

NKHS Board meeting
Minutes
3/31/20025

Board present: Kari White, Chair; Lisa Boskind, Vice-Chair; Jane Kitchel, Secretary; Neila Anderson-Decelles, Diana Gibbs, Susan Franzblau, Heather Lindstrom, Christine Milne-O'Grady, Stacy Thrall

Staff present: Kelsey Stavseth, Executive Director; Denis Houle, CFO; Brooke Bury, HR Director; Sharon Ryan, DS Chief; Kate Olney, Director of Development; Erica Perkins, Director of Communications; Carol Hemenway, Executive Office Administrator

Guest: Johanna Keefe, The Richards Group (TRG-insurance broker)

The meeting was called to order at 10:03 am by President Kari White.

Motion to approve the agenda as presented was made by Jane. This was seconded by Lisa and carried by unanimous consent of the Board present.

Motion to approve the consent agenda as presented was made by Susan. This was seconded by Diana and carried by majority vote of the Board present. Jane abstained.

Proposed Health Insurance Changes - Johanna Keefe, The Richards Group (TRG)

Presentation from Johanna Keefe on proposed health insurance changes for NKHS staff. Kelsey noted the communication has been stellar with TRG.

Johanna outlined the importance of the changes as they impact the NKHS budget. Currently, NKHS is \$.5 million over budget for insurance expenses. The prescription benefit manager changed 1/1/25 and that has already saved money. NKHS is joining other DA's in a captive insurance plan. Last year there was a \$1.8 million increase in the cost of premiums with an expected increase of over \$1 million increase this year.

At the present time, NKHS only has one plan option where other DA's offer more choices; if employees were offered additional health insurance options it may help reduce overall claims. Currently looking into an HSA option; as well as a defined contribution by NKHS (within budget) and cost sharing plans, Employees will have co-pay or co-insurance with the new plans.

Johanna outlined the short plan year of 7/1-12/31/2025 (6-month plan year). With deductibles and plan resetting again on 1/1/2026 to align us with most other DA's plan dates. Will require employee education on all scenarios and plan options. Once we kick off the 6-month plan we will not have the HRA for employees.

Question/Answer by the Board:

The final decision to have two or three plans will be determined by April; open enrollment education will be disseminated to staff by 6/1.

The feedback from the Staff Advisory Board was that some staff are looking for a less rich/expensive plan option.

Johanna explained that each plan has an actuary value – e.g. 95% (95% paid by insurance, 5% paid by employee) we currently offer a platinum plan of 91.5%. NKHS is currently paying half of the deductible for employees through an HRA (\$2500 single/\$5000 family), that will cease going forward. Ultimately, the premiums will go up and employees will have an increased premium.

Kelsey noted that all agencies are feeling the insurance cost squeeze, and it is not fiscally tenable for NKHS to absorb the full cost of the increase.

Will have more definitive number by the next Board meeting as well as a clearer outline of each choice and the changes associated

Jane asked if, at the next meeting, the Board could have an outline of each choice including administrative costs.

The Board thanked Johanna for her presentation.

Executive Committee report (Kari):

Full Board workplan was tabled due to lack of time.

The Board would like to honor Board member, James Hemond who passed on 3/2/2025. There was discussion on how to honor him and the following was decided: donation to www.NEKCAN.org and a memorial brick once that initiative is underway at the Front Porch site.

It was noted that it will be important to be consistent in how we honor Board members going forward.

Board portal structure:

Please provide feedback to Carol in regard to structure of the portal.

Staff recognition program by the Board:

Staff who have gone above and beyond would be eligible for this recognition. Kari provided an outline of that effort. This will align with our other employee recognition programs at NKHS, including staff interviews.

School discussion on Lincoln Street:

Greg Stefanski, consultant and St. Johnsbury School Superintendent, Karen Conroy were at the Executive Committee meeting to discuss the partnership initiative between NKHS and the School. This plan includes the acquisition by NKHS of the former Lincoln Street School owned by

NEKCA for the site of this program. Jane noted this joint effort was reflection of the restoration of confidence in the services that the Agency provides. More to come as the collaboration progresses.

Kelsey noted that we will design a flyer on the school program vision. He also noted that if some of the high transportation costs for students could be reduced, it would help offset any local expenses. The goal is to keep students in their community and enhance their educational experience.

Policies for Board approval were recommended for approval by the Executive Committee with a small change to the 7.6.6 Clinical documentation policy to conform to standard format.

Motion to approve the policies with the above noted change was made by Jane. This was seconded by Heather and carried by majority consent of the Board present. Stacy abstained.

There was some discussion on the clinical staff reporting/documentation timeline set forth in policy. Kelsey noted that work schedules allow for adequate administrative time and staff are given support to address any obstacles they have with their billing processes.

The security of Eleos (AI) was also discussed. There is a Business Associate Agreement in place with Eleos and data is not stored, rather it's an overlay with our system. The intention of the software is support only; it does not replace the work.

Finance Committee (Denis/Kelsey):

February was a good month; after the month closed, we received the approved waiver which had an additional revenue of \$340,000. This will be booked into the March financials.

February revenues are below budget by \$532,000 and \$ 1.3 million below budget YTD.

February expenses are under budget by \$77,000 and \$1.2 million below budget YTD.

Vacancy savings of \$1.9 million YTD.

February's margin is 1.7% (\$81,000) and the YTD gain is 1.23% (\$503,000).

Children's had a gain for February of \$115,000 with a YTD gain of \$532,000.

Schools saw a gain for February of \$53,000 with a YTD gain of \$171,000.

Adult programs had a gain of \$42,000 for February and a YTD gain of \$596,000.

The combined Mental Health programs had a gain for February of \$17,000, and YTD loss of \$15,000.

Discussion around the Emergency Services where there is a YTD loss of \$724,000. We are in communication with the State and continue to outline the benefits of these Emergency Service programs. The services are firehouse model since a fee-for-service method is harder to sustain financially. NKHS is a model across the state/country. Kelsey will be meeting and sharing data with the State on an ongoing basis.

Balance Sheet:

Cash increased by \$1 million

80 days cash on hand

Pension payout of \$860,000 expected in April

Motion to approve the finances as presented was made by Jane. This was seconded by Neila and carried by majority vote of the Board present. Stacy abstained.

Board resolution - Human Resource Information System (HRIS) Contract (Brooke):

Brooke outlined the process that went into selecting PayCom as the new HRIS software provider. Diana noted that NVRH also uses PayCom, as do other designated agencies, and they are happy with the software.

WHEREAS, the Board of Directors deems it desirable and in the best interest of this corporation to implement the new Human Resources Information System (HRIS) by entering into a contract with PayCom to allow for greater ease of use by NKHS staff as well as meaningful data collection.

RESOLVED, that the Executive Director is hereby authorized, directed and empowered to execute, for and on behalf of this corporation and in its name, any and all documents required in connection with the approval of the above-mentioned contract, with costs not to exceed two hundred and five thousand dollars (projected annual fees of \$180,414 and implementation fees of \$22,000).

Motion to approve the resolution was made by Diana. This was seconded by Susan and carried by unanimous vote of the Board present.

Resolution vote:

Yes: 8

No: 0

Abstain: 0

Development Update (Kate):

Kate gave a presentation on what progress the development team has made this year. Kari noted that we would like the Board to be a 100% donor Board. Kelsey noted that we are mission oriented, Medicaid funded, and that revenue diversification is important.

Board recruitment needs to focus on candidates with development skills and creating an Ad Hoc Fundraising committee is a possibility. This will be further discussed off-line.

ED Update (Kelsey):

School-based project coming along

CCBHC designation coming up earlier than projected

Payment reform continues

Legislative update: received approval for a 2% increase in House, and we are hoping for more in Senate. Last year was a 0% recommendation from the House and the Senate funded a 3% increase which was agreed to by the House.

Culture & Climate Survey continues

Other Business:

Susan noted that there is a Developmental Service Zoom town hall today at 2:30 pm and Sharon noted that it's only for people who receive DS services. Sharon noted they just received the plain language document recently.

Executive session:

None

Motion to adjourn was made by Diana. This was seconded by Heather and carried by unanimous vote of the Board present.

Adjourned at 12:11 pm

Respectfully Submitted,

Signed by:



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Jane Kitchel
Board Secretary

4/22/2025

Date

JK/ch