1. **Approve minutes of January 24, 2024 board meeting.**

**Pixie moved to approve the meeting minutes as amended. Reeva seconded the motion. The Board voted to accept the meeting minutes of January 24, 2024.**

2. **Sarah Henshaw from Leaves of Change**

The Board members introduced themselves to Sarah providing their experience in work and community (including the LFC) in the Lamoille Valley.

Sarah shared a powerpoint presentation about the strategic plan process to the Board Members. (Copy of presentation available upon request.)

* Strategic Planning (SP) Guiding Approaches, appreciative inquiry, assessing strengths, what is going well, and the process must be participatory & inclusive. Strategic Planning provides a framework for making decisions for the LFC, allows a common vision for the team in providing understanding around decisions, and guides complicated decisions including financial direction. Clarity provided for Appreciative Inquiry, a specific process in SP, and will not be used 100% for this SP. It uses strengths, opportunities, aspirations and results.. This is a 10 month inclusive process of which pieces will be used for SP to support the timeline and budget of the LFC.
* Strategic Planning will develop a three year plan.
* Strategic Planning provides “guardrails” for decision making within the organization. Allows for census building. Pixie asks about results based accountability (RBA) as it relates to the SP and creating something measurable. Sarah states measurements are critical to presenting the work of the LFC providing the progress and impact in families’ lives. The SP will not only have a focus on internal matters but will also include meeting the needs of the community through programming.
* SP includes the mission and vision that are reviewed and revised with a consensus. SP requires goals. Carol shares with Sarah that the mission, vision, and core values have recently been reviewed. Sandy asks Sarah how often the review should be done and for clarification of the mentioned SMART tool. Sarah provided clarification (Specific, Measurable, Achievable, Relevant, and Time-Bound).
* SP is not a business plan, work plan, or annual plan. It’s the framework that these fit into.
* A SP committee is necessary and needs to be made up of a variety of stakeholders that will review information and reach out to their staff members to gather and bring back to SP committee any questions and concerns. Inclusion provides ownership of the SP three year plan.
* As a member on the SP committee requires 2-4 hours monthly, divided or at once. It will require time outside of this to gather information among teams. Goal of having a committee is to have SP champions throughout the organization. Pixie asks about the size of the committee and who will be on the committee. Sarah states good representation is necessary, a mix of people on all levels, a group to provide a varied perspective. Groups should be not smaller than five. The committee members will include staff members, leadership staff, and Board members. Carol shared the SP committee goals with staff and did not make it mandatory participation. Sarah provided a staff presentation. Staff participation in SP will be during work hours on paid time, not over hours or unpaid. The meetings can start in person, future meetings can be in person or zoom.
* A timeline was provided for SP Planning and the focus of each meeting.

3. **Reports/Discussion-Carol**

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

* Board onboarding/welcome packets are done and can be picked up at LFC.

**Staffing:**

* LFC is accepting applications and interviewing for one position.
  + CIS-Family Support Home Visitor (32 hours) – we have an interview scheduled for 2/27/24 with an applicant.
* Tammara Laraway was hired as our new CIS Administrative Assistant. She began work on 2/5/24.
* Nicole Oliver started as our new Childcare Financial Assistance Eligibility Specialist on 2/5/24.

**Parent Child Center Network (PCCN)**

* Attended the February PCCN meeting and the Interim Meeting. Incredible amount of work going into continuing to stand up the Network Structure. In 2022 Legislature passed Act 150 to help strengthen the Network. The PCCN has been supporting each PCC to meet the requirements as outlined in the statute. Efforts to build staff and infrastructure support for PCCNs according to Act 150. A request to legislation this session was for funding to hire an Executive Director and additional necessary staff.
* Attended Executive Committee meeting. Carol has been made Co-Chair as of 2.23.24 due to turnover at another PCC.
* Attended PCC Innovations Conference planning meeting.
* Attended PCC Quality & Standards Committee meeting.
* Legislative session update: 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. It isn’t looking hopeful at this point. Recommendation from the House Human Services Committee is for us to get $300,00 for health insurance increases which is incredibly helpful.

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

* Comcast will be upgrading the LFC phone system on 3/12/24.

**Other**

* Will be co-facilitating LINT (Lamoille Interagency Networking Team) this year along with Katina Idol from Lamoille County Mental Health. Our first meeting in this role occurred on 2/5/24.
* Dean and I met with Morgan Stanley to review our agency retirement plan and will work on scheduling them to come to a staff meeting this Spring. Want to encourage more staff to sign-up and remind staff who are participating what’s available to them.
  + Reeva asked for clarification of the retirement plan for staff. An opt out option reviewed. Staff are not required to participate in the retirement plan.
* Attended Stowe Non-Profit Celebration at Stowe Mountain Resort with Julia.
* Attended retirement get together for Michael Hartman who was the CEO at Lamoille County Mental Health. Jennifer Stratton is the new CEO.
  + Reeva asks if the LCMHS new CEO will be interested in the childcare center as was Michael. Carol will inquire.
* Helped organize and attended the Building Bright Futures (BBF) Legislative event on 1/29/24 at Stowe Free Library. It was well attended by Lamoille and Central Vermont representatives.
* Attended the BBF State Advisory Council (SAC) meeting and the SAC Private/Parent meeting.
* Have completed another strand of the National Family Standards self-assessment as a full staff. 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 continuing though slower than we anticipated.
* Working with the LFC Evaluation/Review Committee to create staff self-assessment and goal setting documents.
* Chili Potluck Lunch at LFC on 2/12/24 hosted by the Sunshine/Wellness Committee was a great time for all.
* Check-in meeting with Kate Donnally who provides Clinical Supervision for staff.

**Strategic Planning**

* Sarah Henshaw will be presenting on the strategic planning process at the February Board meeting. On the Strategic Planning Committee we have myself, Julia Skonicki, Dean Burnell, Jeff Hunsberger, Jen McKenzie, Em Delaney and Kathy Beery.

**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) to be put on the list.
* CADCA conference in Washington DC was a great experience.
* Working in two RFP right now for Tobacco grant with VDH and Year 5 of DFC funding.

**Parent Education & Playgroups**

* Two Parent/Caregiver Education opportunities coming up in March; Conscious Parenting and Fatherhood Today. Working on scheduling a make-up day for Brain Development & Learning Consent During Childhood.
* The Johnson playgroup is running again after the flood in July significantly impacted the church where the playgroup is held.
* 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 state file review went well.
* Jeff continues to serve on the LEARN Finance Resource Committee supporting July and December flood relief.

**Early Childhood Programs**

* Met with Addison County CIS Coordinator and Business Manager to support them with billing questions.
* CIS file audit began on 2/14/24. Wrapping that up this week. It involved an on-site visit for file reviews, a meeting with our CIS Steering Committee and an interview with Ashley.
  + Carol reports to the Board that the final report has not been received.

**Development Report**

1. We are wrapping up our Annual Appeal; we’ve met our match goal and a private funder will match $5000 in new, increased or renewed donations. With that match, we have raised a little over $54,000 which means we are 90% to our goal of $60,000.
   1. If you 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. As you know, voting and Town Meetings are coming up. Thank you in advance for approving (and defending if need be) the non-profit allocations budgets if you go. LFC and 19 of the 22 non-profits asking for town allocations in Morrisville sent a [letter to the editor of the News and Citizen](https://www.vtcng.com/news_and_citizen/opinion/letters_to_the_editor/nonprofits-play-critical-roles-in-our-communities/article_4f8195d4-d1d5-11ee-a5f7-a7330fc2b098.html) promoting our cause.
3. You can view the Staff and Board Photo Directory by [following this link](https://www.canva.com/design/DAFFxJSQBwI/_LoPBkrUPEGZHzziry5wzg/edit?utm_content=DAFFxJSQBwI&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)
4. Julia again expresses to the Board members her gratitude for their time and effort.

4. Old Business: No old business

5. New Business:

* **Pixie made the motion to accept the LFC Board Member resignation from Adam Lory. Sandy seconded the motion. The Board voted to accept the motion.**

Marilyn will send an expression of gratitude for Adam’s time serving on the Board.

* Pixie shares ideas for recruiting future Board Members with skills that support the role of the LFC Board. The large employers in the Lamoille Valley were reviewed for outreach as potential places for Board recruitment to the LFC Board.
* Michele would like to have scheduled time at each Board Meeting to review staff benefits/salaries and Board/Staff recruitment.
* Sandy shared news of her son’s documentary on Public Health, The Invisible Shield, that will be aired on PBS.
* Pixie, Michele, and Reeva report interest in serving on the Strategic Planning Committee.

**Next Meeting: Wednesday, March 27, 2024, 5:00-7:00 P.M.**