

Counseling Service of Addison County
Board of Directors Meeting Minutes
July 12, 2018 **Correction reflected in red and approved 9.13.17**

Board members attending: Barbara Doyle-Wilch, Vice President; Kitty Oxholm, Secretary; Members at large: David Andrews, Sarah Audet, David ~~Rogers~~ **Roberts**, Len Rowell, Ted Tighe. Absent: Louise Sandberg, President; Joanne Scott, Treasurer; Lewis Holmes, Gary Margolis.

Staff attending: Bob Thorn, Executive Director; Bill Claessens, CFO; Alexa Euler, HR Director; Cheryl Huntley, Operations Director; Jessi de Boer, Coordinator of Adult Addiction Recovery; Jenn Staats, Executive Coordinator, recorder.

Barbara Doyle-Wilch called the meeting to order at 4:30pm.

Guest speaker, Jessi de Boer: Addictions and our contributions to the solutions Substances damage the reward pathway to the brain. It is believed that 80% of people with substance abuse issues do *not* seek treatment. There is a lot of public awareness of opiate addiction, but many Vermonters have severe issues with marijuana and alcohol use. Suboxone (for opioid addiction treatment) is not being fully utilized in Addison County. Intake takes approximately two hours. “No-shows” create lost billable hours. Cheryl Huntley discussed immediate access and holding waiting lists, as well as increases in the array of groups. Some groups are mandated; within that hour there is time to check in (cravings, use, challenges) and learn a new skill to try during the week.

David Andrews inquired whether CSAC has a DayOne program. (There are two programs in Burlington and one in Rutland.) CSAC does not, but our staff will create something similar when a client cannot access those DayOne programs. In response to David’s question about the overlap of addiction with mental health, Jessi states that the psych team is fabulous and fast to respond.

Licensed clinicians are hard to find; nationally, few people enter the field. Jessi is part of the Governor’s work force subcommittee. Area hospitals and employers offer almost double the salary of our agency. Jessi is proud to say that everyone on her team loves working for CSAC; some current employees have been actively sought out by other employers, but decline to leave.

Happy Minute: Bob Thorn spoke of the extensive work conducted by Keith Grier to gain Centers of Excellence (COE) certification. Decisions about national health care reform and state payment reform will greatly affect agencies. COE certification creates unification on how we move forward.

Also of note: Sandy Smith was in Madrid, Spain last week to discuss Accompanied Self Rehabilitation and Open Dialogue with an international audience.

Decision/Review Items:

Approval of Minutes of June 14: Kitty Oxholm moved and David seconded to approve the minutes of the June 14, 2018 meeting as presented. Vote was called and passed.

Public disclosure of board composition: David **A.** moved and Len Rowell seconded to approve that aggregated Board composition be allowed to be disclosed to the public. Vote was called and passed.

Report:

Len briefly updated planning for Annual Meeting. Awards will shift to *appreciations* of groups.

Announcements/Updates:

President's remarks: Board Orientation is planned for new board members in September. This might benefit seasoned members.

Committee Reports: Advisory Committees: CRT/MH met, but David A. was not in attendance.

Nominating Committee: Two candidates are being/have been approached.

Ad hoc: Succession: The job posting for Executive Director will happen in August. A search committee is being formed.

Executive Committee: Kitty moved for the Board to go into Executive Session in regard to possible litigation because premature general public knowledge would clearly place CSAC at a substantial disadvantage; seconded by David. Invited to remain: Bill Claessens, Alexa Euler, Jenn Staats. The session began at 5:25. The session was concluded at 5:37pm, moved by Kitty, seconded by David.

Business and Financial report, reported by Bill Claessens:

Monthly Financials: The new dashboard was explained; board members inquired if marked indicators for the goals for each component be included. Discussed the monthly financial reports.

Fee Schedule: Bill presented proposed increases for the fee schedule, effective September 1. Len moved and Ted Tighe seconded to approve the increase in fees as presented. Vote was called and passed.

FY19 Budget: Budget is close to finalization. There is no Board Meeting scheduled for August and the budget must be submitted to the State. Kitty moved and Ted seconded that authorization be given to the Executive Committee to act on behalf of the Board of Directors to approve the FY19 budget. Vote was called and passed. A special meeting of the Executive Committee will convene Monday July 16, 2018 at 4:45 in the small community room.

Software: Final cost proposals have been received and other designated agencies (DAs) are moving ahead with their decisions. There was more information from Vermont Care Partners about possible state "one-time" assistance. The decision probably should/will occur this fall.

HR Report, reported by Alexa Euler:

Monthly review of salary and benefits: brief explanation to newer board members about Greg Mairs' employment in two areas. David Andrews remarked that the newspaper SevenDays recently ran an article about salaries and compensations for many Vermont health care providers; he appreciated the transparency CSAC's practice of monthly disclosure provides.

Refer a friend: Inspired by Northwestern Counseling and Support Services (St. Albans) to combat the tough hiring market, an incentive has been implemented. Employees who refer someone who is hired by the agency will receive \$300; if the employee refers someone who is hired as a Developmental Home Provider the payment is \$750. Alexa see possible success, as in four days she received ten referrals!

Meeting was adjourned at 6:33pm.