Lamoille Family Center

Board Meeting

Wednesday, July 24, 2024

5:00 PM to 7:00 PM

| Marilyn May, Chair | Brenda Christie, Vice Chair | Eileen Paus, Secretary |
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| Reeva Murphy | Iris Cloutier | Michele Sullivan-DuBois, Strategic Planning Committee |
| Carol Lang-Godin, ED | Kerrie Johnson | Pixie Loomis, Strategic Planning Committee |
| Dean Burnell, Office Manager | Christine Languerand | Sandy Paquette, Treasurer |

Virtual meeting via Zoom

Absent Board Members: none

The Lamoille Family Center (LFC) Meeting called to order by Marilyn May at 5:00 PM

Agenda:

1. **Quarterly Investment Report; an Unaudited Final Expense Overview - Dean**

* The unaudited final expense is not a final expense report and the numbers will change. Big Picture is the income is more than what was predicted and was budgeted and expenses are on target for what was budgeted.
* Reeva asked why General Admin was more than what was budgeted. IT was more than what was budgeted for in the General Admin category.
* CCSS: Came in under budget; was expecting about 6K, instead, Child Care Financial Assistance saw large funding increases.
* CIS: Came in way under budget; was expecting about a 14K deficit. Additional not-budgeted-for funding became available (for example the PCCN grant, Blueprint for DULCE). Also expenses came in 40K under budget (CIS subgrants came under budget. These services include staff that were out on medical leave and low nursing referrals which are down statewide; however, children are still being served.
* CS/PE: Came in under budget, was expecting approximately a 6K deficit. Instead, additional not-budgeted- for funding became available (PCCN grant, private foundation awards, etc..)
* YAYA: Came in well under budget; was expecting about a 12K deficit. Instead, additional not-budgeted-for funding became available (for example, PCCN grant, VCF award for flood relief efforts).
* HLV: came in well under budget; was expecting about 11K deficit. Instead, additional, not budgeted-for funding became available. (Northern VT Prevention Coalition, unrestricted)
* The Capital Improvement budget is on target for what was budgeted. (Back Deck replaced, gutters installed)

Final Audit by JMM & Associates is scheduled for October 2024.

Morgan Stanley Report:

* MS continues to operate in the parameters the LFC have instructed.
* Portfolio balance since the beginning of the calendar year, the fiscal year and since the start of investment demonstrates all positive growth, overall 12%.

The VT Community Foundation:

* This investment is demonstrating growth. Participation in this Foundation is done to support community efforts.
* Local Bank Account balances total above 2 months of LFC expenses.

Michele inquires about the auditors hired by the LFC and how long their services have been utilized. Michele suggests, from her experience, that new auditors would have new eyes which could discover items that benefit the LFC. Dean reports the present audit company has been proficient and thorough.

**Approve minutes of May 22, 2024 LFC Board Meeting:**

Reeva moved to approve the meeting minutes as amended for the May 22, 2024 Board meeting. Michele seconded the motion. The Board voted to accept the meeting minutes for May 22, 2024.

Discussion around date to elect Board Officers: vote will take place at the Board Meeting in September just ahead of the Annual Meeting.

**Strategic Planning Update from Committee:**

Michele and Pixie reviewed survey results with Sarah Henshaw (Leaves for Change). Sarah placed the results into categories. Strategic groups or activity groups were created and the task was to answer three questions.

1. From your perspective, which of these resonate with your vision of LFC over the next three years?
2. From your perspective, which of these isn’t relevant or necessary or priority over the next three years?
3. What is missing from this list?

(A summary of this Strategic Planning activity was provided by Sarah to staff and

shared with Board Members.)

The volume and diversity of the feedback returned in the surveys was surprising to Michele. According to Sarah’s summary 52 partners and staff (21 staff and 31 community partners) submitted survey information.

Carol reports the information was so broad that focus groups may have been needed.

Carols group discussed ongoing challenges including:

1. Encouraging ongoing collaboration with area childcare providers,
2. LFC housing
3. Youth Mentoring and collaborating with area agencies on this topic.
4. Gap in services between age 6-11.
5. Accessibility (ex: an elevator for handicap accessible)

Sarah will go over her findings with Staff and Board members on committee on August 14, 2024, to obtain thoughts, reflection on summary, what is missing, feasible/not feasible. Carol requested the Board to review the summary. LFC staff will review the summary on August 12, 2024 during a staff meeting.

Reeva feels the list was generic and lacked specificity to The LFC. Carol reports that Sarah shared that this is the “messy” part of strategic planning. This list was a starting point.

Pixie reports that staff recognized the contributions of the development director, Julia Skonicki.

Carol reports internal/external silos requiring continued education of what services the LFC provides and its impact on the community.

ACTION: Carol asks Board Members to review the survey findings list and provide feedback to Carol or other strategic planning committee members before or by August 12, 2024. Copy reply to all Board Members.

**Annual Meeting - Award nominations**

* Carol and Julia are working on finding a venue. There are too many attendees to fit everyone at the LFC. There is an attempt to plan childcare during the meeting as well. Board asked to share any ideas. Ideas were shared. The location would ideally be in Morrisville.
* Sandy suggests awarding a program instead of an individual.
* Carol reports there are folks that are not LFC staff but work closely with LFC deserving of recognition.
* Michele asks if the goal is to recognize each staff person, or one department, which may waterdown the award process. Pixie supported a review of the award process.
* Reeva shared an event that provided staff a meal and the staff responded with gratitude. An idea to consider. In the past, LFC has provided staff with food trucks and that, too, was appreciated.

Discussion around the struggles of recognizing one staff person when there are many strong dedicated staff members. Next year the award process will be reviewed.

Staff and Board can send their nominations to Carol.

**Reports/Discussion - Carol Lang-Godin, ED,** provides Highlights/Summary from the last 2 months.

Staffing:

* Carrie Patterson started in her role as HLV’s Youth Coordinator at the end of May.
  + Brian ended his time in this role at the end of June. A goodbye lunch was held for him. His exit interview was completed by me.
* Wendy Chauvin announced plans to retire at the end of September. More news will come about our plans to recognize her 22 years at LFC.
  + Her position was posted, and first round of interviews have been scheduled.
* I completed “Welcome to LFC” meetings with Arlene & Carrie.
* Since Morgan Stanley staff attended our May staff meeting 3 new staff have signed up for retirement contributions and one existing participant increased their contribution. LFC will match up to 2% of what staff contribute.

Parent Child Center Network (PCCN) – its been a busy two months in the PCC world.

* Attended the May Infrastructure meeting, June PCCN monthly meeting in person in Randolph and the July monthly meeting (via zoom).
* Attended one Co-chair meeting with PCCN Financial Consultant.
* Attended two PCCN Innovations Conference debriefing meetings. We’re working on finalizing a report for the funder and will be applying for funding for FY’25 to hold the statewide conference.
* Attended four meetings with Co-chair and CDD staff as we work on how ongoing grant and payment provisions will function. We do not have a contract in place yet.
* Attended Co-chair meeting along with Action Circles staff to debrief the legislative session and strategize for the next session.
* Attended NEKCA’s all day PCC Peer Review.
* Attended two PCC Quality & Standards Committee meetings.
* Attended interviews for the first Network Director! An offer was made to Ellen Amstutz, and she will start on 8/1/24. A press release should be out soon.
* Attended one Executive Committee meeting and one regular co-chair meeting.

Carol reports Ellen is welcomed as the Network Director. Carol meets Ellen in upcoming work to do onboarding tasks. This is the first Network Director for the PCCN, work has been distributed among the co-chairs.

Building Maintenance Projects/Bridge St. Property

* Staff Spring cleaning happened on June 3rd and afternoon staff wellness activities (chair massages) went well. The building looks beautiful as always.
* Met with Solid Choice about maintenance projects that need to be done (staining new back deck & old handicap ramp and stairs, fixing possible rot on the back side of the building, fixing downstairs bathroom window, shelving for the Little House and more).

Carol Reports other activities.

* Carol facilitated the LINT monthly meeting in June.
* Carol attended two Building Bright Futures (BBF) Regional Leadership Team mtg. and one monthly Regional Council meeting.
* Carol used a chunk of my vacation time before the end of the fiscal year.
* Carol attended Lamoille Health Collaborative meeting in July.
* Carol helped organize and then attended the Lamoille Health & Human Services get together at the end of May. It was a time to show appreciation for those doing the work and all they’ve endured through the last 4 years. LFC had 5 staff attend. It was held after work hours at the Wing Center in Morrisville.
* Dean and Carol met with our insurance representative to review our plan.
* Dean and Carol met with our Retirement plan representative around updated invoicing for or 403(b) plan.
* LFC co-sponsored the first Lamoille Pride Event at the end of June. Several staff attended and we hope to have more next year. The timing was tough with vacation schedules.
* Carol was asked to join the Building Bright Futures VECAP 2030 Advisory Group. I had to miss the first meeting due to vacation but should be able to attend ongoing meetings. The VECAP outlines a cohesive vision and establishes shared accountability to achieve statewide priorities for children and families from the prenatal period through age eight. BBF is charged with monitoring progress toward this vision and updating the VECAP every five years. The current plan expires in 2026 and we are preparing to update the plan for 2026-2030. This Advisory Group will guide this process.
* Lunch with a potential donor/LFC supporter with Julia.
* Carol attempted to table at Tuesday Night Live on 7/16 but we were rained out.
* LFC’s Story Stroll event in collaboration with Upward Bounds students on 7/17 went well. We only had to end slightly early due to the weather. Repairs are needed on one of the bridges so the story stroll will be closed for a bit now.

Strategic Planning

* The Strategic Planning survey results were sent to the Strategic Planning Committee for review. The scheduled meeting had to be canceled due to the July flooding. The group will meet on 7/24 to review the results and discuss next steps.
* Sarah attended a meeting on 6/12/24 with the June Board to do a focus group. That recording was sent out to the board.

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.
* HLV staff are embarking on a new format of coordinating work plans and collaboration between staff and grants. We will have several longer working meetings this summer.
* Carrie Patterson, the new Youth Coordinator, is integrating nicely into the staff team.

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/
  + Parent Education does not run in the summer months.
  + We’re testing out having a Thursday summer playgroup at LFC which seems to be well attended so far.

YAYA

* Jeff continued to offer support to the LeARN group after the most recent round of flooding impacted our community.

Early Childhood Programs

* Lamoille County Mental Health continues to look for 2 staff members for the CIS-ECFMH program. Ashley is working closely with LCMH staff to support this transition and their hiring process.
* The 800th baby was enrolled in DULCE. We collaborated with Lamoille Health Partners on running an ad in papers and on social media to recognize this.
* Parents as Teachers continue to pose some challenges with billing. We met with the new person running the program in the state and hope things will be smoothed out soon.

Development Report - Julia Skonicki

1. Thanks to all who wrote and sent out thank you cards. If anyone still has cards left to write, feel free to contact Julia for completion. Carol reports an out of State donor reached out to her to schedule a meeting after receiving their thank you note. Thank you notes matter.
2. LFC Swag is here and if you ordered an item, it is in the office ready for pick up. If unable to pick up contact Julia to mail or drop off to you.
3. Kid to Camp Program offered 142 scholarships this summer. LFC is fortunate to have our private donors who fund the whole program, over $34,000.
4. Thanks to all who donated to the PaperPie book drive which raised over $1100 in books with a 50% match by the company. Jaimee Martin, who organizes the drives, is running a summer book drive in July. You can donate to the drive by following this link: <https://form.jotform.com/241836814142152>
5. LFC recently received a grant for $17K from a family foundation who has been a loyal annual supporter for many years. $5K will be unrestricted funding and $12K will be for Concrete Supports for families at risk of or experiencing homelessness (supplements our Emergency Outreach.)
6. The Story Stroll has a new foot bridge; RK Miles donated the wood.
7. VTSU Upward Bound students put on an event for kids and families on the Story Stroll. 23 adults and 26 kids attended before the storms ended the event early.
8. Save the Date: Annual Meeting in person 9-25-2024.
9. Julia thanks the Board for our important work.

**Old Business** - thank you note update

**New Business-** Wendy’s Retirement (Planning) Officially retiring, not just for winter as she has done. There have been two candidates interviewed for Wendy’s position, there are two more to be interviewed. There will be a lunchtime celebration on Friday September 20, 2024. Pixie recommends two interviews per candidate to be able to collect additional information about the candidate before making the decision.

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