

Monadnock Peer Support Agency (MPS)

Board of Directors Meeting Minutes

32 Washington Street | Keene, NH 03431

Zoom Dial In: 603 352 5093

6/14/2022 5-7pm

In Person - MPS Executive Director's Office

Directors Present: Tara Abbott, Ed Bryans, Diane Croteau, Kelly Fluette, Brienna Foster via zoom, Daria Levy, Jennifer Richardson, Stephanie Ritchie, Meghan Rouleau, Marla Steffle, Mandy White

Absent Directors: Carolina Stetson

Members: Kurt Anderson, Theresa Noel, Paul

A. Opening

- a. Quorum Check
- b. Call to Order
 - i. Call to order at 5:10 pm
- c. Set Time of Adjournment
- d. Welcome and Introductions
 - i. New introductions: each person introduced themselves

(Exit Public Agenda)

'In the Boardroom' Training by NH Center for Nonprofits

(Return to Regular Board Business)

B. Executive Director's Report

- a. 7/1 Contracts
 - i. The state contracts for FY23/24 have been signed by all state officials. We will receive an additional 300k per year allowing us to hire essential employees.
- b. Christine and Lisa have been working with Andrew at Savings Bank of Walpole (SBW) to secure a second mortgage for the renovations to the building for Washington Wellness (WW). Christine is the ONLY signer for this. The closing is scheduled for 6/21.
- c. Board Seat Openings- Treasurer, Secretary
 - i. Mandy White was voted into the Treasurer position.
 1. Board Vote: Stephanie Logan Ritchie made a motion to enter Mandy White into the position of Executive Board, Treasurer. The motion had a second from Diane Croteau. All board members were in favor.
 2. Board Vote: Stephanie Logan Ritchie also made a motion to have Mandy White become an official signer for MPS with Savings Bank of Walpole effective immediately. Diane Croteau also seconded the motion to allow Mandy White to become a signer for MPS effective immediately. All board members were in favor of this motion.
 - ii. Marla Steffle notified Executive Director, Christine Allen that she is interested in the Secretary spot. A discussion was had after the meeting and we will continue to meet throughout the month of June and July to ensure that Marla is comfortable with the role and start the onboarding process then take it to a vote.

- iii. Christine had a recruitment process in May and it went very well. We were able to secure some good candidates for the board position and also received over 15 new members as a result of the recruitment event.
- d. Board Election
 - i. Up for Re-Election at 2022 Annual Meeting TA, DL, JR, SR, MS, CS, MW
 - ii. Term Availability at 2022 Annual Meeting 2-year terms= 3, 3-year terms=4
- e. Staffing Changes
 - i. Christine made a offer to Jaide Hall for the part time admin assistant position that has been vacant for over a year. This is wonderful news.
 - ii. Shawn MaGuire has officially transitioned into Residential Manager position
 - iii. Amanda MaGuire has been hired as part time floor staff
 - iv. Zach Lopez has come back to us as a part time respite coordinator
 - v. Peter Delault, our accountant resigned as he is retiring. He has agreed to stay on Pier Diem in addition to staying on until we find his replacement
 - vi. Lisa Steadman – Executive Director informed the board that she will be terminated as of 6/17/22. Christine has been working with Executive Board to find some resolution to the personal matter. It has been determined the relationship is not repairable, trust has been lost and a termination of employment is necessary. Ayla Kendall the Director of the PSA's asked Christine to pay her for her already scheduled vacation in addition to 2 weeks severance. Staff is working hard to handle this with the utmost respect, dignity and confidentiality to protect Lisa's reputation within the community as this is not an ideal situation.
 - f. Executive Board Only: It was determined that Christine will notify SBW to remove Lisa Steadman from all accounts related to MPS immediately
- g. Annual Meeting 8/23 12:00-6:00
 - i.

C. Matters that Require Board Approval

- a. Approve 5/10 Minutes
 - i. Jennifer Richardson made a motion to approve 5/10/22 minutes. Daria Levy made a second. All in favor. Noone Abstained.
- b. Ratify Vote to Accept Tara Abbott as Board Chair
 - i. Motion to ratify the vote to accept Tara Abbott as Board Chair was made by Mandy White. The motion was seconded by Ed Byran. All were in favor. None were opposed. Tara was also unanimously voted in by the members during the afternoon of 6/13 at our monthly community
 - ii. meeting.
- c. Ratify Vote on Certificate of Authority for BMHS Contracts
 - i. Kelly Fleurette made a motion to ratify the vote on COA for BMHS contracts. Daira Levy made a second on the motion and all were in favor.
- d. Approve Certificate of Authority for Mortgage
 - i. Kelly Fluette made a motion to approve the COA for the mortgage. Meghan Rouleau seconded the motion. All were in favor. Kelly also made a motion to approve Christine Allen, ED as the signer for the mortgage. Diane Croteau made a motion to second the vote, all were in favor.

D. Matters for Information and Discussion

- a. Financial Statements
 - i. No questions came from these statements.
 - ii. Mandy White will be putting together a finance committee.
- b. Annual Budget Review Process
 - i. ED will share this with the board in July when the review process is complete with the state.
- c. Executive Director Annual Review Process
 - i. Board requested a salary survey. Results are in. The HR firm will meet with board next month
- d. Mascoma Grant (\$7,500), NH Charitable Foundation (\$10,000)
 - i. Funds will go toward renovation of building, paying architect

E. Executive Session for Purposes of Discussing Personnel (vote required to enter)

- a. Authorize FY 23 Raises
 - i. All were in favor to increase Directors salaries
 - ii. All were in favor to increase ED salary

F. Setting Next Meeting's Agenda – July 12th

- a. Annual Budget Approval
 - i. Need to do a bit more work on this with Peter Delault and the state

G. Adjournment

- a. Meeting was adjourned at 8:39pm