

Board of Directors Meeting MINUTES

November 24, 2025

Board Present: Kari White, Chair; Heather Lindstrom, Vice-Chair; Patrick Shattuck, Treasurer; Stacy Thrall, Jesse Jameson; Shaun Campbell; Tracey Paul, Susan Franzblau, Christine Milne-O'Grady (9)
Board Absent: Jane Kitchel, Secretary; Lisa Boskind, Diana Gibbs (3)
Staff Present: Kelsey Stavseth, Executive Director; Kate Olney, Director of Development; Alan House, Interim CFO; Erica Perkins, Director of Communications; Carol Hemenway, Ex. Office Admin. *Indicates attachment(s) sent to Board prior to meeting
Welcome and Call to Order
<i>The meeting was called to order at 10:05am by Chair, Kari White</i>
Review and Approval of Agenda*
The agenda was presented for approval. <i>Motion to approve the agenda as presented was made by Susan. This was seconded by Patrick and carried by unanimous consent of the Board present.</i>
Approval of Consent Agenda*
The consent agenda was previously sent to the Board for review. • October BOD Minutes (Regular and Annual meeting) • October 2025 Financial Statements • October Director Reports • Standing Committee Minutes • Policies for approval (renewal): 3.1 Related Party Transactions, 3.7 Annual Budget, 3.9 Insurance Programs Kari inquired if there were any items to be removed from the consent agenda for discussion. None noted. Patrick noted that the financials within the consent agenda have been reviewed and approved by the Finance Committee. <i>Motion to approve the consent agenda as presented was made by Heather. This was seconded by Susan and carried by majority consent of the Board present.</i>
Committee Reports
<u>Executive Committee (Kari)</u> • The EC discussed restructuring the Board Committees. ○ Potentially moving the Nominating Committee responsibilities to Executive Committee and developing a Comms/Dev committee. ○ Kari reminded the Board that all Board members are welcome to attend the Executive Committee. • Kari noted that the Board would like to build staff participation in Board meetings. • Kari reminded the Board of the Board Calendar changes: ○ March meeting to the 5th Monday in March (3/30) ○ May meeting to the first Monday in June (6/01) ○ June meeting to the 5th Monday in June (6/29) ○ November meeting to the 5th Monday in November (11/20) ○ No August or December meetings ○ <i>Carol will be sending invites out for the 2026 meetings so be on the lookout</i> • <i>Kari will be sending out a Board survey to gather information on desired training/education topics.</i>

- **Mandatory Annual Board Forms** are going out next month from Carol.
 - Kari gave an overview of the definition of consumer status.

Finance Committee (Patrick)

Patrick noted that the FC meets monthly. This month the capital budget and deferred revenues line items were reviewed by the Finance Committee.

Patrick stated that he would like to **offer financial report education to all Board members.**

- *Kelsey and Alan will be adding that to the agenda.*
- Alan noted that the financial statements are very in depth, and the graphs/trends offer an easier way to understand an overview of the reports.
- **Capital budget:** Alan reviewed the capital budget line items with the Board present.
 - The total capital budget is \$2.3mm for the fiscal year. 4 months into the fiscal year, we have spent 53% of that budget.
 - \$670k was spent on the Front Porch and this was not noted on the budget. \$86k was spent on Cornerstone and that expense was also not budgeted.
 - The IT budget was reviewed with the MTM Consultant, Charlie Grantham. He has made some recommendations for changes with no significant financial change to the overall IT budget – changes to line items only.
 - Kelsey noted that we track the capital expenses budget every month and will come back to the Board if we anticipate an overage in this category.
- **Deferred revenue**
 - Respite for Children's funds that weren't expensed total \$1.5mm. We may have to pay these Medicaid funds back; staff are working with the State to get approval to use these funds. Some of these funds have accumulated from COVID. Other DA's also have potential to pay these funds back.
 - Stacy asked if some of the unused funds could be used for recreation.
 - *Kelsey will follow up with Vicky to see if the respite funds can be used to help kids with summer activities.*
- **Health care premiums**
 - The health insurance renewed this past 7/1 and will renew again on 1/1. This will align NKHS with other DA's.
 - This is a better long-term opportunity for NKHS to participate in a captive arrangement.
 - Kelsey reviewed the pending options with the Board present. \$5.5mm is the budget for this year (9% of total expenses).
 - NKHS is paying ~80% of healthcare. Having 3 plan options for staff will also help with overall cost to NKHS. Our top tier plan is a very good option, but it is the more expensive option.
 - All benefits will be reviewed in the coming year (retirement/PTO/LTD/STD/etc.). We do remain very competitive with benefits in the community.
 - We will review total benefit comp statements in PayCom and share that with staff.

Program Standing Committees (Susan):

- Susan will be asking Kelsey to come to the Standing Committee on a quarterly basis to share overall agency updates.
- Both Adult and Children's Program Standing Committees are experiencing **low membership.**
 - Working on a recruitment flyer with the Communications department.
 - Susan shared that with the external CMO/PCG agencies are providing evaluations and a shared concern is that those agencies are less likely to help parents with the enrollment process.
 - Christine noted that she is aware of community members who would be a good fit but are already very busy and don't have the bandwidth to join a committee.
 - Kelsey noted that the possibility of combining the adult and children's standing committees may improve the attendance issues that are ongoing.

- Kelsey also noted that we need to maintain a focus on the positive that happens. Systemic issues within the DA system tend to create a narrative that we aren't doing enough.

Kari noted that next year there will be a focus on recruitment; making sure the right people are in the right place, and have the right support to succeed.

Board Education: Gift Acceptance and Endowment (Kate Olney)

Kelsey noted that we have been developing a fundraising/friend-raising program. Building relationships creates an easier way to ask for funds. Kate has recently received her certification in planned giving.

To start a **quasi-endowment**, we need a starting balance of \$25k. Working with VCF to start that process. It just involves moving money from one account to another.

- Kate noted that we are working to get the word out that we have an endowment, and what those benefits are.
- We would participate in a reserve fund endowment; this allows us to transfer whole funds.
- VCF would manage the funds for NKHS, this would include the admin work, tax reporting, staff training, and reporting details. We would also have access to their marketing materials.
- Working with VCF would improve visibility. They have a 1% fund market (annual) fee.
- Funds received would become the property of VCF and this helps protect NKHS from liability and litigation.
- Kelsey shared that working with VCF greatly improves our marketing and allows for greater investment of private donations.

There is a gift acceptance policy coming to the Board for approval in January.

There was a brief Q&A and the Board thanked Kate and Kelsey for the thoughtful presentation.

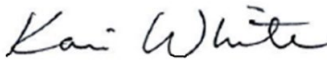
Motion to approve entering into a partnership with VCF with a starting balance of \$25k was made by Susan. This was seconded by Heather and carried by a majority vote of the Board present. Jesse abstained.

Executive Director Report (Kelsey Stavseth)

- Key Staff
 - Hiring a CYFS Director; interviewed a candidate with great potential.
 - Interviews for CFOs are ongoing – 5 candidates in the pool to date
 - Hired AO program manager – will help with capacity and CCBHC
 - Looking for a Front Porch manager – have a good interim plan
- Programs and Facilities
 - Front Porch mobile unit going off property and staff moving into the building in December
 - Final stages of grant from 4-Pines for suicide specific work; will standardize care best practices and create a national model
 - Received CCBHC certification and redesignation – 7/1/2026; costing exercise next week
 - DS payment changes – income was low last month; need more time to see trends. Still no signed provider agreement
 - Lincoln street – on pace for school programs; met with other superintendents who are interested in collaboration
 - Cornerstone (Lyndonville) has received licensure
- Data & Ops - lots of work that is starting to have positive results with raw data/trends
- Strategic Planning - SP kick-off meeting next 12/17
- Finance - FY 25 audit is underway. We are catching up which is tremendous progress.
- Leadership & Advocacy - Presented to Open minds on Crisis continuum; the presentation was approved for NatCon – Josh Burke is presenting at a panel

Other Business

- Consumer survey going out to staff early next year
- Annual forms for all Board going out mid-December
- Board evaluation survey
- Please schedule your Strategic Planning interview with Greg Hessel

• No December meeting. Next meeting in January on Monday, January 26th
Executive Session
<i>Motion to resolve into executive session to discuss matters of compliance was made by Susan. This was seconded by Jesse and carried by the unanimous consent of the Board present. Resolved into executive session at 11:54am.</i> <i>Motion to resolve out of executive session was made by Stacy. This was seconded by Susan and carried by unanimous consent of the Board present. Resolved out at 12:02pm</i>
Adjournment
<i>Motion to adjourn was made by Susan. Having completed the agenda, Kari adjourned the meeting at 12:03pm.</i>
Signed by:  Kari White, Board Chair, 12/22/2025