

NKHS Board Meeting
MINUTES
2/26/2024

Board present: Kari White, Vice-Chair; Amy Morley, Treasurer; Jane Kitchel, Secretary; Lisa Boskind, Patrick Shattuck, Christine Milne-O'Grady, Neila Anderson-Decelles, Linda Rhodes

Board absent: Denise Niemira, Rowan Putvain, James Hemond, Stacy Thrall

Staff present: Kelsey Stavseth, Executive Director; Denis Houle, CFO; Josh Burke, Director of Emergency Services; Carol Hemenway, Ex. Admin. Asst.; Tim Gould, Director of IT; Keri Riley-Pickford, Laura Nelson, Chief of Org. Dev.

Guest: Diana Gibbs, Dir. Of Marketing at NVRH, Tracey Paul, CFO at NCH

Note taker: Carol Hemenway

Called to order at 10:03am

Roundtable introductions of those present

No minutes to approve – January 2024 minutes will go into the next agenda for approval.

Annual Board compliance paperwork is due: please complete and send to Carol.

Motion to approve the agenda was made by Neila. This was seconded by Lisa and carried by unanimous vote of the Board present.

Josh Burke, Director of Emergency Services, gave a program overview and update to the Board present. In his overview, he reviewed the program funding and the services associated with emergency services.

There was further discussion regarding the NKHS collaboration with law enforcement and training opportunities.

The Board thanked Josh for his thorough presentation of the emergency services programs.

Brief updates from the NKHS standing committee reports:

Adult – toured the front porch facility at the last meeting

Children's – reviewed the most recent consumer survey and working to improve that survey

Substance abuse – discussing the need for community consumers

IDDS – rewired the new insurance requirements

Finance Committee update (Amy/Denis):

Amy noted that we are half way thru the year (December)

December was a strong month – revenue is ahead of budget by 55k

Year to date revenue is 204k under budget for the agency

Productivity is still a factor for clinical teams – this is being addressed by program directors

Expenses for December were over by 59k agency wide
Fringe benefits are over by 42k
Personnel cost over by 180k (in part due to locums expense)
Year to date salary & wages under by 971k
Transportation over year to date in part due to maintenance performed on older vehicles
Month to date gain is 14k and Year to date gain is 941k for agency
Cash increased to 473k for December
Cash on hand: 89 days
Days in accounts receivable up to 29.19
Currently at a 13% vacancy

Audit update: FY 22 field work is done and draft audit is pending. Cash will dip in January as we paid cash for the Lakemont building.

FY 25 budget has just started – will present in May to the Board for approval in June.

Motion to approve the December finance reports as presented was made by Linda. This was seconded by Patrick and carried by unanimous vote of the Board present.

Kelsey stated that there is an all directors meeting tomorrow for budget review/development for FY 25.

Compliance overview by Keri & Laura:

NKHS is working to sharpen compliance reporting and to improve compliance communication to the Board.

Keri noted that we currently have 2 active grievances and both are related to client/staff interactions.

Laura gave a 2023 grievance review.

A complaint for DMH may not always escalate to a grievance. Laura reviewed the process for a client to initiate a grievance. Will provide monthly compliance updates to the Board going forward.

The Board thanked Laura and Keri for their presentations.

Executive Director update (Kelsey):

Front porch: posted job vacancies, and there has been good interest and several interviews are scheduled this week. Will have trainings done ASAP. Close to a final architectural contract; this will be a phased approach for renovations and will open starting with 4 beds.

IDDS update: conflict of interest work is ongoing for assessment of services to be pulled out. This will create another entity for clients to go to for case management services. Process will

implement in May of 2025. With the uncertainty of the new model, there could be staff exodus and we are working to avoid that.

Legislative updates: committees are sharing budget info, DA's have asked for 6.5% increase, but are expecting less. Jane noted that it will depend on revenues, and we are competing with judiciary requests.

Healthcare premium increase for next plan year are expected to be near 20% - working to offset those costs.

Starting a shared community health need assessment with NVRH and other local health agencies.

Staff Advisory Board/Organizational Values committee meeting was delayed. Is now scheduled for 3/7/2024.

Elm Street update: verbal approval – waiting on letter. Will utilize this building for office space.

Kelsey will send contact info to the Board should they choose to send communication to State regarding the IDDS conflict free care issue. Jane noted this is a CMS (federal) requirement.

Other business: none

Executive Session: Motion to resolve into executive session to discuss matters of personnel, was made by Jane. This was seconded by Amy and carried by unanimous vote of the Board present.

Resolved into executive session at 11:57am

Motion to resolve out of executive session was made by Jane. This was seconded by Lisa and carried by unanimous vote of the Board present.

Resolved out of executive session at 12:13pm

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

Meeting adjourned at 12:13pm

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