

Agenda  
Counseling Service of Addison County, Inc.  
Board of Director's Meeting  
**December 13, 2018 4:30-6:30 pm 109 Catamount Park, Middlebury**  
*Dial-in option is available—please let Jenn ( x442) know at least a day in advance*

4:30 pm: Board President, call to order and **remarks about the timing/structure adjustment for tonight**

Public/ Staff comments

Speaker: Keith Grier

Presentation of FY2019 Strategic and Quality Improvement Plan (attached)

~~Board survey for redesignation (attached)~~ **new plan, Alexa will discuss**

Decision/Review Items

Election of Dr. Lewis Holmes to the Board of Directors

Approval of Minutes from 10.11.2018 Board Meeting (attached)

**Vermont Care Partners: MOU—Brief discussion by Bob**

Policy approval (4 attachments, **one additional**):

1. Revision: G 4.30: Payroll Errors and Improper Deductions
2. Revision: G 5.30: Bereavement Leave
3. F 9: Acceptable Driving Records
4. G 5.06: Missed Open Enrollment for Benefits
- 5. C-4: Client Grievance and Appeals: update (Keith)**
- 6. Fee schedule update (Bill)**

Announcements/Updates

President's Remarks

- 2018 Annual Meeting

Committee Reports

- Advisory
  - MH, DS, Y&F
- Nominating
- Development
  - Update on status of Annual Appeal
- Executive Committee
- Ad Hoc

Business and Financial Report

Dashboard, Operating Statement, Balance Sheet: all FY2019 October (3 attachments)

Billing Impact reports (3 attachments)

EMR software update—**contract signing**

HR: Alexa Euler

Update on one-time bonus status

**Reflection on the death of CSAC employee**

Executive session: Executive Director candidates

Other Business

*(List of attachments on next page)*

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*Attachments:*

Decision/Review items:

Minutes from 10.11.2018 Board Meeting

Revision: G 4.30: Payroll Errors and Improper Deductions

Revision: G 5.30: Bereavement Leave

F 9: Acceptable Driving Records

G 5.06: Missed Open Enrollment for Benefits

C-4: Client Grievance and Appeals: update (emailed 12.12.18)

Vermont Care Partners: MOU—Brief discussion by Bob (emailed 12.13.18)

Fee schedule (brought to meeting)

Business and Financial Reports

Dashboard FY2019 October

Operating Statement FY2019 October

Balance Sheet FY2019 October

Billing Impact: amnt delayed, incomplete notes

Billing Impact: Revenue lost, timely filing

Billing Impact: Revenue lost, late eval or assessment

Additional items:

FY2019 Strategic and Quality Improvement Plan

~~Board survey for redesignation~~

Board meeting and Executive Committee Calendar for 2019 (list and calendar, 2 separate docs)