**Lamoille Family Center Board of Directors Meeting**

**Wednesday, March 27, 2024**

**5:00-7:00 PM**

| Marilyn May, Chair | Sandy Paquette, Treasurer | Michele Sullivan-Dubois |
| --- | --- | --- |
| Reeva Murphy | Pixie Loomis | Kerrie Johnson |
| Christine Languerand, Board Nominee | Iris Cloutier, Board Nominee |  |
| Carol Lang-Godin, ED | Dean Burnell, Business Manager |  |

Virtual meeting via Zoom

Absent Board Members: Eileen Paus ,Brenda Christie

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

1. **Approve minutes** from the February28 Board Meeting

**Pixie Loomis moved to accept the February 28, 2024 Board Meeting minutes, Michele Sullivan-Dubois seconded the motion. The Board voted to accept the meeting minutes of February 28, 2024.**

1. **FY 2025 Budget Draft**

Dean presented a draft of the 2025 budget with the caveat that it is early in the process yet. He shared the big picture with a chart (copied at end of these notes for reference) showing anticipated revenue by Funding Sources and anticipated expenses by general categories indicating budgeted funding for FY2024 , expectations for FY2025, the difference and notes. He included a “likelihood scale” to indicate how sure he felt about the best guess for FY2025 for funding sources he shared. Based on these approximations, we anticipate a 3% surplus – about $66,000 – in FY 2025. Nothing definite at this point but w are looking better at this point than we did at this point last year. Next month there will be more detail and the FY24 Quarterly Report. Goal is to present FY25 budget to Board in May for final approval by June.

REVENUE

* The biggest anticipated increase is for the Community CC Support Services contract (CCFAP) because the grant was increased in FY24 and we are anticipating the same in FY25. This grant is to process Child Care Financial Assistance Program applications and provide referral support for finding child care for families. We have seen an increase in applications and as the program expands, anticipate this to continue. We have hired an additional Case Manager to address the increase.
* An increase in the PCC Integrated grant has been requested but may not pass in the state budgeting process. Chances are 50/50. An increase of $300,00 to help PCCs with Health Insurance for employees is somewhat likely. WE think this would be split evenly across all 15 PCCs but nothing is certain.
* We anticipate increases in CIS which is good news.
* We are pretty confident of an increase in DULCE.
* The Reach Up contract ended in 2023 so that is a decrease.
* Overall anticipate approximately 6.3% increase with all the increases an d decreases noted on the chart.

EXPENSES

* Anticipate approximately 3.3% increase ($84,528).
* Staffing is largest proportion of all expenses.
* Increase includes new .0044% payroll tax to support child care assistance. Employers have the option to pay all of the tax or pass 11% on to employees. LFC is paying the full tax.
* Health insurance is increasing by about 12% which includes an increase in staff participation in the plan. LFC pays 100% of gold standard plan for one person. If they want a family plan or platinum level, employees can make up the difference. About 70% of staff participate.
* ‘Staff - Other’ includes consultant for Strategic Planning. Also include IT support, payroll services, etc.
* Capital Improvement is included in ‘Building & Grounds
1. **Strategic Planning – Stakeholder List Discussion**

Michele and Pixie are representing the Board in Strategic Planning with back up for Reeva. The draft of the Stakeholder List that the Strategic Planning Group has as homework was sent to the Board for discussion. Staff added some groups. The list is comprehensive. The Board wants representatives to get clarity form Sarah on how Board will participate in the discussions. Perhaps a facilitated discussion with Sarah at a Board meeting?

1. **Reports/Discussion**

**ED Report completed by Carol Lang-Godin 3/24/2024**

**Staffing:**

* CIS-Family Support Home Visitor position has been accepted by Janine Gallagher. Janine will start at the beginning of April.
* Brian Duda (HLV) has given his notice. He’ll end employment in June. He’ll be going back to school for his master’s degree.
* Rachel White (CIS-FS) has given her notice and will end employment at the end of March but is willing to stay on a very part time basis to help with Janine’s orientation.

**Parent Child Center Network (PCCN)**

* Attended the March PCCN meeting and the Interim Meeting.
* Attended two Executive Committee meetings and weekly Co-Chair meetings.
* Attended PCC Innovations Conference planning meeting.
* Legislative session update: PCC request this year is for a base funding increase of $721,925 to cover increased health care costs and administrative expenses for the Network. It isn’t looking hopeful at this point. The House Appropriations Committee chose not to include the PCCN increase in their budget. They worked with different spreadsheets throughout the week, “scraping through the budget” to find some money to spend and then prioritizing what to spend that money on. The PCCN funding never appeared on the list.
* PCCN Advocacy Day at the Legislature in 3/27 in the morning. Julia and I will be attending.

**Building Maintenance Projects/Bridge St. Property**

* Phone system was upgraded on 3/12/24. There are still some kinks to work out but call quality has significantly improved.

**Other**

* Attended the BBF State Advisory Council (SAC) meeting, Regional Council Meeting and Regional Leadership meeting.
	+ LFC staff and BBF Leadership Team is working on planning May childcare provider appreciation event.
* Work has continued for the migration from our Google Workspace to being fully on Microsoft 365 to ensure continued security. Emails have been switched over from google to Microsoft and document migration is continuing.
* Attended Baby Bonds informational community meeting put on by Treasurer Pieciak, Representative Noyes and Senator Ram Hinsdale. One pager about the proposal is attached to email.

**Strategic Planning**

* The Strategic Planning Committee held its first meeting.

**Programmatic Updates**

**Healthy 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.
* Hoping to hire Brian’s replacement early to allow for overlap.  The ad will go out the week of 3/25.
* Application for the next three years for the Tobacco grant was submitted.
* DFC application for years 6-10 will be submitted in by April 17th.
* We will be having a prevention celebration during National Prevention Week - May 12-18.  Stay tuned for more information.
* HLV's Steering Team Meetings are open to all - we'd love to have LFC board members come at any time.  4th Friday of the month - at 8:30 - typically over zoom. Please let Jessica know if you'd like the invite.
* Jessica is tabling at MSI's employee fair on April 12th.  Please let her know if you'd like to join. *Tabling is fun!*

**Parent Education & Playgroups**

* Two Parent/Caregiver Education opportunities coming up in March; Nurturing Healthy Sexual Development and Fatherhood Today.
* More info on dates and times for playgroups and parent education opportunities can be found on our website: <https://www.lamoillefamilycenter.org/>

**Youth & Young Adult Services (YAYA)**.

* Jeff continues to serve on the LEARN Finance Resource Committee supporting July and December flood relief. We just got word we had received funding to support this work*. $10,000 LFC did not apply –* *our name was submitted. Carol still confirming details. Funds will go to support staffing for this work.*

**Early Childhood Programs**

* Working on CIS Provider Rate Study. This was last done in 2019 and helps inform the per member per month reimbursement rate we receive.

Carol added two things.

* Carol and a parent were interviewed about DULCE last Wednesday on WCAX. She will send link if people want to see the interview.
* Dabble Day is returning on April 6 at Morrisville Elementary School! Carol shared the flyer. Board members welcome!

**Development Report submitted by Julia Skonicki**

1. We are wrapping up our Annual Appeal; we have raised $56,681 which means we are

94% to our goal of $60,000.

a. If you have not yet donated, please consider giving or becoming a sustaining

donor. When grant applications ask if we have 100% Board participation in our

Annual Fund, we want to be able to say yes!

2. Send Kids to Camp is up and running. We distributed the first 7 scholarship awards and

already have more referrals to process.

3. You can view the Staff and Board Photo Directory by following the link.

4. Thank you for your important work!

1. **Old Business**

Nomination of Christine and Iris to the Board. Both are interested in joining.

Iris is in her last season of sports (Lacrosse). She has been accepted to the University of Prince Edward Island for Veterinary Science for the fall.

Christine worked at LFC in the Learning Together Program. She is an MTSS coach at Hazen Union School.

**Reeva Murphy moved that Christine and Iris be elected to the LFC Board. Michele Sullivan-Dubois seconded the motion. The Board voted unanimously to approve the motion.**

1. **New Business**

No New Business

The meeting was adjourned at 6:42 PM

Respectfully submitted by Reeva Murphy

**Next LFC Board Meeting: Wednesday, April 24, 2024**

**5:00 PM – 7:00 PM**