

Counseling Services of Addison County, Inc.
Board of Directors Minutes
April 27, 2017

Board Attending: Barbara Doyle-Wilch, President; Louise Sandberg, Vice President; Kitty Oxholm, Secretary; Joanne Scott, Treasurer; David Hallam, Gary Margolis, Ted Tighe

Staff Attending: Bob Thorn, Executive Director; Bill Claessens, CFO; Greg Mairs, Operations Director , Community Associates, Adult Outpatient and Emergency Services; Ann Kensek, recorder

Barbara called the meeting to order at 4:30. Barbara and the board took some time to honor Mike Furey, who passed away on April 7. Mike was a board member for CSAC for over a decade and worked diligently on the Development Committee, bocce tournament and fundraising. In his memory and commitment to CSAC each person at the table spoke about their connection to CSAC and its work.

Guest Speaker: Greg Mairs came to talk about the Community Associates System of Care (SOC) plan for FY 2018 and 2019. He explained how the CSAC SOC plan was created with input from consumers and family members and how the state SOC plan was created with input from each of the Designated Agencies.

A discussion followed about funding, gaps in service identified and State support. Greg noted that the DS community identified social events on nights and weekends as a gap. He also explained a current concern at the State for the use of “respite” funds locally that is being explored and discussed. The Board thanked Greg for his good work and for helping the board understand the SOC plan.

Decisions and Review:

Minutes of March 9th meeting- Barbara asked for a motion to approve the minutes of the March 9th meeting as presented. David moved and Gary seconded, no discussion, vote called and passed.

Bylaws- Barbara asked for a motion to approve the revised By-Laws, as presented at the March 9th meeting. Kitty moved and Gary seconded, no discussion, vote called and passed.

Review of future meeting schedule- Barbara brought a proposed meeting schedule for the year. The Executive Committee will met the week before the Board in most months, except when there is a Monday Holiday. Brief discussion on whether to hold the Board Retreat in January or February next year. Ann will send a Doodle Poll with the dates to the Board.

Policies- the F-8 policy will wait until Keith Grier can be at the Board meeting to answer questions.

Happy Minute: Bob shared an artistic adaptation of an old song performed at the recent National Behavioral Council conference illustrating the funding dilemma mental health agencies are facing.

Barbara noted that the Healthy Eating group that meets every Friday has impacted several of the DS community in a good way. Kudos to Donna Quesnel.

Gary Margolis also noted the wonderful interaction between clients and caregivers at Vermont Sun and that we are all part of the community.

Board Committees- Barbara drew the Board's attention to the Bylaws in the committees section. She reviewed the committees and said she'd email the board with information on when the Advisory Committees meet and to see what committee each Board member would sign up for. It was noted that in the By-laws it is stipulated that each Board member must participate on a committee.

Committee Reports:

CRT- Minutes were sent in the Board Packet, and David Hallam reported briefly.

Executive Committee- Louise Sandberg and Bill Claessens reported on the recent change in the meeting to focus on a deeper dive of financial issues. Louise reported on the Executive Committee meeting. She handed out Bill's list of services and talked about where funding comes from. The conversation is to understand levers around revenue and what options there are to expand revenues and services. Bill explained further and showed a chart to illustrate his explanations. No one knows yet what will happen with the Federal Government.

Brief discussion on acronyms- Ann will update the acronym glossary in the Board book for the next edition.

Executive Director's remarks- Bob recently attended the National Behavioral Conference and heard a guest speaker who emphasized the role of a board is to look forward rather than back. He noted that as we develop as a board that thinks strategically we should also be looking at how to sustain our services with erratic funding. Bob related that 70% of a board meeting should be looking forward.

Bob returned to a discussion from the last meeting regarding CSAC services and the line of standards to be held. He noted the staff has begun to define core services based on risk, cost, staffing and service. He has developed a draft rating of services based on these preliminary discussions. Louise expressed gratitude for CSAC leadership, who are doing such great jobs.

Barbara noted that the discussion at the Executive Committee meeting on May 8th will be the core services and priorities of CSAC as well as budget implications. The Executive Committee meeting is open to all board members.

Bob expressed gratitude for the "absolutely amazing" work Claire Ayer has been doing as she leads the charge in the state budget for funding.

Financial Report-

Bill reviewed the financials for March as well as the quarterly reports. Trends are in the right direction. Bob noted that statewide the trends tend to be negative but we're in the top third. He noted how lucky we are to have Bill as our CFO.

Bill talked about the selection process for new EMR software. The final selections are coming up. Hopefully we'll be signing contracts this fall and implementing in early 2018. There will be lots of training, perhaps for a year. Discussion on paying for it.

There were no changes to the salaries and benefits since the last meeting.

Meeting was adjourned at 6:31.