

Lamoille Family Center Board of Directors Meeting
Wednesday, November 29, 2023
5:00-7:00 PM

Marilyn May, Chair	Sandy Paquette, Treasurer	Brenda Christie, Vice Chair
Reeva Murphy	Pixie Loomis	Kerrie Johnson
Christine Languerand	Iris Cloutier	
Carol Lang-Godin, ED	Dean Burnell, Business Manager	Tim and Laura Stotz (Morgan Stanley)

Virtual meeting via Zoom

Absent Board Members: Adam Lory, Eileen Paus

The Lamoille Family Center (LFC) Meeting called to order by Marilyn May at 5:05 PM

1. LFC Board members welcomed Iris Cloutier (youth representative) and Christine Languerand as proposed new members of the Board attending tonight.

2. Morgan Stanley Investments and Investment Policy Statement

Tim and Laura Stotz from Morgan Stanley were present (virtually) to present the annual review of LFC’s investment accounts. The report was sent prior to the meeting. They reported that the accounts are all healthy. LFC contributed \$57,862 in the past year and investment earnings were just over \$180,000 or about 15.88%. There was a review and discussion of investments and earnings.

Tim and Laura advised that the Board to consider modifying the LFC Investment Policy Statement (IPS) to make the equities section cover the category of “equities and market-traded alternative investments” and the bonds section cover “fixed income and cash.” The purpose of an IPS is to protect the organization’s investment goals through changes in leadership or advisors over the long term. It can, however, restrict advisors from the flexibility needed to manage growing accounts in the short term. Current IPS (below) includes bonds with less than one year maturity with cash.

LFC investment bands and current allocation aligning with the X-Ray on page 11 of the 2023 report:

<i>Equities Alternatives</i>	<i>-10% (54%)</i>	Target 60%	<i>+10% (66%)</i>	<i>Actual Equities and</i>
	61.49%			
<i>Bonds maturity</i>	<i>-10% (31.5%)</i>	Target 35%	<i>+10% (38.5%)</i>	<i>Actual Bonds >1 year</i>
	18.49%			
<i>Cash</i>	<i>-10% (4.5%)</i>	Target 5%	<i>+10% (5.5%)</i>	<i>Cash and Bonds <1 year</i>
	20.01%**			

It was advised that LFC modify the IPS to maintain the target of 60% Equities and Alternatives and combine Bonds and Cash into a single target of 40%. Dean reported that LFC maintains sufficient liquid assets in local bank accounts for cash flow and emergencies. Laura said that funds in the Bonds and Cash category could be quickly liquidated if needed. Modifying the IPS would make the monthly review of the investment portfolio more straightforward for Carol and Dean. It is also consistent with Morgan Stanley protocols. The modification in the IPS will not increase risk exposure in the portfolio. The approach of focusing on stability of investments with growth over time that has been successful for LFC will be maintained. An informative discussion ensued.

Pixie Loomis moved that the LFC IPS be modified to targets of 60% Equities and Alternatives and 40% Bonds and Cash, Brenda Christie seconded the motion. The Board voted unanimously to make the change.

Dean will edit the IPS in policy. Laura Stotz offered to provide additional education on the portfolio and investment strategies to any present or absent LFC Board members who may contact her if they are interested.

3. Approve minutes from the October 25 Board Meeting

Reeva Murphy moved to accept the October 25, 2023 Board Meeting minutes, Brenda Christie seconded the motion. The Board voted to accept the meeting minutes of October 25, 2023.

4. Strategic Planning Update

Carol shared the proposal and estimate to facilitate Strategic Planning from Turning Leaves which was the one selected earlier. At \$55 per hour for an estimated 74 hours (Total \$4,070), it is within what was budgeted and quite affordable. She asked if the Board was ready to commit to the process beginning in late February or early March. It will require a lot of meeting time. It will take approximately 3 – 6 months to complete. The goal for the process is craft a vision for LFC over the next 3- 5 years. Areas that may be discussed include the Learning Together Program (currently not active), whether or not to provide child care and/or early education, playgroups and the most resilient future for LFC in providing the 8 Core Services of a Parent Child Center. There was consensus of those present that the Board is ready to proceed with the process.

5. Board Recruitment

The number of Board members specified in By-Laws is 8-11. We are currently at 8. With Iris, Christine and Michelle coming on we would be 11 members. It was agreed that would be a suitable number for now as we turn to Strategic Planning. Sandy will meet with Michele Sullivan-DuBois and invite her to attend a meeting.

6. Reports/Discussion

November 2023 Development Report submitted via email by Julia Skonicki 11/28/2023;

November 2023 Executive Director report provided by Carol Lang-Godin 11/28/2023:

Staffing:

- We're currently accepting applications and interviewing for 2 positions.
 - o CIS-Family Support Home Visitor (32 hours)
 - o CIS Administrative Assistant (32 hours)

Business Office Administrative Assistant (20 hours) is on hold for now.

We think we've found someone to facilitate playgroups now that Vanessa has shifted into CCCSA. More news to come about potential new person once background checks are complete.

*****Recommend end of the year staff bonus in the amount of \$250/person. if the Board feels this is appropriate this will need a vote at the 11/29/23 meeting.**

Board members were supportive of year end bonuses. There was a question of whether or not giving all staff the same bonus would cause any friction (newcomers as well as veteran staff getting the same). Carol said staff were generally just appreciative of getting a bonus. This amount is within the budget.

Brenda Christie moved to give all staff an end-of-year bonus of \$250 person. Reeva Murphy seconded it. The Board unanimously approved year-end bonuses.

Parent Child Center Network (PCCN)

- Attended November two day retreat.
- Attended Executive Committee meeting.
- LFC will be the fiscal agent for the PCC Innovations Conference. We received notice that our application has been approved.

Building Maintenance Projects/Bridge St. Property

- Gutter installation around the building was completed.
- The work on the back deck began on 10/18 and is now complete. Stop in to see how great it looks! There will be additional work needed to address rot on the back walls in the Spring.

Other

- Morgan Stanley will attend the 11/29 Board meeting to review our portfolio and go over a suggestion around adjusting our Investment Policy Statement to make the equities section cover the category of "equities and market-traded alternative investments" and the bonds section cover "fixed income and cash" (see attached info in Carol's email for more). They will walk us through a discussion around this.

- Work has continued on the National Family Standards self-assessment during staff meetings and at Leadership. 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.

- Holiday Project and Adopt-a-Family are in full swing. The Holiday Project will run next week. Donations of toys can still be made for Holiday Project Referrals for Adopt-a-Family ended on 11/14 and now Veronica works to match families with donors. Donors deliver gifts to LFC by 11/18 for families to pick-up. **The Holiday Project is going well. Many toys were delivered to the Center on Friday.**

- Carol was out on vacation 11/17-11/24. Will take time off in December as well.

- Met with existing donor along with Julia. Working on setting up more of these meetings with existing and potential donors.

- Leaves of Change Strategic Planning proposal was provided (see attachment in Carol's email). Board will need to decide if they're ready to commit to a late February/early March start date for this. The original plan was that the board would work on their own board recruitment leading up to the start of this process.

- We've revised our Weather Closing Policy and will need the board to vote on this(see attachments in Carol's email).

Programmatic Updates

Health Lamoille Valley (HLV)

- On 10/30 Healthy Lamoille Valley was awarded the Blue-Ribbon Coalition of excellence by CADCA. There were 15 Blue Ribbon coalitions across the US that were recognized at the White House to celebrate 25 years of the Drug Free Communities Program.

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

- We think we may have a Hardwick playgroup starting in January. Waiting for backgrounds checks to come back and for the construction on the space to be complete before we formally announce.

- More info on dates and times for playgroups and parent education opportunities can be found on our website: <https://www.lamoillefamilycenter.org/>

Youth & Young Adult Services (YAYA).

- COMPASS file reviews starting in December.

- Jeff is back from his knee surgery and doing well.

Early Childhood Programs

- November training and CIS retreat with Jeanine Fitzgerald

(<http://www.janinefitzgerald.com/>) was held on 11/28/23. This is part of the CIS Stabilization grant work.

- Ashley is able to attend the December meeting to speak about Early Childhood Programs

and specifically Parents As Teachers if the board would like that.

The Board agreed that it would like to have Ashley present on Parents as Teachers and other Early Childhood programs at the December meeting.

7. New Business

Weather Closing Policy

Carol shared an 11/28/23 update to the Weather Closings policy:

WEATHER CLOSINGS

Policy

If the Executive Director deems the weather conditions to be such that work needs to be cancelled, he/she will notify individuals before the building is scheduled to open.

Procedure

The Executive Director or a person he/she designates will call, email and/or text to let staff know that due to road conditions, and for their safety, the Center will be closed for the day. Closure will be based on days when the Lamoille South Supervisory Union (specifically, People's Academy and Morristown Elementary) declares a weather closing or delay. Social media posts will announce that LFC is closed. ED or assignee will change the outgoing voice message of LFC if possible.

It will be understood, if not mentioned directly, that this Weather Closing suggests that employees not come into work and/or that community partner meetings, home visits and/or client meetings scheduled for that day be re-scheduled. Employees can use their best judgement to carry through with their work day/scheduled meeting(s). [see Clarification section below]

Permanent and Temporary employees will not lose that day's routine hours and/or will not have their time's classification changed from "Regular" for that day's routine work. Substitute employees who had been pre-scheduled to work on a weather closing day will not be paid for those hours.

Work during a Weather Closing--Clarification

If you choose to still go to work/perform work for LFC on such days, you may not take another day off in its place. This is not a benefit that can be saved, accrued or used in any other manner. It exists solely for the purpose of keeping staff safe.

Working from Home during Inclement Weather on days when a Weather Closing has NOT been announced.

Employees may choose to work from home during inclement weather--on days when LFC has not announced a Weather Closing--with permission from their Program Manager.

Sandy Paquette moved to approve the updated Weather Closings Policy as written, Brenda Christie seconded the motion. The Board voted unanimously to approve the updated Weather Closings Policy.

Healthy Lamoille Valley Award

The Board was pleased to hear that Healthy Lamoille Valley was one of 15 organizations across the US awarded the Blue-Ribbon Coalition of excellence by CADCA to celebrate 25 years of the Drug Free Communities Program. The Lamoille Team was recognized at the White House on October 30. Board members agreed that they would like to recognize the team and decided to have Marilyn send a letter of congratulations from the Board with a gift certificate to 2 Sons Bakery in Hyde Park. Board members can contribute to the gift certificate via a check to Marilyn or venmo. She will follow up with an email with details once she checks in with the bakery on an appropriate amount.

The meeting was adjourned at 7:40 PM

Respectfully submitted by Reeva Murphy

**Next LFC Board Meeting: Wednesday, December 27, 2023
5:00 PM - 7:00 PM**