



March 13, 2017

Call to order at 5:40pm

Present: Mike Bourne, Todd Washburne, Gloria Washburne, Patty Grassette, Geoff Grassette, Donna Wescom, Mark Kolter, Paul Langevin

Absent: Carol Cole, Bryan Shanley

Non-Members: Josh Smith, Kristine Plante, Brenda Donley, Marilyn Carter, Patty Annis, Casey Dewey & Fawn Lanpher

1. Introductions

2. January 9, 2017 minutes approved

3. AFC Program Report – Brenda Donley

- a. Censes: Last year the program provided services to 6 individuals. This year the AFC program has 17 individuals on its caseload. There are 8 new referrals. The team is wrapping up 2 current placements and have 10 active referrals.
- b. The Team: Brenda Donley is the Program Manager. Brenda and Jeanine Chalue share intake responsibilities. Both Jeanine and Brenda. carry a small caseload each. 2 Service Coordinators were hired in July and quickly went from 30 hours per week to 40 hours. A new SC is being hired on Wednesday and will slowly acclimate to the program and a caseload.
- c. Looking Forward: The program expects to have 30 active clients by July 2017. Currently the program is contracting a nurse. The agency is tacking the programs use of the nurse's hours to determine the need for a full or part-time nursing position. All AFC budgets have a nursing line which will is/will be used to fund this position. Brenda predicts that when the program reaches a caseload of 40, it will support the need for a 30 hour per week nurse. Additionally, As the program grows, Brenda plans to have Jeanine focus on intake and reduce her service coordination responsibilities. Intake is a relatively long process. It takes approximately 2-3 months.
- d. Notable Activities:

- i. May is Celebrate Older American Month. May 11th the agency is hosting a day of events sponsored in part by, the Sr. Center, Meals on Wheels and the Council on Aging. Casey Dewey, the Development Coordinator, is working on securing additional sponsors. This will be a collaboration of many community partners.
 - ii. Alzheimer's Association- Training open to the public, community members and caregivers. Additionally, a day of team specific training for staff and shared living providers.
- e. Questions: Gloria asked what steps the team/agency is doing to ensure that the programs quick growth does not negatively affect the program/agency?
Brenda shared that there is a strategic planning meeting monthly and that all projects have negotiable deadlines. The AFC team meets every other week to address any current concerns. There is a Referral and Intake meeting every week that include both the clinical team and the Program Director. All decisions on intake are made by committee to determine the agency's ability to provide necessary services. When the needs of the client cannot be met by the AFC team sometimes the Brain Injury Program or the Integrated Behavior Supports team are able to accommodate them.
Gloria also wanted to know that the growth of the program is not negatively impacting the pool shared living providers for the other programs. Brenda reassured the Board that the AFC program had actually had a positive impact on recruitment for shared living providers.

- 4. **SAVY Report**- Kristine provided notes on the self-advocate group's activities.
- 5. **Building Options Presentation** – Fawn Lanpher shared a spreadsheet sharing the information the Building committee has gathered on options for moving or expanding and renovating the current building. Fawn identified and communicated the agency's need for addition space. The file/chart storage is currently at capacity. Program growth necessitates additional office and meeting spaces. Current space offers no general storage. The Board expressed its desire for the Building committee to make its recommendation.

6. **Re-Designation and Review** – Marilyn shared that the Designation process will occur during April and May. The Review process started March 10th. She is anticipating a very rigorous review.
7. **Other** – Communication with local and state representatives. Marilyn recently attended a leadership program graduation ceremony of one of the individuals who receive services. David Zuckerman was a speaker there and shared a story about how important it is for all employees, contractors, community members and clients to contact their representatives. He spoke about how the squeaky wheel gets the grease. Meaning if “we” overwhelm the state with our needs it will be difficult for them to ignore us. Message: Please encourage everyone to contact their state and local representatives.
8. **BOD Bylaw Update** – Josh provided a copy of the Bylaws that had been edited by both the committee and the agency's attorney. After a discussion about some of the proposed changes Mark Kolter made the motion to accept the changes. Patty Grassette seconded the motion. Upon a vote, the decision to accept the new bylaws was unanimous.
9. **Election** – Todd shared his desire to run for Secretary. The decision to elect Todd Washburne as Secretary was unanimous. A GMSS staff member will record minutes for the BOD. Fawn will sometimes be available for this task.
10. **Financials** – In response to the BOD's request to move money and stay FDIC compliant, Jason suggested moving the money into an account at a bank branch that was local to ARIS. Josh, Mike and Todd signed Union bank Resolution document.

7:03pm Mike moved to adjourn

Patty seconded the motion

Meeting adjourned