

Counseling Service of Addison County, Inc.  
Board of Director's Meeting Minutes  
**July 9, 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: Sarah McGowen Audet; Matt Birong; Gary Margolis, Kitty Oxholm; Len Rowell; Louise Sandberg; Jane Spencer; Ted Tighe. Absent: David Andrews.

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

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David Hallam called the meeting to order at 4:31 PM.

**Decision/Review Items**

Approval of Minutes from 6.11.20 Board Meeting:

Barbara Doyle-Wilch moved to approve the minutes from the June 11, 2020 board meeting. Jane Spencer seconded the motion. The vote was called and passed unanimously.

Approval of Updated By-Laws:

Kitty Oxholm moved to approve the updated CSAC by-laws. Louise Sandberg seconded the motion. The vote was called and passed unanimously.

Approval of policy E:42 COVID-19 Exposure Control Plan:

Jane Spencer moved to approve E:42. Barbara seconded the motion. Matt Birong shared recent legislative discussions and actions (such as exposure at work; safety protocols; sector and rating individual operation within that sector; wage replacement; worker's comp.) The vote was called and passed unanimously.

**Announcements/Updates**

Committee Reports:

- **Development Committee:** Committee goal is to strengthen and deepen the relationship with our donors and the community. The scope of this committee will include Marketing. Committee is looking to raise money to bring on a development director; need to find means of funding first. Intrigued by possibility of an endowed position. Sarah is researching how other non-profits fund their development directors, but committee hopes to increase BOD fundraising involvement. Revamped annual appeal activities and timeline. Kicking off this month/Priming the pump with a Gratitude Tele-thon. Members of the board will thank donors for previous gifts/donations/in-kinds, tell them the impact of their generosity, etc. Scripts, details, hints, best practices will be supplied along with donor names and phone numbers. Asking that all BOD be involved. Have created a timeline for the appeal; hope to have it mailed at end of September with follow-up in November/December.
- **Finance Committee:** Did not meet on July 6, will be meeting on August 3. Because of Labor Day, September meeting is being rescheduled to precede the September 10<sup>th</sup> BOD budget presentation. Bill Claessens is defining what a Finance quarterly report will contain.
- **Nominating:** five terms expiring; four will stay on, but there will be one retirement, Kitty Oxholm. David thanked Kitty for her service and leadership. Hopeful that we can end the calendar year with an in-person celebration to her.

Sarah McGowen Audet will join and chair the Nominating Committee. The committee will expand into Nominating and Governance. Goals: 1. What is the best board configuration (look at what current talent profile is, what are gaps, how are we representative of the communities we

serve. 2. Examine recruitment and retention process. 3. Constant mindfulness of board recruitment: use the board composition to help identify potential members. 4. Create a board self-assessment, for each member and for the reflection of the group as a whole.

David Roberts will join Nominating and Governance.

Sarah will continue with Development.

Ted will join the Quality and Compliance Committee, slated to start this fall. Newly hired Quality and Compliance Assurance Officer joining July 31. Jenn Staats is building a training platform and scheduling.

### **HR Director's Report—Alexa Euler**

Salaries and benefits disclosure. Nothing has changed since May.

Paylocity update: First payroll completed. The HR team has been enormously gracious and hard working. Big investment, but will improve efficiency and lower administrative burden in the end.

#### President's remarks:

- There will be no August Board meeting. There will be an Executive Committee meeting.
- Board To Do list: discussion
  1. *Refine Board meetings:* Goal to have more time for the BOD to devote to issues, committee work. Have finance and HR more succinct and not monthly. LPSC reports discussed. Board retreat is an opportunity for committees to look ahead. Maybe BOD meetings can move some Committee items forward: the entire Board can contribute ideas to the smaller group. Streamline things we *have* to do versus doing the things we *want* to do. Members should be prepared to be putting in more committee work than in the past.
  2. *Board Committees:* David will be pressing each committee to appoint chair
  3. *ED Contingency Plan:* reviewing at next Exec Comm meeting, then brought to the full board.
  4. *Board membership*—already discussed
  5. *Board Self Assessment*—already discussed

### **Executive Director's Report—Rachel Cummings**

In July, administration will study direct service hours and operations to see the effects of COVID-19. Eager to revisit the priorities discussed at the Board Retreat.

Training has started with MyPad/Pleasant Street staff today.

Conversations about “Black Lives Matter,” racial justice, and diversity have occurred at the agency. Matt Birong and Gary Margolis would like to be included in the diversity, inclusion, intrinsic bias initiatives CSAC will be building. Matt works closely with the state’s Racial Quality Task Force Executive Director; would like to invite her to speak to the Board, perhaps lead some training. Suggestion to check Vermont Businesses for Social Responsibility. Addison County Chamber of Commerce hopes to take an upcoming UWAC webinar and repackage it for local businesses.

### **Other Business**

David Roberts has joined Hannaford Career Center as Adult Education Coordinator.

Barbara made a motion to adjourn. Ted seconded the motion and the board voted unanimously to adjourn. Time of adjournment was 5:43 PM.