

Lamoille Family Center
Board Meeting
Wednesday, April 24., 2024
5:00 PM to 7:00 PM

Marilyn May, Chair	Pixie Loomis, Strategic Planning Committee	Eileen Paus, Secretary
Reeva Murphy	Sandy Paquette, Treasurer	Michele Sullivan-DuBois, Strategic Planning Committee
Carol Lang-Godin, ED	Kerrie Johnson	Christine Languerand
Iris Cloutier	Dean Burnell, Business Manager	Jackie Stanton, Presenter

Virtual meeting via Zoom

Absent Board Members: Brenda Christie

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

Agenda:

1. Jackie Stanton-Program description and updates for Playgroups and Parent Education:

a. Four weekly playgrounds that run through the school year:

Monday- Open gym concept at the River Arts, Morrisville

Tuesday- Traditional style playgroup at the United Church in Johnson

Thursday- Traditional style playgroup at the Lamoille Family Center

Friday- Open gym concept in Hardwick

A fifth venue, Aquatic Playgroup, ran for four months, no longer occurring.

The locations of these playgroups capture families/children in outlying areas, each session lasts 1 ½ hours. The playgroups run through the school year and there has been thought about having a summer playground, this is in the evaluation/consideration phase.

b. Two new staff members facilitating the playgroups doing a wonderful job.

c. The COVID pandemic caused many stops/starts. This year playgroups have been solidly attended. The floods of 2023 destroyed the playgroup equipment stored at the Johnson United Church. All new equipment has been purchased through the Vermont Community Foundation, Special and Urgent Needs funds, that Julia Skonicki facilitated. Currently there are 102 families and 130 children, ages birth to six, attending the playgroups.

The playgroup is insured for potential injuries, none have occurred.

d. Grant submitted to Children’s Trust Fund form \$10,000 for the nature based Four Winds program to design a program, five sessions for each of the three seasonal programs, will be located at the LFC. Each session will have loose play while being in nature and

educating parents how to engage children in nature. Prominent infrastructure such as a mud kitchen, log stools, etc... are included in this grant.

- e. Three family events are organized a year in partnership with local libraries. These are well attended and open to families at no cost. The Rotary provided a grant for \$1000 for a literacy event. This is planned for next winter, themed from the book "Chicken Soup and Rice." Soup being provided by MOCO. John Gailmor will provide music.
- f. Parent Education: this program offers single/multi attendee sessions and topics are diverse. (Check website) Live and virtual events are available, live events provide childcare. Since COVID, despite registering for a program, 50% or more do not attend. The reason for this is being evaluated. Program evaluations are reviewed and positive.
- g. Two session program in June, titled "how to be the parent you always wanted to be."

Sandy asks about the format of the playgroup. Children free play while parents socialize. A snack time is provided. A craft/art project, music, singing also enjoyed. There is a play equipment (indoor/outdoor depending at site) available to children.

2. Q3 Financials and FY25 Budget Draft - Dean

FY2024 Operational YTD, Quarter 3 YTD report (through March 2024) provided and reviewed: the LFC is financially on track. Occupancy expenses minimally under budgeted, however, no significant impact on budget. Overall, expenses are under what has been budgeted. Capital improvements, including the deck, new gutters, and the sub grants that are behind will catch up. Overall, expenses are under budget, approximately 5%, at the end of the third quarter, and other income comes from grant admin fees collected as LFC is the fiscal agent.

FY2024 YTD: department breakdown of YTD Income/expenses reviewed. Admin expenses, costing more than 10% provided in grants/payments, creates a non-billable expense. (Admin fees, i.e. Business office, Executive Director, IT, subcontracting, consulting) This is not a new occurrence and there are no surprises. This expense is managed throughout the FY budget and distributed among the departments.

Annual Appeal and Donations are ahead of schedule.

CIS: not budgeted funds have become available, while expenses are down due to staff vacancies.

CCSS: any deficits reflect unbillable admin expenses.

CS/PE: any deficits reflect unbillable admin expenses.

YAYA: Income behind schedule due to CY23 medicaid contract drawn down, catching up with CY24.

HLV: any deficits reflect unbillable admin expenses.

Investment report: Morgan Stanley (3/31/2024), the account remains in the parameters set (bonds/stocks), the balance to date demonstrates a 3% increase from the start of the calendar year. From the fiscal year start there is a 9.36% increase. Funds (amount provided in report) are available to remove from the portfolio that would not impact the performance of the portfolio. Local funds transferred to Morgan Stanley portfolio demonstrated in explanation and report. Vermont Community Foundation portfolio not available for this report.

Local three bank accounts totals are stable. This total amount would be 2 months of running the LFC and does not include the Morgan Stanley funds.

FY25 Operational Budget Draft: Comparing FY24 budget to FY25 budget there is an 1.4% surplus seen in the current draft using conservative amounts. Total expenses will be larger in FY25, staffing being the majority, but not all of expenses, from following the staff salary scale. An updated draft will be provided to the Board in May. A survey will be submitted to the Common Good organization and results will be available in the coming winter. With this information new salary schedules will be developed for the LFC staff to remain competitive in the workforce. The salary schedule is updated every two years.

3. Approve minutes of March 27th Board Meeting
Meeting minutes for March 27, 2024 will be sent for review and brought to the next Board Meeting.

4. Strategic Planning Committee (SPC) Update
The SPC Committee members are Michele Sullivan-Dubios and Pixie Loomis. Reeva Murphy is acting as alternate committee member.

Michele shares with the Board that Sarah Henshaw, from Leaves of Change, met with the committee, and they reviewed a list of stakeholders from the categories that were listed, looking for additional stakeholders.

Focus groups and survey groups are being formed; the information collected will be reviewed at the June 5, 2024 SPC meeting.

Meeting times that support staff participation will be considered to optimize attendance.

Sarah has taken on much of the task of strategic planning, this has pros/cons, a con may be not obtaining the community input. Carol reports Sarah is a strong community member and brings this to her role. Two surveys, one for staff, one for providers. An introduction letter from Carol will be included with the survey

which is anonymous. The survey, being concise and short, will hopefully provide a strong return.

5. Reports Discussion - Carol

Highlights/Summary from the last month:

Staffing:

- Janine Gallagher started in her role as CIS-Family Support Home Visitor at the beginning of April. Janine comes to us having worked at The Family Center of Washington County for many years and knows the work done at PCC's very well.
- Brian Duda will end employment in June as reported last month. Interviews began this week for his replacement.
- Rachel White has stayed on ten hours/week to help with Janine's orientation. Interviews were held for Rachel's position and pending background checks coming through we have a candidate.
 - Completed Rachel's exit interview.
- Tina Lapier wrapped up her "Winter Wendy" role at LFC this past week. Wendy Chauvin will return on 4/29. Tina is moving out of State so we'll need to be thinking about next year's "Winter Wendy" in the summer/fall.

Parent Child Center Network (PCCN)

- Attended the April two-day PCCN retreat.
- Attended one Quality & Standards mtg.
- Attended one Rapid Response meeting and was available to Action Circles.
- Attended several Executive Committee meetings and weekly Co-Chair meetings.
 - Helped with Retreat Planning
- Attended two PCC Innovations Conference planning meetings.
- Attended two meetings with PCC Executive Committee members and CDD staff as we work on how ongoing grant and payment provisions will function. Have submitted a letter requesting advance payment.
- Legislative Updates as of 4/19/24: FY25 BUDGET in SENATE APPROPRIATIONS. On TUESDAY 4/16, the committee continued discussion on the budget - Chair Kitchel said if the legislature gives 3% across the board, PCCs, etc. what they're asking for is well above 3%. A link to her comment is here: <https://youtu.be/N8nmp-auieU?t=1275>. On WEDNESDAY 4/17, Chair Kitchel again brought up the PCCs stating the Governor's and House's budgets both had nothing for PCCs. Later in the meeting, Chair Kitchel mentioned Reach Up is also not in the Governor's or House's budget - she said "our poorest families are not on the list." A link to her initial comment is here: <https://youtu.be/9TW130atG4k?t=2194> and the Reach Up comment is here: <https://youtu.be/9TW130atG4k?t=2194>.

On Friday, Senate Appropriations finished up the budget and your **base increase of \$250k is confirmed on this chart**, which was circulated on Friday (note not everything on this chart is absolutely final, but they did confirm the PCC line): If the money is received it will be directed toward health insurance for the LFC staff.

<https://legislature.vermont.gov/Documents/2024/WorkGroups/Senate%20Appropriations/FY2025%20Budget/FY%202025%20Budget%20Senate%20Proposal/H.883~Emily%20Byrne~Senate%20Base%20Appropriations%20Changes%20DRAFT~4-19-2024.pdf>. See line 48

Carol clarified to the Board the direction for the funds and how it could be distributed among the PCCs. The PCCN executive committee will be meeting to further discuss the allocation of these funds. This amount is not included in FY25 budget at this time as the final amount is uncertain. The PCCN will decide what to do the the funding. Carol is the co-chair of the PCCN. PCCN is in the process of hiring a Network Director to further support the PCCN work. Margot Holmes from Blue Heron Consulting has been brought on to help with this process as well as working on the logistics for Integrated Grant management of FY'25.

PCCN Advocacy Day at the Legislature on 3/27 went well. I was also at the Statehouse doing advocacy work and meeting with our local Senator on 4/3 and 4/10.

Building Maintenance Projects/Bridge St. Property

- Staff Spring cleaning will happen in June.
- Have created a list of maintenance projects and emailed it to the Contractor we use.

Other

- Co-facilitated the LINT monthly meeting.
- Co-lead a workshop on VT Parent Child Center Network at Early Childhood Day at the Legislature.
- Attended the BBF Regional Leadership meeting and Regional Council meeting.
- LFC staff and BBF Leadership Team is working on planning May childcare provider appreciation event.
- Attended EC-LINC quarterly meeting (through Center for the Study of Social Policy).

Strategic Planning

- The Strategic Planning Committee held its second meeting and despite tons of snow and power outages most of the committee attended (via zoom).

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.
- Staffing: Alison will be back on 4/29. We have three candidates for the youth coordinator position. This will be able to overlap with Brian through June. Em is out on family leave until 5/15.
- Grants: The Tobacco Control Grant (FY 25-FY27) and the DFC (FY 25-FY29) were both submitted.
- Prevention Celebration: We encourage the board to join us on May 15th from 12:30-1:30 at GMTCC for our National Prevention Week Celebration. We'll be hearing from partners (including youth) that are doing the work! There will be snacks and ice cream sundaes! Please RSVP on HLV's website.

Parent Education & Playgroups

- One Parent/Caregiver Education opportunity coming up next week and into May; Connection through Correction.
- More info on dates and times for playgroups and parent education opportunities can be found on our website: <https://www.lamoillefamilycenter.org/>

Early Childhood Programs

- Submitted CIS Provider Rate Study. This was last done in 2019 and helps inform the per member per month reimbursement rate we receive. Meeting 4/25 to review results.
- Met with Keith Williams from the CIS state team to get clarity on new Value Based Reimbursement.

Development Report - Julia Skonicki:

- Our Appeal has successfully come to a close but sustaining donations will continue to add to the current total (\$58K) through June 30.
- We will be sending hand-written thank you cards to donors from the Annual Appeal. Please look for an email from Julia about this upcoming project as we can use all the help we can get!
- Jaimee Martin of Stowe and Paper Pie Books is running a Book drive for Mother's Day, inviting people to purchase books for kids that are served by LFC. Please help spread the word and offer the opportunity for families to read together. If you want to help, you can do so here: <https://tinyurl.com/LFCBookDrive>
- Send Kids to Camp is up and running. We have already awarded 55 camp scholarships this summer! (One donor is funding this program.)
- You can view the Staff and Board Photo Directory at the Lamoille Family Center website. New photos of our new Board members are needed.

6. Old Business- none

7. New Business- Thank you notes to donors will be written by Board members

Next Meeting: Wednesday, May, 22, 2024 5:00-7:00 PM