

**Lamoille Family Center  
Board Meeting Minutes  
Wednesday, December 27, 2023  
5:00-7:00 P.M.**

Marilyn May, Chair	Brenda Christie, Vice Chair	Eileen Paus, Secretary
Carol Lang-Godin, ED	Pixie Loomis	Sandy Paquette, Treasurer
Kerrie Johnson	Ashley Brown, CIS, Guest Speaker	

Virtual meeting via Zoom

Absent Board Members: Adam Lory, Reeva Murphy

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

Agenda

1. Children's Integrated Services - Ashley Brown

- Ashley presented to the Board an overview of the Children's Integrated Services (CIS), including the evidence based national program Parents as Teachers, an international program established in 1984.
- CIS is a bundled contract with the Department for Children and Families and the Child Development Division.
  - Provides services and home visits in 16 towns of the Lamoille Valley.
  - Parents as Teachers require staff to have training/education to provide this service.
  - CIS a resource for pregnant and/or postpartum people and families with children from birth to age 6. Programs are assigned for evaluated needs. Programs are as follows:
    - Early intervention
    - Strong Families VT Home Visiting: provides Nursing & Family Support, Sustained or Responsive home visits, or the Parents as Teachers programs are implemented under this program. This program follows a child for optimally at least three years.
    - Early childhood & family mental health
    - Specialized child care services.
  - Referrals come from medical homes, childcare providers, even word of mouth. Insurance is not a factor when making a referral. When referral is received it is reviewed to determine which program would be most beneficial.
- Goals of an Evidence Based Home Visiting Model:

- Increase parent knowledge
  - Provide early detection of development delays and connection to services.
  - Improve parent, child, family health & well being.
  - Prevent child abuse & neglect
  - Increase children's school readiness and school success
  - Improve family economic well-being (including the utilization of community resources, for example Capstone.)
  - Strengthen Community capacity and connectedness.
- Staff are hired with education requirements and are trained to meet high expectations and standards to deliver the Parents as Teachers program in order to maintain the affiliate status to offer this program. Staffing changes reviewed, see ED Report.
  - Child Support Services meet needs of children up to the age 13
  - DULCE: Developmental Understanding and Legal Collaboration for Everyone. Housed at Lamoille Health Partners, under the LFC program, proactively screens infants to 6 months of age to promote healthy development.

The Board Members expressed their appreciation for Ashley's enthusiastic presentation.

2. Approve minutes of the November 29, 2023 Board Meeting. This is being postponed until January 24, 2024 Board Meeting.
3. Board Recruitment - Marilyn/Sandy  
 Potential two Board members have been contacted by Sandy. They were planning to attend this meeting, but are out of town. Sandy to meet with another potential Board member in mid January.
4. Reports/Discussion - submitted by Carol Lang-Godin, ED, 12/26/2023

Follow-up from last month's Board Mtg

- Board onboarding/welcome packets are done and can be picked up at LFC.
- Conflict of Interest forms were due 11/17/23. I still need 2 forms from people.

Staffing

We are accepting applications and interviewing for 3 positions.

- a. CIS-Family Support Home Visitor (32 hours)
  - b. CIS Administrative Assistant (40 hours)
  - c. Childcare Financial Assistance Eligibility Specialist (40 hours). This is a new vacancy as of 1/4/2024. Kerri O'Halloran will be leaving LFC to work for the state.
- Business Office Administrative Assistant (20 hours) is on hold for now.

- We have two new playgroup facilitators. Joy Many will run the existing groups and Lindsey Scott will run a brand new Hardwick playgroup.

#### Parent Child Center Network (PCCN)

- Facilitated the December PCCN meeting.
- Met with Springfield PCC Director to offer support.
- Attended Executive Committee meeting.
- Attended PCC Innovations Conference planning meeting.
- Legislative session starts in January. PCC asked this year for a base funding increase of \$721,925 to cover increased health care costs and administrative expenses for the Network.

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

- Currently investigating a new phone system. Ours is old and needs an upgrade badly. Have met with Comcast already and am waiting on a quote from them.

#### Other

- Leadership Retreat held on 12/8. Reviewed Team Charter, worked on National Standards and more.
- Work continues on the National Family Standards self-assessment during staff meetings and at Leadership. More info on the National Family Support Network and the Standards can be found here: <https://www.nationalfamilysupportnetwork.org/standards-of-quality>
- 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 and document migration is next.
- The Holiday Project and Adopt-a-Family were a huge success. See Julia's Development Report for #'s on a Holiday Project. Numbers for Adopt-a-Family should be available soon.
- The End of the Year Staff Party was held on 12/15. Great time connecting, lunch, secret gift swap.
- Carol is taking vacation time in December.

#### Strategic Planning

- Met with Sarah on 12/18, she will attend the 1/22 staff meeting to present on a strategic planning process. Would like to attend a board meeting to do the same. Could do February.

#### 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](mailto:jessica@healthylamoillevalley.org)) to be put on the list.

##### Parent Education & Playgroups

- Playgroup updates noted about in Staffing section
- 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).

- COMPASS file reviews starting in January.
- The 2024 contract did not have additional funds like we had hoped.
- Forming a Youth Corp to assist/volunteer with flood clean-up/support and more. 12 youths have been interested so far.

#### Early Childhood Programs

- Ashley will present at the 12/27 Board mtg.
- CIS-Early Intervention staff attended statewide Data & Determinations meetings.

#### Development Report, submitted by Julia Skonicki,

- Our Annual Appeal is underway. We have already raised over \$38,000 which means we are more than halfway to our goal of \$60,000. Thanks to all of YOU in advance for donating to our Annual Appeal.
- A generous donor has offered to match \$5000 in increases or new donations. We are about halfway to this goal. You can help by:
  - Increasing your donation, knowing the increase will be doubled.
  - Connect us to new donors (business or individual.) Using this match opportunity is a great way to introduce LFC. All we ask is an introductory email.
- The Holiday Project served 342 kids from 172 families – the largest number served in the last five years.
- You can view the Staff and Board Photo Directory by following this link
- Thank you for your important work!

5. Old Business: Conflict of Interest Forms

6. New Business: Invitations to team leaders to present at future Board Meetings. This will be beneficial as the Board will be involved with Strategic Planning.

Next Meeting: Wednesday, January 24, 2024, 5:00 PM to 7:00 PM