

Counseling Service of Addison County, Inc.
Board of Director's Meeting Minutes
January 14, 2021

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

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

David Hallam called the meeting to order at 4:32 PM.

Disclosure of salaries and benefits deferred until February meeting.

Decision/Review Items

Minutes of November 12, 2020: Motion to approve: David Andrews. Second: Gary Margolis. No discussion. The vote was called and the vote to approve was unanimous.

Minutes of December 17, 2020: Motion to approve: Jane Spencer. Second: Gary Margolis. Discussion: Staff, board, and many community partners hope CSAC can have Dave Melnick come back for another engagement.

President's Remarks: David Hallam:

Thanks to the committee chairs for establishing 2021 goals.

Committee Reports

Development Committee, reported by Jane, chair: Continuing goals of 2020: develop the annual appeal, establish where those monies will go, nurturing donors, finding new donors. Also seek funding for a development director position. Kitty Oxholm has agreed to stay on the committee. Working methodically on questionnaires to help meet committee goals.

Executive Committee, reported by David H, chair: Working with Nominating and Governance Committee about recruiting members, which overlaps with on diversification and education goals of the agency as a whole. Alexa Euler discussed status of anti-bias task force: excellent cross section of staff, has not met yet, consultant is Linda Cade. David A. and Ted Tighe joining the task force. Alexa will invite Linda to join a future board meeting for a broad discussion.

LPSC DS/CA, reported by Barbara Doyle-Wilch: Folks are lonely and ready to connect with friends. Rachel shared news of an extensive, full, roster of activities via zoom that CA staff is building—everything from karaoke, crafts, reading.

LPSC CRT, reported by Rachel: They met today, have not met since February. Ramping up.

LPSC Y&F, reported by Ted: Cheryl Huntley intends to meet with Lorraine Sylvain about different ways to meet or create a kick-start. Believes that parents are tired and over-zoomed.

Nominating and Governance Committee, reported by Sarah M. Audet: Board composition survey complete. Creating a data-based report, contains the best of what we know *now* and what we can *do* now. Will present at next BOD meeting. Next committee meeting is Feb 2, 12:30pm.

Quality and Compliance Committee, reported by Ted: Internal group meeting in February. Board members meeting in March.

Finance Committee, reported by Joanne Scott: Schedule change to the Monday of the week of the board meeting, 3pm. November financials were stronger than prior months. In December the agency received COVID relief dollars, which have improved the cash position; helps defray lost

revenues. Receivables trending up. Committee and Bill investigating reasons behind rising receivables, including timing issues.

Financial and Business Report: Bill Claessens

State has accepted the audit, and auditors will now put it in the books. The 403b audit information is complete, and this audit is moving forward. Working on 990s. Discussed some of the Committee's information in more detail. Reviewed November Operating Statement, Balance Sheet and Dashboard.

HR Report: Alexa Euler

Department temporarily working remote. Alexa working on vaccinations with Porter Hospital, Walgreens.

Executive Director's Report: Rachel Lee Cummings

Due to the recent Addison County COVID outbreaks, the agency has backed away from in-person services for two weeks. Essential in-person work continues. Working with Vermont Care Partners on the legislative agenda. Top priority: insuring the health of our agencies. Rachel will send an introductory email to introduce Matt Birong to Julie Tessler.

David A. moved to adjourn. Barbara seconded the motion.

The meeting was adjourned at 5:28.