Counseling Services of Addison County, Inc.

Combined Board of Directors and Executive Committee Minutes

July 12, 2016

Attending: Board President, Barbara Doyle-Wilch; members at large, David Hallam; Mike Furey; Ted Tighe; Len Rowell

Staff: Executive Director, Bob Thorn; CFO, Bill Claessens; HR Director, Alexa Euler

Barbara brought the meeting to order at 4:30.

Happy Minute: Bill Claessens reported on the purchase of Hill House for $1.00.

Due to the lack of quorum no business was transacted.

Report from the Executive Director, Bob Thorn.

Speakers were suggested for the September Board meeting including Molly Brown and Ric Wheeler on employment services and/or Cheryl Huntley on Addiction Recovery Services.

Update board on what is happening with primary care services.

Bocce Tournament update.

Update on psychiatry – CSAC is not looking for a psychiatrist at this time.

Emergency Team coverage was discussed with Management Team. Several possible solutions were proposed to cover time when regular team members were not available.

Bob and the Management Team attended the State Standing Committee for Adult Services this week. They answered questions about adult services for the redesignation process. This is a committee appointed by the State to represent citizens in the review process.

Bob announced he is now on the Porter Hospital Board. He met with Fred Kniffen of Porter Hospital and Martha Halnon, Executive Director, Mountain Health Center (FQHC) to discuss a proposal for new space for shared services.

Report from the CFO, Bill Claessens.

Reviewed the financial information for the month of May. CSAC is in a strong position this month.

Discussed a dilemma from Keith about the Office of Civil Rights security audit which is due by July 20th. Since the Board is not meeting in August, formal approval of new policies is not possible before the due date. The Board recommended that any proposed policies that have not been formally approved by the Board be submitted as “draft” along with the old policies. After the Board has approved the new policies at a later date the older policies will cease to be active.

Report from HR Director, Alexa Euler.

Salary of managers and benefits were reviewed. No change since last month.

Ban the Box was explained. “Applicants cannot be asked about criminal convictions on the application form.” CSAC is now in compliance.

Safety protocols were explained. The State requires social service and mental health providers to have safety protocols that reduce the possibility of workplace violence. ALICE and CPI training for staff (violence in the work place) has been ongoing.

Discussion of the new classification of hourly and salaried staff and impact on CSAC

There is a new mandate that certain employees earn paid sick leave. CSAC’s PTO policy is already in compliance with the guidelines.

Meeting was adjourned at 6:00 PM

Minutes recorded by Barbara Doyle-Wilch