

Family Centers Inc.**Meeting of Board of Directors and Trustees****December 9th, 2025 (Facilitated in Person and Virtually Via Zoom)**

DIRECTORS PRESENT: Marge Berkley, Nancy Casserley, Kate Clark, Carl Goodnow, Nisha Hurst, Jen Hyde, Fernando Maddock, Arlene Mark, Mike McKeever, Ashley Reid, John Straus, David Van Dyke, Rob Vendig, Kevin Walsh

TRUSTEES PRESENT: David Ball, Joli Gross, Sara Peters, Abby Ritman, Meredith Pyne, Monique Cunningham

STAFF PRESENT: Marion Beale, Bill Brucker, Louis Josephson, Leslie Sexer, Tyler Shanafelt, Yenny Toone, Dennis Torres, Jim Vivier

TOPIC		ACTION	OUTCOME
Minutes Approval	Board Chair Kate Clark welcomed everyone and asked if there were any corrections to the minutes emailed to Directors and Trustees prior to the meeting. Having no corrections or edits offered, Kate Clark requested a motion to approve the minutes from the Board meeting held on October 14th, 2025.	Motion to approve made by Rob Vendig, Seconded by Ashley Reid.	Approved unanimously
Education and Human Services Report	Education and Human Services Committee Co-Chair Rob Vendig presented the Education and Human Services report and provided an update on the most recent activities within the EHS programs (See Education and Human Services Report)	n/a	
Health Care Connections Report	Health Care Connections Committee Chair David Van Dyke provided an overview of the past month's happenings within the Health Care Connections programs (see HCC report). After questions and a lively discussion on the items contained within the report, David called for a motion to approve the following reports: • Health Care Connections Report • FCHC Medical Report • FCHC Dental Report • FCHC School Based Report • FCHC Mental Health Report • FCHC Access, outreach and Engagement Report • FCHC Quality Compliance and Risk Management Report • Gynecologic Procedures Policy • FCHC Electronic Health Record Downtime Policy • Medical Provider Responsibilities During Vacation or Leave of Absence Policy • Sterilization of Instruments Transportation Policy	Motion to approve made by Jen Hyde, seconded by John Straus.	Approved unanimously

	• Invasive Procedure Follow Up Policy • Quality Assurance and Quality Improvement Program Policy • 2026 Risk Management Training Plan • Internal Event Reporting Policy • Q3 Risk Management and Training Plan		
Development Report	Chief Advancement Officer Bill Brucker presented the Development Report, which provided an update of recent grants received, proposals in process, upcoming events and communications/marketing initiatives.	n/a	
Treasurer's and Investment Reports	Treasurer John Straus presented the Treasurer's and Investment Reports. After a robust board discussion and questions answered, Board Chair Kate Clark called for a motion to approve the Treasurer's Report including: • The Financial Report Dated September 30, 2025. • The FQHC Financials Dated September 30, 2025 • The Investment Report Dated September 30, 2025	Motion to approve made by John Straus, seconded by Nancy Casserley.	Approved unanimously
Motion to Approve Updates to Accounting Policy and Procedure Manual	Board Chair Kate Clark called for a motion to approve the updates made to the Accounting Policy and Procedure Manual dated 12/8/25.	Motion to approve made by John Straus, seconded by Nancy Casserley.	
CEO Report	CEO Louis Josephson started his report by talking about the strategic planning process that is underway. Senior Consultant Brian Marquis from the consulting firm Helms & Company has already interviewed 66 of the 68 Family Centers stakeholders that were identified. He noted that participation in interviews was much higher than he's typically seen, and there was a lot of enthusiasm and investment from Family Center's stakeholders. The main takeaways from the interviews were that a fortification of FC's foundation is needed (Billing, IT, HR, Salaries). There was also concern about Family Centers remaining connected to the community given CEO Bob Arnold's recent retirement. Brian will be sending out a survey for the board which will also become integrated into the strategic planning discussion. Louis then provided an update on the CFO search. It has been going slower than we would like and FC has reached out to a national search firm (Koya Leadership Partners) that works in the non-profit space for assistance with finding candidates. It's a very tight market and there haven't been many quality candidates so far.		

	He then mentioned that Chief Operation Officer Jim Vivier and Director of Human Resources Joanne Derwallis are conducting salary surveys to understand what we need to be paying to remain competitive. He finished his report with some quick updates; he is continuing to meet with key stakeholders, Chief Advancement Officer Bill Brucker is in talks with the Mayor’s Office about funding to renovate the first floor of our Bedford Street Location, and that he and Dennis Torres have been in talks with CT State Community College – Norwalk about the possibility of opening a School-Based Health Center there and he is working with a consultant who does research on value-based leadership.		
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Respectfully Submitted,

Meredith Pyne
Secretary

Date Minutes Accepted:

Signature:_____