Counseling Services of Addison County, Inc.

Board of Directors Minutes

October 13, 2016

Board Members Attending: Barbara Doyle-Wilch, President; Kitty Oxholm, Secretary; Beth Davis; Gary Margolis; Len Rowell and Ted Tighe

Staff Attending: Bob Thorn, ED; Bill Claessens, CFO; Alexa Euler, HR Director; Keith Grier, Compliance and Quality Assurance Officer; Ann Kensek, recorder

Speaker: Vermont Care Network Executive Director Simone Rueschemeyer

Bob introduced Simon and briefed the board on her background.

Simone went through a PowerPoint presentation called: The Designated and Specialized Service Agencies, Vermont Care Partners and Heath Care Reform.

Among the topics she covered were Centers of Excellence, collaboration, barriers and challenges, and a focus on prevention, early intervention and wellness. We also need to focus on high quality services and outcomes.

The board asked questions and a discussion followed. Simone summarized the work the Vermont Care Partners have been doing and wrapped up the discussion by 5:45.

Barbara Doyle-Wilch brought the meeting to order at 5:45.

Minutes: Kitty moved and Ted seconded to approve the minutes of the September 8, 2016 meeting as presented. Vote called and passed.

Happy Minutes: raises and benefits and repair to driveway from Catamount Park out to Exchange St.

Alexa talked with the board about an increase in compensation, the need for the board to annually approve the pay and benefits for a subset of staff and possible one times for staff.

She reviewed for the board the process used to determine raises and explained costs, etc. She talked about benefits and how they have changed for FY17. Bill talked about how the agency paid for the increase.

Brief discussion on program budgets and how psychiatry is mission critical.

The Master Agreement requires the board to review and approve salaries.

Resolution 1, Senior Management. Alexa explained the facts of various salaries and raises. Kitty moved to approve the entire slate of staff salaries as presented. Gary seconded. Vote was called and passed.

Resolution 2, Dr. Thorn- Gary moved and Len seconded to approve Dr. Bob Thorn’s salary as presented. Vote called and passed.

Alexa talked about possible one-time payments for this year based on last year’s financial results, pending the finalization of the audit. She presented information on possibilities to the board.

Salary of managers and benefits were reviewed. No change since last month.

Barbara asked for a motion to approve up to $350,000 for one time payouts to staff. Discussion on cash flow, and setting up a subcommittee to look at this before a decision is made.

Bill reviewed the financials and talked about current challenges. Revenues from FY 16 need to be spent against FY16.

Discussion on cycles of revenue flow.

Gary moved to approve up to $350,000 contingent on the results of the financial audit and the approval by a subcommittee consisting of Barbara, Louise, Kitty and Joanne- the current officers of the board.

Ted seconded. Vote called and passed.

Bob talked about Hill House and reviewed details of where we are after the event last summer. He also gave an overview of some deep challenges the Emergency Team is facing.

Beth Davis gave a committee report for the Family Advisory Committee.

Going forward, minutes from this meeting and other meetings of Advisory Committees will be made available to board members. Among the concerns of the Family Advisory Committee are that there is no place for adults with development disabilities to hang out- a drop in place for adults, and it is difficult to find transportation for adults with developmental disabilities.

Beth also shared with the board a challenging situation she knew of that had occurred on a weekend when someone needed help with a prescription and the Emergency Team couldn’t help. Beth told the board there were huge gaps in caregivers and commented it would be helpful for the Emergency Team to have list of who to call in the event of something like this happening.

The meeting was adjourned at 6:45pm.