Counseling Services of Addison County, Inc.

Board of Directors Minutes

September 8, 2016

Draft

Board Attending: Barbara Doyle-Wilch, President; Louise Sandberg, Vice President; Kitty Oxholm, Secretary; Joanne Scott, Treasurer; members at large Beth Davis, Mike Furey, David Hallam, Lewis Holmes, Len Rowell, Ted Tighe

Staff Attending: Executive Director Bob Thorn; CFO Bill Claessens; HR Director Alexa Euler; Medical Director, Bob Jimerson; Management Team members Cheryl Huntley, Greg Mairs, Alexander Smith and Keith Grier; Ann Kensek, recorder

4:35 Barbara brought the meeting to order. She asked the board to participate in a brief survey on governance.

Barbara asked for a motion to approve the minutes of the July 12th meeting as presented. David moved and Len seconded. Vote called and passed.

Barbara asked for a motion to approve the minutes of the June 9th as presented. Kitty moved and Beth seconded. Vote called and passed.

Barbara introduced the members of the Management Team and thanked them for coming.

Barbara talked with the Board about rescheduling a few meetings over the fall to accommodate a conflict she has on Tuesday nights. She reminded the board that Executive Committee is an open meeting, and anyone can come.

Happy Minute: The Bocce slide show Sara Mason made was shown to the board, and Bob thanked Barbara for her time- over 40 hours of volunteer time. He expressed gratitude for all the hard work people put into the tournament to make it a success.

Barbara Congratulated the Management Team and read from a letter from the state regarding redesignation.

Bob talked about the Hill House review following up on the events of July. Greg commented that the there was an outstanding response from the police and rescue, other towns, and that there was great communication.

Immediate Actions include:

* Cheryl and Keith were made co-chairs of a review of Adult Residential Services
* A Peer-review with Cheryl and Keith as co-chairs with a mix of people and objectives from outside the program.
* Keith is doing a risk management review
* Consideration of action of Vermont re: systemic issues

Sandy Smith ran through the safety review that was done of Adult Residential Services with some detail. Further discussion followed regarding mental health issues statewide, low pay for staff that makes it difficult to hire new people, and there is currently in the state an environment of scarcity.

Alexa noted that the Management Team is looking at policies and procedures and issues in the agency at large and how they can improve other programs.

Dr. Jimerson talked about the consistent concerns over safety statewide have been ongoing and getting worse. There is an absence of resources for designated agencies with rippling effects statewide in the ability to provide services that are needed.

Alexa noted that the frustration staff and applicants have as the wages are too low. Management Team is looking at salaries and benefits, and working out ways to increase staff compensation with offsets, such as from vacancies.

Alexa and Bill are asking for board approval on an additional compensation up to $150,000 during the course of the year. The Internal Committee of the board will keep the board apprised on status. Barbara, Joanne, Louise and Kitty would oversee.

Bill said the $150,000 is proposed for this year. He’d like permission form the board to over budget, with the intent of making up the shortfall from offsets, and to have the change take place retroactively to September 1, 2016. David moved and Ted seconded, vote called and passed.

Bill reviewed the financials report through FY 16, and Bill and Bob introduced for future consideration the authorization of a onetime payout for staff from FY 2016.

Barbara adjourned the meeting at 6:30 p.m.