

Counseling Services of Addison County, Inc.  
Board of Directors Minutes  
February 9, 2017

The meeting was held via conference call due to inclement weather.

Board Members present: Barbara Doyle-Wilch, President; Louise Sandburg, Vice President; Kitty Oxholm, Secretary; Joanne Scott, Treasurer; Members at large David Hallam, Lewis Holmes, Gary Margolis, Len Rowell, and Ted Tighe

Missing: Michael Furey

Staff Present; Bob Thorn, Executive Director; Bill Claessens, CFO; Alexa Euler, Director of Human Resources; Ann Moreau-Kensek, recorder

Barbara brought the meeting to order at 4:35, and noted that since it is a conference call, the meeting would be brief.

Happy Minute- Barbara and Bob talked about the Open Dialogue conference at Kirk Alumni Center. In Vermont, CSAC, UCS and Howard are doing Open Dialogue; one organization in NY and one in MA are doing it as well. Barbara and Bob gave huge kudos to Sandy Smith and expressed admiration for CSAC and other organization using this effective and promising approach.

Bill Claessens, 990 Draft: Bill reviewed the process he usually goes through with the board for approval. He drew the board's attention to the memo he sent on specific issues, and asked if there were any questions. Two clarification questions were asked and Bill responded. **Barbara asked for a motion to approve the FY 2016 990 as presented. David moved and Len seconded, vote called and passed.**

Brief discussion on the audit and the Retirement Plan, and Barbara congratulated Bill and his team for doing such great work.

Alexa Euler:

VOSHA Citation for the 7/26/16 violent incident at Hill House, where the agency failed in an aspect of safety. Alexa explained the situation, and told the board the original fine and charge were reduced by half after the meeting with VOSHA. Keith and Cheryl are circling back to check in that policies and procedures put in place after the incident are being implemented.

Policies:

1. Workplace Threats and Violence. This policy has been revised to better describe CSAC's current program and to align with the new Vermont regulations.
2. First Aid Kits. This information used to be part of another policy. Now it's separated out into a stand-alone policy. Minor revisions but no substantive changes.

3. CPR / First Aid certification. This policy now shows the criteria for which positions are required to be CPR / First Aid certified.
4. Responding to work-related car accidents. This is a new policy which offers guidance to employees and supervisors for responding to car accidents if they happen on work time.

Len commented that he didn't know CSAC had a Health and Safety Committee, or Lone Worker Guidelines. Alexa will forward information to Len.

Brief discussion on the policies and wording. Barbara asked for a motion to approve the policies in essence, with suggestions incorporated. Kitty moved and Len seconded. Vote called and passed.

Barbara brought to the board's attention that she was going through the By-Laws and discovered that officers of the board are elected to a two year term, not one year- so there is no reason to elect a slate of officers. The current officers will continue through till next year.

Discussion on Bocce Tournament.

Meeting was adjourned at 5:25.