

Counseling Services of Addison County, Inc.
Board of Directors Minutes
December 14, 2017
Annual Holiday Party in honor of Lucy Gardner

Board Members Attending: Barbara Doyle-Wilch, President; Louise Sandberg, Vice-President; Kitty Oxholm, Secretary; Joanne Scott, Treasurer; members-at-large Lewis Holmes, Gary Margolis, and Len Rowell

Staff Attending: Bob Thorn, Executive Director; Bill Claessens, CFO; Alexa Euler, Director, Human Resources; Keith Grier, Compliance and Quality Assurance Officer; Cheryl Huntley, Operations Director, Youth and Family Services and Addiction Recovery; Alexander (Sandy) Smith, Director Community Rehabilitation and Treatment; Ann Moreau-Kensek, Recorder; Jenn Staats, Administrative Assistant.

Guests Attending: Gregory Sargent and Christopher Heald, Auditors, KBS

The Board and guests enjoyed food provided by John and Bonnie Cooney in memory of Lucy Gardner and social time from 4:30 pm until 5 pm.

Barbara called the meeting to order at 5 pm.

Happy Minute: Bob talked about staff pay increases and “one-times”, and expressed gratitude to the Board for their work and policies.

Guests:

Bob introduced the Auditors, who came to report on the FY 17 Audit.

Greg introduced Chris, and gave a brief history of KBS’s experience with mental health agencies.

Chris and Greg reported to the board that CSAC CFO Bill Claessens and his team were very well prepared for the audit, and that it was a clean audit. CSAC is financially strong. Chris noted that the consistency of staff in key positions such as Shawn Richards, Accounting Manager and Emily Van deWeert, IT/Records Manager, and Alexa’s HR team, makes a significant difference.

Following Chris’s report there was a question and answer period.

Bill gave everyone a copy of the audit report.

Minutes: Barbara asked for a motion to approve the minutes of the October 12, 2017 meeting. Kitty moved and Len seconded, vote called and passed.

Election of Officers: The following Officers were nominated at the October 14, 2017 meeting to the 2018-2019 term of office:

President, Louise Sandberg

Vice President, Barbara Doyle-Wilch

Secretary, Kitty Oxholm

Treasurer, Joanne Scott

Len Rowell moved to approve the slate of officers presented, and Gary Margolis seconded. Vote was called and passed.

“Mystical Business”- Bob read the missive on “The Sword of Calitri” and Barbara passed the Sword on to Louise in the Sword Ceremony.

Special Meeting of the Executive Committee:

The Executive Committee held a Special Meeting on November 20th to discuss and approve a property purchase. This is for a person in Addison County who has been in the hospital for months. A DS waiver will cover services but we cover the home.

Bob explained that while this is unusual for us, it is not unusual in Vermont. We are taking responsibility because it is ours to do, and this person will do better.

Funding for the home:

Bill and Joanne explained Restricted, Unrestricted and Temporary Restricted Fund Balances. Bill noted that a Board Resolution put the money there, and a Board Resolution is needed to move it so it can be accessed for this home.

Resolution:

Be it resolved that the Board of the Counseling Service of Addison County authorizes the current balance of the CSAC temporary Restricted Reserve for the Health Care Fund Balance to become unrestricted and be moved to the CSAC Operating Fund Balance.

Len moved and Gary seconded to approve the Resolution. Vote called and passed.

Policy Updates:

Keith reported that there is an update to the Notification Policy. The Chief Information Officer at the Agency of Human Services wants notification when there is a breach of protected Health Care information. Keith will supply the Policy in writing.

Kitty moved and Gary seconded to approve the change in the policy.

Board retreat: January 30th. Barbara asked people to send ideas of what they want to learn.

Bocce update regarding possible partners.

Committee Reports:

Y & F: Louise went to the recent meeting. Cheryl’s Team is committed to making it work. The population of kids in Addison County is dropping 10% annually, but the number of kids in the programs is increasing. Schools are struggling to keep up. Parent has a tough time getting to the meetings.

CRT: David was the liaison for this committee. A new Board rep is needed.

Nominating Committee: Len and Gary updated the Board on potential candidates. Several new names were brought to the Board for consideration. Bill suggested bringing the names to the Management Team for consideration as well. Ann will follow up.

Barbara would like to see the Management Team written into the protocol for vetting potential board members.

Bill reviewed the financials and reported on the potential for purchasing the Robinson House.

Alexa talked about the changes in benefits and compensation.

Kitty moved to go into Executive Session at 8:42 to discuss personnel. Len seconded, vote called and passed.

Len moved to come out of Executive session at 6:57, Lewis seconded. Vote called and passed. Brief discussion.

Kitty moved to accept as presented the benefits and compensation for senior staff as presented. Motion was amended to include the ED compensation and PTO as discussed. Lewis seconded, vote called and passed.