



Board of Directors Meeting Minutes

Monday, February 27, 2023

10:00 am – 12:00 pm

181 Crawford Rd, Derby, VT

Zoom Meeting

Present: Denise Niemira, Chair; Linda Rhodes, Vice Chair; Amy Morley, Secretary; Stacy Thrall; Larry Wall, Lisa Boskind

Staff Present: Kelsey Stavseth, Executive Director; Joseph Forscher, Chief of Behavioral Health; Laura Nelson, Chief of Organizational Development; Brooke Bury, HR Director; Colleen Bosse, Executive Assistant; Denis Houle, CFO

Guests: Patrick Shattuck, Rural Edge; Chani Jane, CCBHC Program Evaluator; Julie Riffon-Keith, CCBHC Program Manager; Erica Perkins, Director of Communications & Community Engagement

I. Call to Order and Approval of Agenda.

Dr. Niemira called the meeting to order at 10:06 am.

Ms. Rhodes moved to approve the agenda as written. Motion was seconded by Ms. Boskind. There was no discussion. All members present voted in the affirmative. Motion carried.

Ms. Rhodes moved to enter on record the Unanimous Written Consent to approve the mid-year pay raise for NKHS staff. Motion was seconded by Ms. Boskind. There was no discussion. All members present voted in the affirmative. Motion carried.

Dr. Niemira entertained a motion to amend the original motion to include the estimated financial impact of the mid-year pay raise. The estimated annual impact is \$1,050,467 and the FY23 impact is \$437,695. Ms. Rhodes so moved. Ms. Boskind seconded the motion. There was no additional discussion. All members present voted in the affirmative. Motion carried.

Patrick Shattuck was presented as a candidate for Board Director. Mr. Shattuck is the Executive Director of Rural Edge. He lives in Guildhall, VT, which is in Essex County. Mr. Shattuck he has three children. His youngest daughter is on the spectrum and receives services at NKHS. He finds it a privilege to work together as partners for the betterment of the community.

Ms. Rhodes moved to approve the nomination of Mr. Shattuck as a new Board Director. Motion was seconded by Ms. Morley. There was no discussion. All members present voted in the affirmative. Motion carried.

II. Board Education – CCBHC

Mr. Forscher shared his screen for the CCBHC presentation.

Certified Community Behavioral Health Clinic (CCBHC) is designed to provide a comprehensive range of mental health and substance use disorder services to vulnerable individuals. It is similar to the medical model of FQHC and allows for receiving and enhanced Medicaid reimbursement rate.

NKHS received a 4 year demonstration grant from Substance Abuse and Mental Health Services Administration (SAMHSA) to assist with costs associated with expanding services to become certified as a CCBHC. Vermont is not yet a CCBHC state, but they have submitted for a demonstration grant. The State will set requirements for DAs as CCBHCs.

CCBHC emphasizes – recovery, wellness, trauma-informed care, primary care/behavioral health care integration

6 key program areas:

- 1) Staffing
- 2) Availability/accessibility of services
- 3) Care coordination
- 4) Scope of Services
- 5) Quality and Reporting
- 6) Organizational Authority and Governance

9 Core Services:

- 1) Crisis Care
- 2) Patient-centered treatment planning
- 3) Screening
- 4) Outpatient Mental Health & Substance Use Services
5. Targeted Case Management
6. Outpatient Primary Care Screening
7. Community-Based MH care for Veterans
8. Peer, Family Support services
9. Psychiatric Rehabilitation Services

2 goals:

- Community members have increased access to appropriate and high quality behavioral services
- Enhance our ability to provide services that inspire hope and reduce stigma by expanding the use of evidence-based practices into our continuum of care in order to achieve a comprehensive and high-quality array of services

NKHS is currently hiring several new positions supported by the grant.

The CCBHC team recently sent out a community health needs assessment, which was a requirement under the CCBHC grant. This survey is available to any community member in the NEK. It was shared in partner groups and on Facebook. The CCBHC team will also be attending Standing Committee meetings to collect additional information. Results will be shared with the Board, standing committees, etc. and will help shape the future of services.

Mr. Stavseth acknowledged Ms. Jane and Ms. Riffon-Keith and thanked them for leading the work with CCBHC.

III. Secretary's Report.

Ms. Boskind moved to approve the minutes from the January 23, 2023, meeting as written. Ms. Morley seconded the motion. There was no additional discussion. Six members voted in the affirmative. Mr. Shattuck abstained. Motion carried.

IV. Treasurer's Report.

Mr. Houle presented an overview of the January 2023 financials reports. Financial reporting is now up to date.

Revenues:

MTD revenues were down by \$121,000 (2.8%) compared to budget

- Both Adult Outpatient and Children's hit their target numbers for payment reform

YTD revenues are ahead of budget \$1.3 million (4.7%)

- This is skewed by the one-time insurance settlement earlier in the year and the Work Force Retention Grant

Expenses:

MTD expenses were below budget \$236,000 (5.6%)

- Vacancy savings are \$428,000
- Fringe benefits were just slightly under budget due to some higher health insurance claims

YTD expenses overall below budget

- After adjusting for the Work Force Retention Grant and the insurance settlement, vacancies savings \$1.8 million (14.2%)

Agency margin

MTD gain was \$134,000 (3.2%) for the month vs budget of \$19,000

YTD gain is \$1.5 million (5%)

This is consistent with the DA average (2022)

Ms. Rhodes moved to approve the January 2023 financial statements, as recommended by the Budget & Finance Committee. Ms. Boskind seconded the motion. All members present voted in the affirmative. Motion carried.

V. Standing Committee Reports

Standing committee reports were in the board packet this month.

Adult - Needs improved record keeping. The group is getting more comfortable and open and is making good progress. One member is participating in the hiring process for the Emergency Services Manager. Chris & Betty Barrett have joined the committee and attended the last meeting.

IDDS – Has had consistent participation by clients at the meetings. Ms. Boskind is learning more “plain language” to help in communicating with clients.

Children’s – Has been reviewing the strategic planning reports and added this as a standing agenda item.

SA – There has been good participation by partners.

Dr. Niemira requested that all committees report and submit minutes, regardless of having a quorum. So that information can be shared with DMH as needed. The minutes should reflect if there was a quorum.

VI. Compliance Report

Mr. Hunt is out sick and will report at next month’s meeting.

VII. Communications Plan

Ms. Perkins provided a follow up presentation to Board regarding the website and logo design.

Five requests for proposals (RFPs) were sent out; NKHS received two proposals.

Both companies are located in Burlington and have experience with non-profit organizations, web development, and logo design

- Bytes – rated strong in branding, and creativity. Slightly higher in cost.
- Eternity – rated strong in relationship building, responsiveness, and were more in line with budget.

The communication committee has recommended Eternity.

Mr. Shattuck noted that Rural Edge worked with Eternity and had a very positive experience.

A professional photographer will needed for quality photos. This cost should be covered in the overall cost initially approved by the Board.

A survey was sent to staff about the logo redesign:

73% of respondents felt the orange color is just ok or don’t really like it

30% of respondents want to change the entire logo

57% of respondents want to update/modernize the logo

Bottom line is that the logo is unclear and needs work.

Ms. Thrall discussed soliciting artwork from clients and including them in the process. It was agreed that client artwork could be valuable for other projects.

Ms. Rhodes moved to approve the recommendation of Eternity for the website and logo design project. Motion was seconded by Ms. Boskind. All members present voted in the affirmative. Motion carried.

VIII. Executive Director Updates

DEI – NKHS has contracted with Abundant Sun for DEI work. The agency has budgeted for consulting work and the \$30,000 cost of the DEI work will be covered in this portion of the budget. Mr. Stavseth completed a reference check, as requested by the Board. Data gathering stood out as a unique feature to Abundant Sun.

Ms. Rhodes moved to approve the \$30,000 agreement with Abundant Sun for DEI work and data gathering. Motion was seconded by Ms. Boskind. All members present voted in the affirmative. Motion carried.

Legislative work – The legislature is in full session. DAs are pushing for a 10% increase in funding this year – 6% for the cost of inflation and 4% to remain competitive with other providers

Mental Health Treatment Facility – Mr. Stavseth testified to the legislature last week. Bobby Farlace-Rubio, a member of the House Healthcare Committee, was present and very supportive. NKHS is actively looking for a building for the facility and we have until FY25 to purchase one using the funds granted.

Strategic Planning Reports – These monthly reports are very insightful and helpful. Mr. Stavseth has used them for testimony, advocacy, etc.

The agency is also working on:

- Conflict-Free Case Management with IDDS
- Recruiting for the Adult Outpatient Director and Director of Operations.
- McGoff Hill – awaiting DRB response.

Ms. Boskind asked how the shift of employees internally is affecting the agency.

IX. Guest Comments

There were no guest comments.

Ms. Boskind noted she received and was delighted to hear positive comments about NKHS at a recent dinner party.

X. Adjournment.

There, being no further business, a motion to adjourn the meeting was made by Ms. Boskind, seconded by Ms. Morley, and passed unanimously. The meeting adjourned at 12:06 pm.

[Signature Page Follows]

Respectfully Submitted,

Denise Niemira, Board Chair

Date

/cb

The next Board meeting shall be held on March 27, 2023, at 10:00 am.