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Board of Directors' Meeting March 6, 2013

Present: Katie Marvin, Bryn Fisher, John Duffy, Dan Regan, Sandy Paquette, Dot Reeve

Staff: Scott Johnson, Becky Gonyea, Angela Mendieta, Michele Sullivan-DuBois

Guests: Brenda Christie

Absent: Ronna Ziegel

1. Board Membership

Scott introduced Brenda as a prospective board member and she then shared some info about herself. Brenda had recently provided contracted services for clinical supervision to the LFC LINK staff. She had been working at Behavioral Health and Wellness at Community Health Services of Lamoille Valley and recently retired from there and entered into private practice.

Scott will follow up with Brenda after this meeting and, if she remains interested, the board will hold a vote at the next meeting to approve her as a new board member.

Karen Shea has resigned from the Board. The Board extends its appreciation to Karen for her service on the board. Sandy will draft a letter of appreciation to Karen and will send to Dan for feedback.

2. Approval of Minutes

Bryn motioned to approve the minutes from 1-23-13. Duffy seconded. Motion passed.

3. Results Based Accountability

The board read chapter 5 of Trying Hard is Not Good Enough.

Scott provided an update on what has been happening related to RBA over the past month. Most notable was a return visit from Mark Friedman in early February. Mark provided a 2 day training of trainers for 24 participants, spent a day at the Legislature including a presentation to the full legislature and work with all legislators in divided into three groups conducting “turn the curve” exercises, and a day with Vermont funders.

The LFC is beginning to meet with State funders to draft performance contracts.

The board engaged in a RBA “sorting” activity.

Scott will follow up with a reading assignment for the next meeting.

4. Financial

Scott introduced Charlie Teske as the new LFC Financial Manager. Charlie gave a brief overview of his background which includes work at the Vermont Center for Crime Victims Services, the Vermont Dept of Labor, and the Vermont Tax Dept.

Scott and Charlie provided an overview of the 6 month Profit and Loss report.

Dan commented on the readability and understandability of the current reporting format.

Scott distributed the Board letter from the FY12 audit. The letter indicates that there were no deficiencies in internal control. The letter addresses concerns with the previous practice of classifying deferred revenues as liabilities, rather than posting as income to the equity side of the ledger. This will be adjusted at year end.

5. Personnel

a. Salary and Benefits Discussion

Scott provided the history of salary/benefit adjustments over the past three years:

- FY11 – no salary increases, but the Board agreed to conduct a salary study
- April 2011, salary study completed. The study included 17 of the current LFC positions. 44 organizations were asked to complete the survey, with 27 returned completed.
- FY12 – bonus to all staff and an increase of \$.25 per hour if the employee's rate was within \$1.00 of the mean identified in the study and an additional \$.25 per hour if the employee's rate was more than \$1.00 from the mean
- FY13 – bonus to all staff and an increase of \$.25 per hour if the employee's rate was within \$1.00 of the mean identified in the study and an additional \$.25 per hour if the employee's rate was more than \$1.00 from the mean

The LFC is currently engaged with the Parent Child Center Network to conduct a new salary/benefit study. The results will be available for the May Board meeting.

The salary/benefit discussion will remain on agenda for the next meeting with, at a minimum, an update on the status of the salary study.

The board will utilize the results of study, but will also grapple with identifying the organization's goal related to salary/benefits (livable wage, study mean, keeping pace with cost of living, etc.).

b. Staff Positions

Lorraine Patterson has resigned as Child Care Support Services Program Manager to work for Vermont Birth to Three.

Ellen Livingston has resigned as the Child Care Director to work for the State of Vermont as a Child Care Licensor.

6. Report on Property Discussion with Village Trustees

a. Village Trustees Response to LFC Request

The Trustees have decided to not warn any discussion/vote regarding the sale or gifting of their property to the LFC.

The Town has received permits for the septic system that would come across the bridge.

Scott will contract with Ruggiano Engineering to determine the cost of bringing town sewer and water to the property.

b. Institute LFC Property Committee

Tabled

c. Other

Scott has been in contact with the Randall Latona, owner of the Green Mountain Arena (which is up for sale), to determine whether this property could be a viable option as the future home of the Family Center.

7. Adjournment

Sandy motioned to adjourn the meeting. Bryn seconded. Motion passed.

Next Board Meeting
March 27, 2013 5-7pm at the LFC