

Counseling Service of Addison County, Inc.  
Board of Director's Meeting Minutes  
**November 12, 2020**

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**Board members attending via Zoom teleconferencing and telephone:** David Hallam, Board President; Barbara Doyle-Wilch, Vice-President; David Roberts, Secretary; Joanne Scott, Treasurer. Members at large: David Andrews, Sarah McGowen Audet, Matt Birong, Gary Margolis, Kitty Oxholm, Len Rowell, Louise Sandberg, Jane Spencer, Ted Tighe. No absences.

**Staff attending via Zoom teleconferencing:** Rachel Cummings, Executive Director; Alexa Euler, HR Director; Dr. Joe Lasek, Associate Medical Director; Jenn Staats, Executive Coordinator and recorder.

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David Hallam called the meeting to order at 4:38 PM.

**Decision/Review Items**

Approval of Minutes of 10.8.20 Board Meeting: David Andrews made the motion to approve the minutes from the October 8, 2020 board meeting. The motion was seconded by Gary Margolis. The vote was called and passed unanimously.

**Announcements/Updates**

President's Remarks, David Hallam: David is crafting a letter of support to staff. Board members are asked to forward thoughts and comments directly to him by Wednesday, November 18.

Committee Reports:

- Development Committee, reported by Jane Spencer, chair: Committee report was sent with Board packet. The committee continues work on a plan to find funding for a Director of Development and Marketing. Working to identify new committee members. Jenn Staats reported that the FY21 Annual Appeal has garnered over \$15,000, with about eighty interactions.
- Executive Committee, reported by David Hallam, chair: Annual meeting is rescheduled for December 17.
- LPSC DS/CA, Barbara Doyle-Wilch: Meeting next week
- LPSC CRT, David Andrews: Meetings are paused, as well as Community Bridges group.
- LPSC Y&F, Ted Tighe: Staff attended but no parents.
- Nominating and Governance Committee, reported by Sarah M. Audet, chair: Nomination roster for December's vote are for President, DHallam; for vice-president, Sarah M. Audet; for Treasurer, Joanne Scott, and; for Secretary, David Roberts.

Board Composition survey: discussed the purpose and the privacy options. Alexa Euler will be included in the process, as she will have access to the raw information (>Survey Monkey).

Next steps: will discuss CSAC's strategic directions and inclusivity. Next meeting: November 19, 11 AM via Zoom.

- Quality and Compliance Committee, reported by Ted Tighe, chair: Hope to have Andrew Brown, Bill Claessens, and Cheryl Huntley from staff, along with two or three more board members—so volunteer as soon as possible! Discussed non-board members being on the committee. Still working out staff-level data needs.
- Finance Committee and Financial Report, reported by Joanne Scott, committee chair and BOD Treasurer: 2020 audit continues—delay likely COVID-19 related. We need more certainty with the numbers before the numbers are finalized and disclosed. Discussed operating statement, balance sheet, and dashboard. Discussed service hours and related volumes.

**HR Report—Alexa Euler**

Masking policy has been drafted. Motion to approve policy E-43 made by Joanne, seconded by DAndrews. The vote was called and passed unanimously.

To clarify: we ask consumers to wear cloth facial coverings. There are a few clients who use face-shields, but this is a clinical decision; Mary Miller (who oversees PPE and supplies) and clinician find the best solution.

**Executive Director's Report—Rachel Lee Cummings:** We are anticipating/planning for the next major surge of COVID-19 cases and the implications thereof.

**Other Business**

Policy approval: believe that per state administrative rules, the Board needs to review and be familiar with policies, but not necessarily vote on policies. Discussion and consensus to amend by-laws to include language about board responsibility and voting. By-law update also need to meet state request for “disposal of assets” language.

Guest, Dr. Joe Lasek, CSAC Associate Medical Director: Dr. Lasek was introduced to all board members and asked about his interest in community mental health. Saw psychiatry as the most humanistic of all the medical fields. Likes to see the problems, identify the gaps, and create solutions. COVID-19 challenges his ability to build relationships and rapport with colleagues and clients. But finds CSAC staff some of the strongest people he has ever worked with. Understands our reputation as being close-knit, team oriented, and innovative. Has connected with DS/CA community; enthusiastic about strengthening this relationship. Has provided guidance around our COVID-19 response. Currently working on Collaborative Care project. Invited to come back and discuss in six months.

**Executive Session:** Gary made a motion to enter executive session, seconded by Barbara. The session began at 5:54 PM. Executive Session ended at 6:08 PM. The board notes its support for the plan discussed in Executive Session.

DAndrews made the motion to adjourn, Gary seconded the motion. The vote was called and passed unanimously. The board meeting concluded at 6:09 PM.