

Counseling Service of Addison County, Inc.
Board of Director's Meeting Minutes
February 13, 2020

Board members attending: David Hallam, Board President; David Roberts, Secretary; Joanne Scott, Treasurer. Members at large: David Andrews; Lewis Holmes; Len Rowell; Jane Spencer; Ted Tighe. By phone: Matt Birong, Kitty Oxholm. Absent: Barbara Doyle-Wilch, Vice-President; Gary Margolis; Louise Sandberg.

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

David Hallam called the meeting to order at 4:30 PM. Changes were made to the order of the agenda. Alexa Euler absent, her items tabled. No members of the public or staff attending.

Decision/Review Items

Approval of Minutes from 1.9.20 Board Meeting: David Andrews moved to approve the minutes from the January 9, 2020 board meetings. Len Rowell seconded the motion. The vote was called and passed unanimously.

Announcements/Updates

President's Remarks:

Board Retreat, Tuesday March 3. Venue and content being determined.

My Pad Update: Funding has been awarded by DMH. Negotiation for identified property is next. We are running a micro-capital campaign for six weeks with a specific goal—a possible principal funding source wants to see demonstration of local/community support. Also: it will be critical to demonstrate 100% board participation through gifts and/or pledges. Discussion about pros and cons to creating an endowment. We need to re-think the name, MyPad.

Committee Reports: David Hallam requested that each committee designate a chair.

- LPSC/Advisory
 - MH (CRT) reported by David Andrews: Did not meet in January, snowed out.
 - DS (CA): Barbara Doyle-Wilch not here to report.
 - Y&F reported by Ted Tighe: Networking is a big draw for the parent participation.
- Ad Hoc
 - By-laws Committee reported by David Roberts: draft back from lawyers, volleying back. Hopeful to wrap up in April. David Hallam: future topic for discussion will be term limits.
 - Finance Committee reported by Joanne Scott: met in early February. Reviewed November financials. Joanne discussed which financials will be discussed at future meetings: because committee is taking the deep look at the financials, only Operating Statement and Dashboard will be reviewed at full board meetings, but committee members will be prepared discuss/answer questions about full report. Also: a fuller report to the board will be done quarterly. Committee will also discuss key positive developments and risks with full board. Joanne discussed billing requirements and deadlines.
- Nominating: nothing to report
- Development
 - Bocce: Looks favorable to meet the target. Proceeds to be directed toward general funding.
 - Mini campaign: see above
- Executive Committee
 - 990: Bill Claessens distributed FY19 990. Executive Committee approved the 990 on behalf of the Board. The 990 will be added to the portal and website, and board can review and discuss at April meeting if desired.

Business and Financial Report—Bill Claessens

November financials: Bill reviewed the November dashboard and operating statement.

Credible update: Much has been done and there are still outstanding items that are frustrating staff. We continue to consult with Credible; also consulting other VCP partners which use Credible. Communications to be improved (staff to team to Credible). Working on workflows.

Executive Director's Report—Rachel Cummings

Rachel shared part of a letter from an employee to her and other Management Team members regarding an employment decision. Employee is appreciative of the supportive tone, and said it was unlike any level of care she has experienced before in a professional setting. "I felt like I mattered."

Also: With the help of Sara Mason and the facilities crew, a gallery display has been set up at 109 Catamount Park. This month there are a young woman's drawings. Presenting her work publicly was incredibly powerful. This initiative is likely to continue with work from staff and consumers alike.

Rachel was the guest speaker for today's meeting of Emerging Leadership of Addison County; good attendance, about fourteen people.

DMH re-designation site review appears to have been a success. CSAC had impressive number of people representing staff, families, and consumers. End of session feedback was encouraging.

CSAC has received three year Center of Excellence status from VCP.

CQAO position is still vacant. Other agencies have a similar gap in CQAO coverage, therefore we will "share" a person in the interim. In conjunction with this shared resource, many CQAO responsibilities continue to be disseminated among the Management Team members.

VCP annual conference is Friday, March 13; contact Jenn if you are interested in attending.

Post legislative breakfast meeting is set for Monday, April 13, 10-11:30 AM at 109 Catamount Park, following the Legislative breakfast in New Haven. Content will be shared as the meeting nears.

Management Team Retreat update: the body of work generated at the retreat will serve as the foundation of the March 3rd Board Retreat.

Rachel asked board members about certain community members who have been CSAC donors in the past. As part of the My Pad-like campaign, she would like to have members help her with some specific asks.

Lastly, VCP is encouraging all agencies (including staff, community partners, board members, peers and self-advocates) to make personal contact with legislators to encourage them to prioritize a 3% rate increase in workforce investment. Rachel passed out talking points and contact information.

Other Business

The board portal is working favorably for members. Jenn will email Board as new content is posted.

A motion to adjourn was made by David Andrews, seconded by Ted Tighe. The vote was called and passed unanimously. Time of adjournment was 5:50 PM.