

Counseling Service of Addison County, Inc.
Board of Directors Meeting Minutes
July 8, 2021

Board members attending: Sarah McGowen Audet, Vice-President; David Roberts, Secretary; Joanne Scott, Treasurer. Members at large: Suzanne Aldana; David Andrews; Barbara Doyle-Wilch; Bill Cunningham, Marc Gwinn; Len Rowell; Gary Margolis; Kerianne Severy; Jane Spencer; Ted Tighe.
Absent: Matt Birong, David Hallam and Louise Sandberg.

Staff attending: Rachel Lee Cummings, Executive Director; Bill Claessens, CFO; Jenn Staats, Executive Coordinator and recorder. **Absent:** Alexa Euler, HR Director.

The meeting was called to order at 4:30PM.

Adjustment to the agenda: Bill Claessens will present the financial report as the first item of business.

Welcome to all new board members, and introductions. Happy to be at our first in-person meeting in many months!

Financial Report, Bill Claessens: reported on May 2021 documents in depth for new directors. Financial Dashboard: KPIs all appear favorable (“in the green”) for May; reviewed each market as listed on his dashboard in detail. Also reviewed May’s balance sheet and operating statement in detail.

Decision/Review items

Approval of June 10, 2021 BOD meeting minutes. Barbara Doyle-Wilch made the motion to approve the minutes of June 10, 2021. Second: Len Rowell. Discussion to correct a citation in the CRT/LPSC report, fix a typo, and add punctuation. Barbara amended her motion to approve the minutes with these changes. The vote was called, the minutes were approved unanimously.

Board training

Elevator Pitches: Inviting Our Community to Learn More & Do More for CSAC

Per the request of the Development and Community Engagement Committee, Sarah McGowen Audet conducted a training to help board members with their responsibilities as advocates and ambassadors of CSAC so that our community is invited to learn more about and do more for CSAC.

Announcements/Updates

Barbara asked that board members contact her about bringing food to a gathering at Gary Margolis’ home in late July. Barbara also shared a letter from Special Olympics.

Committee Reports

Executive Committee, reported by Sarah: nothing to report beyond what was written in the committee report.

Ad-hoc, by-laws: David Roberts: broader policy review will be incorporated into the N&G committee work.

Nominating and Governance Committee, reported by Sarah, chair: nothing to report beyond what was written in the committee report.

Anti-bias Committee: Ted Tighe and David Andrews: there was a training for clinicians by Dr. Namdi Poles from Smith College; other staff and some board members attended.

Development Committee: Jane Spencer, chair: Jane asks that everyone think of the community leader you know. Would like to get Rachel two new community connections every month. A half-time Development and Community Engagement Director position is in the budget

LPSC CRT, David Andrews: encourages board members to refer to Rachel's latest board update to access materials about CRT activities—numerous and impressive!

LPSC DS/CA, Barbara: next meeting is July 22.

Finance Committee: Joanne Scott, chair: we have received guidance through our ERISA attorney that it is not advisable for the Finance Committee to oversee the Investment Committee. Make it an independent (not a board) committee. However, the board can delegate responsibility to the committee. Working now to amend by-laws Section 8.9 accordingly, bring to Executive Committee in August, and then to the full board in September.

Alexa will write the resolution to create a 403B committee. Nominating and Governance committee will determine where it should “land” in the by-laws.

Executive Director's Report, Rachel Lee Cummings:

A letter was shared from state's Assistant Attorney General, Andrew Watts, expressing gratitude and praise for the “extra mile” of dedication given by a CSAC employee (while on vacation, travelling overseas) to help a client.

The Quality Review for Developmental Services passed with flying colors: specifically called out the continuity of care during the pandemic.

Other business

David Andrews made the motion to adjourn. The motion was seconded by Kerianne Severy. The vote to adjourn was unanimous and the meeting concluded at 6:38pm.