

### **5. Reports/Discussion - Carol, Highlights/Summary of August & September**

## **Staffing:**

- DeAnne Blueter ended her employment at LFC on 9/7. We're currently accepting applications and interviewing for her position (CIS-Family Support Home Visitor).
- We were notified that we'll receive additional funds in our Childcare Financial Assistance contract which will allow us to hire one new full-time person and add some additional hours to the existing staff. We have an internal applicant for the full-time position who will be announced soon.
- Lisa Crews ended her employment at LFC in August. She provided part time administrative support in the Youth & Young Adult program. We aren't looking to fill that position until we know what the Compass contract will look like for CY'24.
- Zoe Martin's last day at LFC will be 9/29/23. As previously mentioned, this is due to our Reach Up contract ending.
- We're currently advertising for a CIS Administrative Assistant who will focus on Parents as Teachers and other CIS support.

## **Parent Child Center Network (PCCN)**

- Attended September monthly meeting.
- Attended Executive Committee meeting.
- Building Maintenance Projects/Bridge St. Property  
During the flood in July LFC saw some water in the basement. We'll initially be addressing this with gutter installation around the building on 10/17.
- Work will be done on the back deck this Fall. Many boards are rotting.
- Julia applied for a Building & Ground Grant to cover the gutters and the deck restoration. We haven't been notified if we received the funds yet but will have the projects completed regardless.

## **Other**

- FY'23 Annual meeting was a success. Thanks to so many board members for attending and bringing flowers. We counted around 65 people in person and another 5 on zoom. We're already planning next years!
- Sled Dog Story Stroll event on 7/27 was a highlight for families.
- On 8/14 staff received a National Family Support Network Standards of Quality orientation from Margot Holmes of Blue Heron Nonprofit Consulting. All PCC's are rolling out Standards work. We're now working on an agency self-assessment during staff meetings. More info on the National Family Support Network and the Standards can be found here: <https://www.nationalfamilysupportnetwork.org/standards-of-quality>
- LFC will be migrating from our Google Workspace to being fully on Microsoft 365 to ensure continued security. This is a recommendation from our IT company. This migration is in process now with a staff training being offered in October.

## **Programmatic Updates**

### **Health Lamoille Valley (HLV)**

- Alison will go on sabbatical in October for 6 months in New Zealand with her family. We have a previous intern who will step in to fill some of her role as well as other HLV staff members stepping up to take on additional work.
- 9/12 Strategic Planning around tobacco/nicotine/vape prevention was well attended and youth who were there added much to the conversation.
- The best way to receive updates on HLV is to sign up for the newsletter. Email Jessica ([jessica@healthylamoillevalley.org](mailto:jessica@healthylamoillevalley.org)) to be put on the list.

### **Youth & Young Adult Services (YAYA).**

- Jeff is taking on the administrative work Lisa was doing for us.
- Start of school is always a busy time for YAYA as they work to reconnect with youth who may have been busy over the summer and as schools are referring youth to the YAYA program.

### **Early Childhood Programs**

- The Parents as Teachers contract has been signed finally.
- Working in filling two positions noted above.
- CIS Stabilization grant work is underway. We're planning a Fall training with Jeanine Fitzgerald (<http://www.jeaninefitzgerald.com/>) who was a big hit at the PCC Innovations Conference yet.
- Blueprint money will be funding DULCE (not fully but a portion if it) starting 10/1/23. We're working with the local Blueprint team around a formal agreement and some new workflow processes for our Family Specialist (Jenn Chittick).

### **Development Report**

- Thanks to all who stopped to say hi at the Hyde Park Home Days. Over 91 children and their families were served.
- There is a need for volunteers with the Morrisville Roctoberfest, Saturday, September 30, 2023. There is a staff sign up sheet but sports left to be filled.
- Mountain Village School ran a Diaper Drive this month. They helped us collect 765 diapers and pull-ups. The Lions Club and a club at Stowe HS are two groups who plan to run drives in the near future.
- The Annual Report and Appeal is in preparation. There is a donor who will match 5 donors' commitments of increasing their annual donation to \$1,000. If you or someone you know would like to increase your donation, please contact Julia.

- Marilyn and Julia met with a Stowe High School senior who would like to join the Board as a Youth voice. An October start time is being considered.
  - Thanks to all for your collaboration in producing another successful Annual Meeting. We mounted at least 66 guests in person and at least 6 more people virtually.
6. Old Business: October Board meeting will need someone to send agenda and minutes, also, facilitate the next Board meeting in Marilyn's absence.  
Brenda, Vice-Chair will facilitate the October Board Meeting.
7. New Business:
- a. Board to Staff Meeting, November 13, 10:30 - 12:00 PM, hold this date. Carol may need to move this date to make time to meet with Legislators.
  - b. Annual Meeting debrief; Carol asks from the Board about what went well and what should have been done differently. Marilyn suggests an increase in social time prior to the meeting to become more acquainted with community partners, stakeholders, and staff. Childcare to allow people with children to participate would allow for more attendees. Location or renting a tent for a large number of attendees to be considered for next year. Parking also needs to be considered. Another venue may be most practical. Overall the Board feels the Annual Meeting was well done, well attended, excellent food, and positive in exchanges among attendees.
  - c. Conflict of Interest Forms; can be picked up at the front desk at LFC. Either via email or going to LFC to complete, please return signed as soon as possible.
  - d. Invitation to Staff Lunch-October 23, 2023. Staff will be doing LFC Clean up in the morning.
  - e. Continue virtual meetings or meet in person? For some members, meetings via Zoom is preferred. Pixie supports Zoom or in person, but not a hybrid meeting. Carol agrees hybrid meetings are difficult to facilitate. Brenda suggests an in person meeting quarterly, remaining on Zoom for other monthly meetings. Sandy would like to include a potluck prior to the meeting for time to catch up with fellow Board members in person. Carol states as the Legislator is requesting more parent participation, providing childcare for Board Members or a stipend for babysitters should be considered to make it more equitable for members with children to participate in the LFC.

Next Meeting: Wednesday, October 25, 2023 5:00 - 7:00 PM

