

NORTHWESTERN COUNSELING & SUPPORT SERVICES
107 FISHER POND ROAD
ST. ALBANS VT 05478

BOARD OF DIRECTORS MEETING MINUTES

DECEMBER 4, 2024

Present: Angela Poirier, Elaine Carpenter, Jason Minor, Dan Thompson, David McCallum, Casey Toof, Ken Gagne, Rob Hirss, Meg Marshall

Excused: Andrea Patrick-Baudet, David Hutchinson, Anjanette Watson

Staff: Todd Bauman, Derek Hoy, Danielle Roberts, Emily Richards, Belinda Bessette, Matt Habedank, Samantha Thomas, Kim McClellan, Stacey Remillard, April Matheau, Ryan Davis, Katie Cyr,Carolynn Hatin

Public: Jim McMillian, Bill Keyser, Greg Sargent

Minutes received and meeting called to order by Angela Poirier at 5:39pm.

Motion was made to approve November minutes as presented by Dan Thompson. Second by Rob Hirss. All in Favor

Audit Review

Derek introduced the KBS team and shared his appreciation for them. He also welcomed Ryan Davis, Katie Cyr and Carolynn Hatin of the finance team and thanked them for all their hard work. Not only are they working hard for our agency but they are working hard on our behalf as we help Lamoille County.

KBS reported that they are submitting an unqualified opinion for the FY24 audit. They reported that our operating systems that are now fully in place are running well and helped the audit happen with ease. We are dropping the allowance for doubtful accounts to \$400,000. This is before COVID numbers, we could not have gotten there without the systems and the hard work of the staff. KBS stated that we have one of the strongest finance teams across the state.

The question was asked – We try hard to put what we can back into our staff, are other DA's doing this? It fluctuates, we have done well but not all agencies are as strong financially as we are. We say an influx in large bonuses due to COVID funding, but we are seeing that slow. But we still gave bonus in 2023 and 2024.

Motion was made to approve the audit as presented by Ken Gagne. Second by Rob Hirss. All in Favor

Executive Director Report

- Samantha Thomas talked about the Developmental Services residential needs that are coming. In the last four and half years we have doubled our residential sites, and the need is still growing. We currently have 7 houses and the Able house. We also have a rental

NORTHWESTERN COUNSELING & SUPPORT SERVICES
107 FISHER POND ROAD
ST. ALBANS VT 05478

that we will be using to house a client who has been using the respite bed we have. We are looking for another property to help with this growing need. We do not have a property now, but we wanted to give the board a heads up that the request will be coming. With the fact that properties are still moving quickly in our area we may need to share information and have a vote by email. Ken Gange asked when that time would come if we can call him.

Motion was made to move into executive session by Rob Hirss. Second by Ken Gagne. All in Favor

Everyone at the meeting is staying for the executive session

Motion was made to exit executive session by Elaine Carpenter. Second by Casey Toof. All in Favor

Motion was made to approve the purchase of the property as discussed in executive session by Ken Gagne. Second by Rob Hirss. All in Favor

Jason Minor suggested that we get a third-party intermediary to negotiate the purchase.

Other Business

- January meeting will be our board education training. The CEO of Lamoille County Mental Health Services will be joining virtual with her board president.
- We will try and hold the February meeting at Soar, the consultant will be coming to present on the PCB's and the options we have.

Motion made to adjourn by Ken Gagne. Second by Casey Toof . All in Favor.

Meeting adjourn at 7:15 pm

Minutes recorded by: Emily Richards