

Counseling Service of Addison County, Inc.
Board of Directors Minutes
June 14, 2018 DRAFT

Board members attending: Louise Sandberg, President; Barbara Doyle-Wilch, Vice-President; Kitty Oxholm, Secretary. Members at large: David Andrews, Sarah McGowen Audet, Gary Margolis, David Roberts, Len Rowell. Absent: Joanne Scott, Treasurer; Lewis Holmes; Ted Tighe.

Staff attending: Bill Claessens, CFO; Keith Grier, Quality Assurance and Compliance Officer; Corinna Stewart, Youth & Family Clinician; Marian Greenberg, Emergency Team (ETeam) Coordinator; Jenn Staats, Executive Office staff/recorder.

Louise Sandberg called the meeting to order at 4:32pm.

Happy minute: Introductions were given and the Board welcomed newly elected members Sarah McGowen Audet and David Roberts.

The Board recognized and thanked Ann Kensek for her years of service to CSAC and assistance to the Board of Directors. The Executive Coordinator position has been accepted by Jenn Staats.

Guest speakers, Corinna Stewart and Marian Greenberg: Prompted by a recent request from Gary Margolis, CSAC staff were invited to discuss CSAC's response to school violence and anxiety/depression among children, especially in combination to substance abuse and weapons' access. Corinna Stewart, Youth & Family Clinician, discussed ACCESS, the Y&F dedicated crisis team which provides specialized crisis resources for children and families. The ACCESS team has highly skilled, committed professionals (all have masters degrees, all but one licensed, many have been here for unusually long terms). ACCESS dovetails with the ETeam, coordinated by Marian Greenberg. Marian spoke of the ETeam's relationship and cooperation with law enforcement. There is a delicate balance; Team Two is an opportunity that fosters mutual understanding between mental health professionals and law enforcement. Gatherings of personnel from both agencies reveal how things are done and why, and they discuss county resources.

Further discussion included: how do these teams work with schools; how they coordinate with other sources and, thereby, ramifications for confidentiality; whether they are consulting *in* schools for training; communication at a state level, and; the current rate and acuity of crises, including suicide rates. Marian stated that documentation is important, and a statewide standardized tracking code might be forthcoming. Mobility is also important to crisis response staff; the current EMR/documentation system does not mesh with the level of expertise of the clinicians. The intensity of the work is high, risk of exhaustion is high, but loyalty is high, and the staff is generous to one another.

Decision/Review Items:

Approval minutes of May 10: David Andrews moved and Gary seconded to approve the minutes of the May 10, 2018 meeting as presented. Vote called and passed.

Board composition: Each board member was asked to fill out a state-required document regarding the composition requirements. Completed forms collected to be used at yearly audit, as required. (Vote to come in July.)

Review and approval of policies, Keith Grier: Per requirements for the Centers of Excellence designation, Keith had two policy updates. Annual physical exam policy has no big changes. Access to services policy, there was a question as to “days” being business or calendar. Keith will follow up and report. Motion to approve: David Andrews moved and Gary seconded to approve both the annual physical exam policy and the access to service policy. Vote called and passed.

Reports:

Executive Director Job Description approval: Discussion the word “firing” be changed to “separating” or “dismissing”, per discretion of Alexa Euler. Kitty Oxholm moved to accept the Executive Director job description as submitted with the adjustment to aforementioned language per Alexa. David Andrews seconded the motion. Vote called and passed.

Succession: Posting the job description at the end of August. A regional search. The hope is to review resumes as they come in, use Skype in addition to phone interviews. In November there will be a two-day process with final candidates. Sarah McGowen Audet asked if a “blind review” might be helpful to build on the goals to address diversity within the agency.

Annual meeting: “*On the Journey Together.*” A musician has agreed to perform and a consultant has been met with regarding a performance. Annual meeting date has changed to November 15.

President’s remarks, reported by Louise: The “All-Boards” meeting May 31 was informative. Perspectives at the break-out group time were interesting. There is hope that a committee of board appointees from each agency be formed to continue the conversation.

Committee Reports:

Nominating Committee, reported by Len Rowell and Gary: They are still in dialogue with a potential candidate.

Advisory Committees:

Community Associates/FAC (CA/DS), reported by Barbara Doyle-Wilch. A robust meeting. Discussion about possibly having separate meetings which are topical or even divide the group into smaller subsets based on age and/or independence. Loneliness is still a big topic—there is a lot of motivation toward independent living, but an active social life is important as well. Also talked about guardianship, advanced directive, transportation, and waivers.

Community Rehabilitation and Treatment (CRT/MH), reported by David Andrews. They met last month.

Business and Financial report, reported by Bill Claessens: The new dashboard is slightly different from the previous version. The new comparative feature is helpful and feedback on this new version would be appreciated. Budget is due July 1st. Bill will contact the state that the Board will be meeting in July but the due date will not be met.

The transition to the Great Plains system for Accounting continues to go well. Netsmart submitted a final bid for a new EMR system, but there is a significant reduction of features. The negotiations with Credible continue. Much depends on affordability. There was inquiry as to what the timeline for implementation of a new system might be, as well as speculation about how and which agencies will be grouping.

David Andrews asked if the possible Vermont state government shut down is being watched. Bill commented that yes, there would be effects on the agency; we have not had a shut-down during Bill's time here.

HR Report: A new Diversity and Inclusion initiative will be discussed next month.

Louise adjourned the meeting at 6:37pm.