Counseling Service of Addison County

Board of Directors meeting

September 10, 2015

Board Members Attending: Barbara Doyle-Wilch, Chair; Beth Davis; Mike Furey; Gary Margolis; Kitty Oxholm; Len Rowell; Louise Sandberg; Joanne Scott; Ted Tighe

Missing: David Hallam and Lewis Holmes

Staff Attending: Bob Thorn, Executive Director; Bill Claessens, CFO; Alexa Euler, Human Resources Director; Keith Grier, Compliance and Quality Assurance Officer; Ann Kensek, Recorder

Barbara brought the meeting to order at 4:33.

*Happy Minute:* Bob shared a “Happy Minute” with the Board- The Bocce Tournament was a big success. Bob thanked the Board and others and briefly talked about the Tournament.

*Corporate Compliance and HIPAA Training*: Keith Grier, Compliance and Quality Assurance Officer. Keith showed a power point titled, “CSAC Corporate Compliance” and discussed each slide with the board. This is the same power point new employees are shown. Following a question and answer period and brief discussion on the information, Keith showed another power point on HIPAA to train the board on HIPAA compliance. Discussion followed on the complexities of the law.

*News Articles for the Board Web Portal:* Bob talked about three news articles that will be posted in the Board Web Portal. He talked about statewide board training expectations and noted that this is something on which the Vermont Care Partners are working.

*Minutes of August 13, 2015:* Barbara read an amendment to the minutes of the August 13th meeting that read (words in italics were added to the minutes):

 **Ted Tighe moved to go into Executive Session at 5:28 *to discuss evaluation of an employee and resulting proposed employment agreement.* David Hallam seconded, vote called and passed. David Hallam moved to return to regular session at 5:37 and Len Rowell seconded. Vote called and passed.**

**Gary Moved to approve the August 13, 2015 minutes as amended, and Len seconded. Vote called and passed.**

*Bocce:* Barbara and Bob talked about the Bocce Tournament, which was a wonderful success!

They thanked the Board for their contributions, and noted that Co-Chair Mark Doyle Wilch made sure the weather turned from rain to sun. 36 teams came, including several consumer teams. Everyone seemed to have a great time. Barbara presented Bob with a “Bocce Ball Legend” t-shirt. Barbara asked for feedback from the board and Mike asked about recognition for those who donated large prizes. There was a large ad in the paper, and thank you notes are in progress.

*Mark your Calendars:* The Annual Meeting was set for November 12, and the Board Retreat for January 14th. There will be a planning meeting for the Annual Meeting on Sept. 18th at 9am, at Carol’s Hungry Mind Café. All Board members who are interested are invited to attend.

*Alexa:* Health Insurance and Compensation were discussed.

*Bill:* No financials for July or August since CSAC is preparing for the audit. Regular financials will be available again beginning in October.

*Committees:*  Beth reported on the Family Advisory Committee, which met yesterday. No other committee met since the last Board Meeting.

*Executive Director’s remarks:* Bob didn’t have any comments to make, but again encouraged the Board to read the articles in the web portal. He talked about Heath Care Reform and Finance Reform and recommended the Board subscribe to Vt. Digger.

*Background Checks:* Alexa passed out to the bard background check paperwork to fill out. She assured the board there would be limited access and their information would be kept confidential.

Barbara sked for a motion to adjourn. Gary moved and Kitty seconded. Vote called and passed. Meeting adjourned at 6:30pm.