

Counseling Service of Addison County, Inc.
Board of Director's Meeting Minutes
February 11, 2021

Board members attending (via Zoom): 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 (via Zoom): 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 4:31 PM.

Adjustments to the agenda: disclosure of salaries and benefits moved to March; this is a notification to the board of March vote to the by-laws amendment, not the vote itself; CRT medication policy will be ready at a later date.

Decision/Review Items

Vote: Minutes of January 14, 2021: Gary Margolis made a motion to approve the minutes of 1.14.2021. David Andrews seconded the motion. The vote was called and passed unanimously.

Notification: Amendment to CSAC By-law Article 16: David Roberts clarified that the board will vote in March to approve the amendment of CSAC by-laws Article 16. A separate but related process document will be shared with the board.

President's Remarks: David Hallam:

David requests that all committees submit written summaries of activity prior to the board meeting. Reports will be posted in the board portal. When presenting at the monthly meeting, focus on the progress the committee is making on its annual goals. LPSCs are exempt.

The board is considering having a socially distanced board retreat cookout in late summer. Gary Margolis has offered to host this gathering at his home.

Committee Reports

Development Committee, reported by Jane Spencer, chair: To assist the executive office's connection with community, Jane asked members to post items through their towns' Front Porch Forum platform. (There are 13 platforms.) Jenn Staats will provide content to the designees.

Executive Committee, reported by David H, chair: If board members have ideas for future board meeting speakers, please contact Rachel or David H. Management Team will present the "Road Ahead" next month.

LPSCs: no reports.

Nominating and Governance Committee, reported by Sarah M. Audet, chair: Following seven months of study, the committee summarized their report on board composition, tasking the board with two immediate matters: affirmation of the committee recommendations and consideration of community members who align with the report's recommendations. Submit name and a short bio to Sarah. The board gave full approval of the Committee's recommendations. Management Team endorses the committee's priorities as well.

Quality and Compliance Committee, reported by Ted Tighe, committee member: Scheduled to meet in March, following work on some internal "foundational" items.

Finance Committee, reported by Joanne Scott, chair: Agency and retirement audits are complete and clean. Strong cash level positions the agency to invest a portion in conservative, short-term bonds and inflation-protected treasuries, and a modest investment in local bank CDs. Also: committee recommends adjusting the policy regarding capital expenditures, increasing level from \$1K to \$5K. Reduces administrative burden, less complicated, and offers better flexibility with our expenses. Policy also reflects job title change to controller. David Roberts moved to accept the policy as written, seconded from Ted. The vote was called and passed unanimously.

Anti-racism task force: has met twice. A round-robin of sharing of each group member's culture. Board participation sends a strong message of support to our staff and our community.

Financial and Business Report: Bill Claessens

Bill thanked Alexa Euler and Karen Holbrook for their work on the 403B audit. Clarification about auditors' use of the word "opinion:" it is a standard legal maneuver, as they did not audit the actual investment data.

HR Report: Alexa Euler

One-times announced. Self-care kits include a poem from Gary, letter from Senator Bernie Sanders, letter of support from the board, coffee vouchers, treats and chocolate.

Executive Director's Report: Rachel Lee Cummings

UWAC's Jessie Brooks will help lead the Vergennes-area initiative, Vision North. Sheriff's department has begun its own initiative to provide behavioral health, emergency services. There is state support (including coordination of efforts and money) backing positions for embedded clinicians in state police barracks. Within our agency, increasing clinician debriefs after situations involving law enforcement will be helpful to build robust collaboration with police.

Next week Rachel and Dr. Lasek will talk with a population health initiatives leader from Porter Medical Center; will discuss integration of mental health into primary care.

David Andrews moved to adjourn. Barbara Doyle-Wilch seconded the motion.

The meeting was adjourned at 6:01 PM.