

Lamoille Family Center  
Board Meeting  
Wednesday, January 24, 2024  
5:00 PM to 7:00 PM

Marilyn May, Chair	Brenda Christie, Vice Chair	Eileen Paus, Secretary
Reeva Murphy	Pixie Loomis	Sandy Paquette, Treasurer
Kerrie Johnson	Carol Lang-Godin, ED	Michele Sullivan-DuBois, Guest
Dean Burnell, Business Manager		

Virtual meeting via Zoom

Absent Board Members: Adam Lory

The Lamoille Family Center (LFC) Meeting called to order by Marilyn May at 5:10 PM

### Agenda

#### 1. Financials: Quarterly Report - Dean Burnell

The Board received the following reports for review with Dean:

##### **FY2024 YTD Income/Expense Budget**

Discussion:

In summary the budget is on target being at 50% at the halfway point into the FY2024. Foundation money has been received early. Additional explanations provided and noted on report are as follows:

- A & D: The contributions and donations are approximately \$36K ahead of schedule for the fiscal year, the pace not expected to continue.
- CCSS: Any deficit represents unbillable admin expenses, not a significant number.
- CIS: Additional, not-budgeted funding became available. Expenses are approximately \$30K underspent for the fiscal year, some may catch up in the 3rd and 4th quarter.

- YAYA: Income is behind schedule as the CY23 Medicaid contract was drawn down ahead of schedule. The CY 24 Medicaid contract will be able to draw down starting in January 2024.
- HLV: Any deficit represents unbillable admin expenses, a relatively small amount.

Discussion:

Pixie asks if the staffing expenses are down due to staff vacancies. Carol states one of the positions is brand new, so the budgeted amount has not yet been paid out. Benefits are also budgeted and not being paid out due to the opening of this position. Staffing positions being filled has some impact on staffing expenses.

Capital Improvement targets have nearly been met, i.e. the deck and gutters, Microsoft upgrade with new phones.

CIS surplus will even out as the Fee-for-Service funding continues to be drawn and there was an additional grant. The 2023 FFS funding should be close to fully drawn down for 2023 and a new contract will go into effect for 2024.

Pixie asked how much the State grants provide for admin expenses. Dean reports the admin expenses received from State grants is 10%. Non federal grants allow 10% for admin costs as well. (HLV is the only federal grant.) Actual admin costs are approximately 18%. The Annual Appeal covers the admin costs above the 10% allocated through the grants. Medicaid Billing does not require reporting admin expenses, it is built into the rate per member/per month. The Vermont Community Foundation is not utilized by the LFC.

Pixie points out that there are no programs demonstrating a significant loss. YAYA drew down their 2023 contract around October of this year. It's possible the 2024 contract will play out in a similar fashion, but we may see some additional funds based on other regions not drawing down their full 2023 contract amounts.

### **FY2024 Operational YTD (July 2023 through December 2023)**

Budget is on target 50% at the halfway point into the year. Expenses are slightly under the budget amount. Foundation money has been received early.

### **Morgan Stanley Investment Accounts**

Morgan Stanley is staying within the parameters set by the LFC. The investment portfolio is growing, balances provided, growth rates reviewed. Trying to keep money in local banks to cover roughly two months of operational expenses in the event of an emergency. Moving funds above this into investments provides for higher returns. The amount needed in an emergency from Morgan Stanley that would not impact performance is approximately \$76,000. The VT Community Foundation demonstrates a modest growth, FY 2023 3.41%, since inception June 2015, 28.49% growth.

The LFC is part of the VT Community Foundation. Pixie asks if the funds the LFC have in the VT Community Foundation are in the Endowment funds because this cannot be accessed to obtain funds if needed.

Cash will not be moved from local banks to the investment portfolio at this time.

### **Bank Account Totals, FY2017 through FY2024 YTD**

Discussion:

Local bank account balances are trending higher; however, funding included Kids to Camp in local bank accounts will be spent come summer. Other funding being held locally includes Foundational money and Henderson money for the PCCN conference expenses.

#### **2. Approve Meeting Minutes:**

##### **November 29, 2023 Board Meeting minutes;**

Pixie moved to approve the meeting minutes as amended. Sandy second the motion. The Board voted to accept the meeting minutes of November 29, 2023. Eileen abstained from not being present at this meeting.

##### **December 27, 2023 Board Meeting minutes;**

Sandy moved to approve the meeting minutes as amended. Brenda seconded the motion. The Board voted to accept the meeting minutes of December 27, 2023. Reeva abstained from not being present at this meeting.

#### **3. Board Recruitment- Marilyn and Sandy**

Michele was introduced to the Board by Sandy. Michele informed the Board that she is interested in becoming a Board member. Michele has experience and knowledge of the LFC began years ago having LFC childcare financial assistance for her son to attend childcare. Michele then worked for the LFC for 9 years, first in the Reach Up in a job coach program. Then Michele worked in the LINK program, working with youth with a focus on supporting the LGBTQ youth and case management for marginalized youth, those economically disadvantaged and LGBTQ. Michele was the President and on the Board of Directors at LCMHS with experience in Strategic Planning and Project

Management. Currently on the Copley House Board, a level three care home (Building and operational budget management). Michele also has experience with work involved in housing for homeless individuals and families, and expresses a passion for DEI in communities. Michele would like to support the LFC as a Board Member to continue its important work.

Michele asked questions for the Board; Carol answered to her satisfaction. Michele brings strengths, knowledge, and passion to the work of the LFC and would like to be of service on the LFC Board.

**Brenda moved to invite Michele Sullivan-Dubios to the Board of the LFC. Reeva seconded the motion, the Board voted unanimous to have Michele join the Board.**

4. January ED Report/ Program Reports/Discussion - Carol Lang-Godin 1/22/2024

**Highlights/Summary from the last month:**

**Follow-up from last month's Board Mtg:**

- All conflict forms have been returned from the Board Members.
- Board onboarding/welcome packets are done and can be picked up at LFC.

**Staffing:**

- We are accepting applications and interviewing for one position.
  - CIS-Family Support Home Visitor (32 hours)
- CIS Administrative Assistant has been offered and accepted. Waiting for background checks to come through before formal announcement is made.
- Childcare Financial Assistance Eligibility Specialist position has been accepted by Nicole Oliver. Determining a start date now.

**Parent Child Center Network (PCCN)**

- Attended the January PCCN meeting.
- Attended Executive Committee meeting.
- Attended PCC Innovations Conference planning meeting.
- The Legislative session has started. PCC request this year is for a base funding increase of \$721,925 to cover increased health care costs and administrative expenses for the Network. Spent part of 1/17/24 at the Statehouse and met with three of our local representatives. Addison County has been the fiscal agent for the Parent Child Center Network but won't be able to do this any longer according to the Child Development Division.

- Carol sat in on the Return to Fares committee because the loss of free public transportation would impact families with limited resources.

### **Building Maintenance Projects/Bridge St. Property**

- Comcast will be upgrading our phone system. Have had two meetings around this new system and the transition.

### **Other**

- Attended the Legislative Breakfast at GMTCC.
- Assisting in planning the BBF Legislative event on 1/29/24 at Stowe Free Library.
- Attended the BBF State Advisory Council meeting.
- Work has slowed some on the National Family Standards self-assessment. Will resume this shortly. 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. Emails have been switched over from google to Microsoft and document migration is beginning this week.
- Carol took vacation time at the end of December and was out with COVID the first week in January.

### **Strategic Planning**

- Sarah attended the 1/22 staff meeting to present on the strategic planning process. Would like to attend a board meeting in February. Will work on forming a committee initially.

### **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](mailto:jessica@healthylamoillevalley.org)) to be put on the list.
- CADCA conference coming up this week in Washington DC.

#### **Parent Education & Playgroups**

- 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 files (4) have been submitted to the state for review.
- LEARN Youth Corp will have an opportunity to meet with Congresswoman Balint this week at Lamoille North.
- Jeff is serving on the LEARN Finance Resource Committee supporting July and December flood relief.

### **Early Childhood Programs**

- Ashley's presentation from the 12/27 Board meeting is attached to my email.
- CIS file audit coming up on 2/14/24.

### **Development Report - Julia Skonicki**

1. The Annual Appeal is underway. Funds already raised are a little over \$48,000 which means we are more than 75% to our goal of \$60,000. If Board members have not yet donated, please consider giving or becoming a sustaining donor. When grant applications ask if we have 100% Board participation in our Annual fund, we want to be able to say yes!
2. Adopt-a-family served 42 kids and 29 adults from 21 families.
3. You can view the Staff and Board Photo Directory at the LFC website.
4. Julia thanks the Board for their important work.

### **Discussion:**

Carol states the National Standards work being done by Leadership and in Staff Meetings to perform a self assessment. Weather and cancellations have delayed progress (no power, phones out). The Leadership Team will continue work of self assessment to meet National Standards.

Carol was asked what support from the Board would be helpful. Carol reports she feels her role is supported with the Leadership team and staff. Carol would and has contacted a Board Member for assistance should they have the expertise to assist with a particular question.

5. Old Business/New Business:  
Hybrid meetings would support attendance and the Board agreed. Reeva reports a new payroll tax (.44% payroll tax), starting 7/1/2024) which will require a decision to either pay the entire .44% through LFC or pass on .11% to staff.

**Next Meeting: Wednesday, February 28, 2024, 5:00 PM - 7:00 PM**