

Counseling Services of Addison County, Inc.  
Board of Directors Minutes  
June 8, 2017  
Meeting location: Evergreen and The Center at 17 Court St.  
17 Court Street, Middlebury, VT

Board Members Attending: Barbara Doyle-Wilch, President; Louise Sandberg, Vice-President; Members at large David Hallam, Lewis Holmes, Len Rowell and Ted Tighe

Staff Attending: Bill Claessens, CFO; Alexa Euler, Director, HR; Keith Grier, Quality Assurance and Compliance Officer; Lea Richards, Evergreen House Community Center Coordinator; Thelma Stoudt, Evergreen House Peer Recovery Coordinator and Activities Worker; Zylpha Trask, CRT Case Manager and Clinician, The Center at 17 Court Street; Sarah, guest; Ann Kensek, Assistant.

Barbara called the meeting to order at 4:35 and introduced Lea.

Lea passed out information on Evergreen. She and Thelma talked about what Evergreen does and invited questions from the Board

Lea and Thelma shared the following:

- They do crisis planning while people are well so they know what to do when they have a crisis.
- There are 42 clients on different days, with 25-30 during the holidays.
- There is a committee of clients who meet to talk about what people want to do, such as invite a speaker or go on a field trip.
- Field trips are wonderful because people can get out and do something they otherwise wouldn't be able to without a car or license.
- People go back and forth between Evergreen and The Center, as they are in the same building and different activities are going on in different areas.

The Board then moved from Evergreen to The Center.

Zylpha shared the following:

- The Center started in 2013, funded with Act 79 funds after Tropical Storm Irene
- While Evergreen is peer run and democratic, The Center is more of a program.
- Clients feel safe here trying new things, like exercise, art, or acupuncture.

A copy of the June schedule of The Center activities was distributed. Zylpha explained how connection and belonging are so valuable to mental health and how The Center creates such an atmosphere. There is strong peer support in and between Evergreen and The Center.

She related that they use the technique of Open Dialogue in the resolution of conflict between clients. There are other groups such as the smoking cessation and skills groups that meet as well.

People who go to Evergreen and The Center are referred there.

The business meeting began at 5:20p.m.

Approvals:

Len moved and David seconded to approve the minutes of the May 11, 2017 Meeting as presented. Vote called and passed.

Bill reviewed the new sliding scale under consideration by the Board. Barbara read the motion as follows:

“Be it resolved: The Board authorizes the attached changes to increase the CSAC sliding Scale as of July 1, 2017.”

Ted moved and Louise seconded, vote called and passed.

#### Committee Reports:

David Hallam reported on the CRT Advisory Committee.

Barbara reported on the DS Family Advisory Committee.

Youth and Family Advisory Committee did not meet. A new structure is being proposed. Len and Ted will be the Board representatives for this advisory committee.

Nominating Committee: Len reported that he and Gary are working on a proposal for recruiting new board members. He reviewed the procedure for contacting potential Board members. A discussion on the history of the Board makeup ensued.

Executive Committee of the Board: Barbara reported on the meeting of the Executive Committee. The focus was staff morale, turnover/longevity, and the surprising emphasis at the staff Risk management Training. Keith and Alexa lead the discussion.

Board President’s Report: Barbara continued the discussion of Board performance Indicators that have been evolving for the past several years. Further work needs to be done to incorporate a more strategic focus in the work of the Board. It was discussed that an ad hoc committee be assigned to balance the operational indicators (State requirements) with strategic indicators. David Hallam expressed interest in working on this issue.

#### Financials:

Bill reviewed the financials.

Investment Committee: Bill reported on the account at Morgan Stanley and explained the particulars to the Board.

Bill informed the board that he submitted a balanced budget to the state as previously discussed with the Board. He talked about challenges arising from the Governor’s veto of the budget. He hopes to present an adjusted budget to the State in July.

Alexa reported to the Board that the standard salary and benefit information has been reviewed and there are no changes.

At 6:20 p.m. Louise moved to go into Executive Session to discuss Bob Thorn’s performance review. Len seconded. Motion called and passed.

David moved to come out of Executive Session at 6:37 and Ted seconded. Vote called and passed.

Meeting adjourned at 6:38.

Copies of the documents Lea Richards passed out, as well as minutes for Advisory Committee Meetings.