

Counseling Service of Addison County, Inc.
Board of Directors Meeting Minutes
109 Catamount Park, Middlebury VT and Zoom
July 14, 2022

Board members attending: Sarah McGowen Audet, President; David Roberts, Vice President; Suzanne Aldana, Secretary; Joanne Scott, Treasurer. Members at large: Anna Benvenuto; Bill Cunningham; Jon Crystal; Daniel Gutierrez; Marc Gwinn; Gary Margolis; Len Rowell; Kerianne Severy; Jane Spencer; Eva Vekos. Absent: Matt Birong; David Hallam.
Staff attending: Rachel Cummings, Executive Director; Bill Claessens, CFO; Alexa Euler, HR Director; Jenn Staats, Executive Coordinator and recorder.

Sarah McGowen Audet called the meeting to order at 4:33PM. There was no guest nor presentation. The board spent considerable time with welcomes and introductions.

Decision/Review Items

Gary Margolis made the motion to approve the minutes of June 9, 2022 board meeting. Marc Gwinn seconded the motion and there was no discussion. The vote was taken and the motion passed unanimously.

Executive Director's Report: Rachel Lee Cummings

Rachel shared a glowing letter from a Youth & Family intern about her experience at CSAC. Two overarching themes: 1. The 20+ years of experience from her mentor was not only about the care of clients, but how to prioritize self-care in this highly demanding field; 2. The culture of the agency and determination, dedication of the CSAC staff. Staff are supportive and creative, and they genuinely care about their community.

Update about Trauma Informed Systems: Two consultants have led monthly trainings with Management Team. Following a meeting with Extended Leadership Team, there was agreement that language should be less metaphorical, to emphasize that this is not about a destination but a journey, to convey to staff what to expect and what the goals are. A Community Catalyst group has been established. An October 3 event is being planned for the broader Addison County community.

Psychiatry: APRNs Annie Schrader and Jessica Lindert have done a fantastic job ensuring continuity of care and ensuring access. We have found supervision and support for them from an outside-the-agency source. Psychiatry staff vacancies is a pervasive issue throughout Vermont. Affects to billing are being mitigated as much as possible.

President's Report: Sarah McGowen Audet

Update on the board's anti-racism training with Tabitha Moore: Three sessions completed. One session merged with the agency's Justice, Equity and Belonging (JEB) team. A statement of support from the board will be created next week using a draft from an ad hoc committee written earlier in the year. So as to not let the investment of time, discussion, and ideas go by the wayside, Sarah and Suzanne are working together to move the training ahead.

Update on Strategic planning: Moving the contract forward for Noonmark. Creating a Strategic Planning Committee. Staff reps are Rachel, Steve Reigle (DS) and Karen Holbrook (HR). Committee will work *almost* like project managers, but with more emphasis as being liaisons and points of contact to move the project along.

Committee Reports

Executive Committee, Sarah Audet, chair: In regard to recent HR work investigating a new worker's compensation contract, the current provider will remain unchanged at this time. Therefore there will be no vote about Board delegation of authority to Executive Committee, and the subsequent special Executive and Finance Committees' meetings are both cancelled.

Nominating and Governance Committee, Sarah: discussed upcoming board orientation.

Development Committee, Jane Spencer: As of today there are \$21,400 in Bocce tournament sponsorships. Committee is still accepting sponsors. Please, board members are asked to contact Jane first if they have an idea or special relationship with a business. List of contacts for thank you/gratitude phone calls are currently being distributed.

Bocce update, Bill Cunningham, coordinator: Site agreements are set, site arrangements are being drafted. Great cooperation for mowing. Rotary will "cater" at the pavilion, and bring tents.

Quality and Compliance Committee, David Roberts, chair: Presented draft of the "Policy on Policies." Will not vote on this tonight. The committee will make revisions based on discussion from this meeting, post/share the revised document to the board for review and ask for their feedback, then bring back to the board in September for approval.

Finance Committee, Joanne Scott, chair: Special Finance Committee meeting on July 18 is cancelled. (See Executive Committee.)

Update on Medicaid Payment Reform targets (Adult Mental Health [AMH] and Youth and Family [Y&F]). There have been strong efforts to improve completion of documentation and hit targets. In January 2023, the new payment reform model's minimum threshold will rise to 96 percent. Payment Reform will be revisited at the September meeting.

Finance/Business Report: Bill Claessens

Following up to the finance committee report, Bill reinforced that Community Associates is correctly meeting its required thresholds for state funds. May 2022 KPIs, financial dashboard, operating statement and balance sheet were detailed. Clarification about allowance for bad debts. Health care expenses are up.

The budget was submitted to the state in late June and will be presented to the board in September.

HR Report: Alexa Euler

Health insurance plans must be made by October 1.

Alexa reported on filled positions and vacancy numbers, and which program and positions have the highest proportion of vacancies. Departures are breaking even, hiring has increased a bit. There are new requests for school contracts, which will increase the vacancy number by half.

Through COVID funding we received \$626K for staff who conduct direct work. This is a direct result of the advocacy efforts of the board to the state legislature.

Marc Gwinn made the motion to adjourn, Jane Spencer seconded the motion. The vote was taken and was unanimous. The meeting concluded at 6:35PM.