

Lamoille Family Center
Board Meeting
Wednesday, January 22, 2025
5:00 PM to 7:00 PM

Marilyn May, Chair	Eileen Paus, Secretary	Pixie Loomis, Strategic Planning Committee
Brenda Christie, Treasurer	Christine Languerand	Carol Lang-Godin, ED
Michele Sullivan-DuBois, Strategic Planning Committee	Kerrie Johnson	Sandy Paquette, Vice Chair
Iris Cloutier	Dean Brunell, Office Manager	Sarah Henshaw, present to update Board with Strategic Planning

Virtual meeting via Zoom

Absent Board Members: Reeva Murphy

The Lamoille Family Center (LFC) Meeting called to order by Marilyn May at 5:10 PM

Agenda:

1. Strategic Planning-Next Steps- Presenter, Sarah Henshaw

The Board was provided with the following documents to review:

LFC Strategic Framework 2025-2027

LFC Year One High-Level Work Plan

Intentional Recruiting Matrix

Propel Nonprofits Board Profile Worksheet

Discussion:

- Sarah reports a Strategic Plan (SP) has been developed and Sarah has met with the SP team to plan a high-level work plan.
- A spreadsheet was presented to describe the Strategic Planning process and actions. It is not a document/plan to be approved by the Board. Instead it is a tool for the SP team to utilize while reporting to the Board. Carol adds that this is a moving tool that has since been revised by the SP Team, it is not a concrete

roadmap to reaching SP Goals.

- The SP Work Plan columns layout the following:
 - Strategy
 - Year 1 Priority Activities
 - Year 1 Desired Outcomes
 - Champions
 - Q1 Milestone March 2025
 - Q2 Milestone June 2025
 - Q3 Milestone October 2025
 - Q4 Milestone December 2025
- Ongoing Goal; Increase Board diversity within strategies and bylaws.
- Question to Board from Sarah; Decide on the focus of activities, what outcomes would like to be achieved at the end of the first year.
- Developing activities to move toward the SP Goals are important to contribute toward the diversity of the Board.
- Pixie shares the challenges of finding parents/students that would contribute to the Board's awareness of community needs within this group. A key partner organization would also provide important feedback/information as the Board develops outcomes.
- Sandy proposes including people that work with families (i.e. playgroups, in home visit) as potential Board Members.
- Sarah proposes the Board do an analysis to define a Board that reflects the community. What messages does the Board want to provide to recruit potential members?
- Carol shares that the current Board brings a wealth of experience to the LFC Board, however, there is a need to review "who are we serving", and the need to hear voices of the people receiving services from LFC. Term limits would support Board diversity.
- Michelle adds to the topic that including people that are service eligible, not necessarily receiving services, would expand the Boards knowledge of community needs.

- Board Member term limits discussed, i.e. turnover would support Board Diversity. Bylaws reviewed and they state Board members will be no less than 5 members, no more than 15 members.
- This meeting acts as a reminder for the Board to put on the agenda time for a deeper conversation on SP at upcoming Board Meetings. For example; does the Board want an advisory committee made up of parents, and/or youth members?
- Define in the first year what the LFC Board would look like, then utilize recruiting methods and onboarding methods is conducive to supporting future staff/Board members that align with the LFC Goals.
- Carol reports legislatively a Parent Advisory is needed.
- Michelle provides thoughts on finding people that support representation for those being served by the LFC, guarding against tokenism.
- Marilyn and Pixie support term limits, assessing skill sets, adding family/youth members that have the understanding of the type of services provided.
- Sarah provides next steps: Exercises will be provided for mapping of community, recommendation for the Board to define the focus of SP then develop the Board. Sarah offers to facilitate this meeting.
- The Board thanks Sarah for her presentation and recommendations.
- Sarah exits the Board meeting.

2. Financial Reports-Dean/Common Good Salary Schedule-Dean and Carol

Dean provides the financials for Quarter 2.

The Board was provided with the following information to review for the Board meeting.

LFC FY2025 Operational YTD (July 2024 through December 2024)

LFC FY2025 YTD July through December 2024

LFC FY25 Q2 Investment Summary and Funds Report

LFC Schedule Proposal for FY26

Dean reviewed each table, clarifying questions and summarized below:

- The Budget is on course with no deficits. FY2025 (July 2024 to December 2024), overall income at 50%, expense slightly under budget creating a surplus at the end of

this six month period.

- Occupancy Expenses are up slightly. Sandy asks what this includes. Dean provides a list of costs/expenses of building, property, utilities. Budget for 2026 will be slightly higher to cover these costs.
- Review of Department breakdown of budget reflects the following:
 - A&D: Contributions and Donations are ~40K, ahead of schedule, but not expected to continue.
 - CCSS: The deficit represents unbillable admin expenses and a slight increase in staffing.
 - CS/PE: Any deficit represents unbillable admin expenses
 - YAYA: Income is 'behind schedule', the CY24 Medicaid contract was drawn down ahead of schedule and expected to catch up in Qs 3&4
 - HLV: Any deficit represents unbillable admin expenses.

Summary: the sum adds up to the surplus while considering deficits/surpluses within the departments. Admin costs are built into grants which allow 10%; however, Admin costs are higher. (ex; IT support, Carol's time) but covered by unrestricted funds. The surplus seen at 6 months is not expected to continue at this pace based on the schedule of expenses and income.

- Dean reviews the FY25 Q2 Investment Summary and Funds Report. Morgan & Stanley is the bulk of the investments and parameters are being sustained set by the LFC. Additional funds added to portfolio since 2021 to increase funds. In local bank accounts there are over two months of operational expenses; however, the trend is early January and February accounts will come down but sustain a healthy two months of operational expenses.
- The FY 2026 Salary Proposal:
 - Three Models presented with Pros and Cons for each. The Common Good salary data provided the framework for the Models. The Common Good Salary Survey (CGSS) is done every 2 years, the LFC reviews the data and revises the salary schedule with consideration of other variables, 4 years ago, COVID was the variable.
 - In FY 2024 the CGSS data was applied to the staff salaries.
 - Carol shares with Board Members the incredible amount of work put into these

models by Dean. Dean was diligent while producing equitable models while implementing the information from the CGSS Data. Dean commended by Carol and Marilyn

- Dean provided a history of the established LFC Salary schedules which began 6 years ago. The inequities prior to 6 years ago have been eliminated in the Salary Schedule standards.
- Sandy and Michelle share their appreciation for the focus on the salary staff. The importance of this matter is priority as the staff are the foundation of the LFC.
- Model 1, No Salary Changes
- Model 2: Adjust per 2024 Data, 9.8% Increase in Salaries
 - w Competitive starting salaries w Staying current with wages will make adjustments to 2026's data more manageable
 - w Most current staff (all but our 6 most recent new hires) will exceed the survey averages, strengthening our chances for retention
 - w all current staff members will be in a position to receive raises for the next two years--another plus for retention
- Model 3: Increase 5%
 - w moderate impact on expenses w Some current staff will exceed the survey averages, strengthening our chances for retaining those staff members
 - w all current staff members will be in a position to receive raises for the next two years--another plus for retention

Dean compares the models to the impact on the financial status of the LFC over next two years. Job titles not included in CGSS Data were comparably set with a like job title.

Discussion:

- Pixie shares the LFC budget is exceptional and thanked the ED and Dean. The Board is in agreement.
- Pixie asks if CGSS includes benefits and asks for a review of benefits (healthcare, retirement, vacation) moving ahead. Carol informs the Board of the increase in

Healthcare costs, but is a good plan. The Annual leave and sick time package is generous. Pixie would like to find ways to encourage employees to contribute to matching retirement funds. Dean adds as a salary increases the matching funds will also increase with the percentage being moved into a retirement fund.

- Michelle would like staff that cannot participate in retirement planning have all the information to assist with decision making. Carol states all staff have the ability to consult with M&S Planner.
- Dean describes the impact of each Model on the salaries of the current job titles. Experience, education, and work performance has an impact on salaries. Dean adds the tenure of staff is over 10 years on average and the performance of staff is above average.
- The position not at the CGSS is the brand new staff person, but the salary remains close to average.
- Marilyn reports past salary increases have been manageable within the budget.
- Carol and Dean recommend Model 2 with confidence; may mean a deficit in FY 2026; however last several audits have shown surplus. The Board would not receive a budget that has less than 9 months of operational costs in the M&S reserves. Currently 14-16 months of operational costs are in reserves.
- In two years, with the information from the CGSS and the income status of the LFC, a new salary schedule may be implemented.

MOTION: Pixie moved to approve the Model 2 salary increase as presented by Dean. Michelle seconded this motion. The Board voted unanimously to approve Model 2 salary increase for FY2026.

3. Approve Minutes of December 4, 2024 Board Meeting; Christine provided meeting minutes for the December 4, 2024 Board Meeting.

Motion: Sandy moved to approve the meeting minutes as written for the December 4, 2024 Board Meeting. Pixie seconded the motion. The Board voted to accept the meeting minutes for December 4, 2024, Eileen abstained.

4. Reports

Executive Director Report; Completed by: Carol Lang-Godin on 1/17/2025

Staffing:

- All LFC staff were a huge help in making sure the Holiday Project went smoothly. From transporting toys, delivering toy boxes and helping at the VFW. Many hands made light work, and Julia did a phenomenal job organizing it. Adopt-a Family also went smoothly thanks to Veronica Cote, generous donors and referral sources.
- We had our end of the year staff potluck! It was a great time.

Parent Child Center Network (PCCN)

- ED Attended December and January monthly PCC meeting
 - Executive Committee elections were held in January. I will be the Chair of the Network for the next 12 (possibly 18) months.
- ED Attended four Executive Committee meetings.
- ED Attended one PCC Quality & Standards Committee meeting.
- ED Attended one PCC Innovations Conference planning meeting.
- ED Attended two trainings offered by Actions Circles
 - Tell our Advocacy Story
 - Vermont Budget Process

Other

- Winners were drawn in the Fred's Propane raffle giving away. This supported the Holiday Project.
- The Holiday Project and Adopt-a-Family were a HUGE success.
 - Holiday Project served 430 children and 222 Families.
 - Adopt-a-Family served 43 children and 23 adults (16 families)
 - 34 Youth received gift cards.
- ED Attended the EC-LINC quarterly call (<https://cssp.org/our-work/project/early-childhood-learning-and-innovation-network-for-communities/>)
- Delivered voter signatures to Hardwick town clerk
- Facilitated the December LINT meeting along with Katina Idol from Lamoille County Mental Health. This was my final meeting to facilitate. Attended the January LINT meeting.
- I attended one Building Bright Futures (BBF) Regional Council mtg and one meeting with the Regional BBF Manager.
- Presented (for 3 minutes) all about LFC at the Morrisville Pie for Breakfast event.
 - As a result, News & Citizen reached out to interview me to learn more about LFC. Their new reporter is working on a piece about non-profits in the area.
- Attended the Legislative Breakfast on 1/6/25
- Attended the DULCE-TPEC Advisory Group meeting

- LFC co-hosted a vaccine clinic with VT Department of Health. 6 people were vaccinated.
- Met with local judicial and law enforcement at LFC to share more about what we do and how we could collaborate and support one another. List of those in attendance:
 - Judge Mary Morrissey - sitting judge in Lamoille
 - Aliena Gerhard - Lamoille State's Attorney
 - Alex Canzeroni - Staff Attorney, Public Defender's Office
 - Sheriff Roger Marcoux
 - Chief Jason Luneau
 - Kathie Hoodlet, LCMHS Crisis Clinician embedded at MPD
 - John Strout, Lamoille Restorative Center
 - Heather Hobart, Lamoille Restorative Center
- North Central VT Recovery Center presented on their services at the 1/13 staff meeting.
- Attended two full days and became re-certified in The National Family Standards through the National Family Support Network. This is the framework that the entire PCCN follows.
- Facilitated VT Perinatal Grief & Loss Coalition.
- Took time off for the holidays.

Strategic Planning

- The Strategic Planning committee met on 12/16 and 1/6.

Discussion: Carol asks for any questions from the Board Members, no questions.

5. Old Business: None

6. New Business-Adding an agenda item for Executive Session

Carol reports an Executive Session as a standing agenda item that can or cannot be used, should be standard as needed.

Announcement: Michelle reports there is a 10th Annual Mental Health Advocacy Day, 1/29/2025 at the Statehouse and Vermont Supreme Courthouse Auditorium should anyone be interested in attending. Link to this event emailed to Board Members by Marilyn.

Next Meeting: Wednesday, February 26, 2025 5:00-7:00 P.M.