

Counseling Service of Addison County, Inc.  
Board of Director's meeting  
**November 13, 2025 4:30-6:30 pm**

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**Board attending:** Suzanne Aldana, VP; Adam Aguirre, Secretary; Joanne Scott, Treasurer. Members at large: Casey Covey (Teams); Fred Diedrich; Kathy Dorman; Marie Lennon; Gary Margolis; Jubilee McGill; Herb Olson; Bryan Plant II (Teams); David Roberts; Marycarol Rossignol; Louise Sandberg. Absent: Jon Crystal, President; Bill Cunningham.

**Staff attending:** Rachel Lee, Executive Director; Taylor Morley, incoming Executive Director; Bill Claessens, CFO; Alexa Euler, DOOD; Jenn Staats, Exec. Coordinator, recorder. Guest: Sandy Smith, Director of Adult Mental Health Services and Marc Werner-Gavrin, Y&F Services, Team Leader.

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Following a welcome to Taylor Morley, Suzanne Aldana called the meeting to order at 4:30pm. No agenda adjustment. Taylor will contact each director to set 1-1 meetings in the near future.

**Approval of Minutes,** October 9 and 16, 2025: Kathy Dorman made the motion to approve the minutes of both October 6 and 19, 2025. Gary Margolis seconded the motion. Joanne Scott asked for the October 9 minutes to correctly reflect the Executive Session sequence. The vote was taken, passed unanimously.

**Guest Speakers, Sandy Smith and Marc Werner-Gavrin:** Rachel introduced a proposed policy which addresses current Strategic Plan goal #4 and aligns with our company values. Sandy then presented "CSAC's Human-Rights Policy." Purpose: *"Establish CSAC as a frontrunner in transforming the landscape of mental health, substance use, and developmental services."* Discussion followed. David Roberts made a motion to endorse CSAC's Human Rights Based practice, seconded by Adam Aguirre. The vote was taken and passed unanimously. The document will come back to the board prior to the December meeting following a review by our lawyer.

**Executive Director's report,** Rachel Lee: Rachel submitted her final board update. The government opened today after a 40+ day shutdown; the shut-down might have had minimal impact on the agency, but it has affected people we serve and families.

Vermont Care Partners is building a proposal to help the state certify other agencies as CCBHCs. Rachel and Commissioner Hawes discussed where CSAC falls in the queue. Furthermore, Cheryl Wilcox (DMH Interagency Planning Director) and Cheryl Huntley (CSAC Special Projects Coordinator) will meet monthly, so that the state knows CSAC's readiness to move forward with its application and beyond.

Rachel and Taylor visited CSAC sites today. Taylor will be fully on-board January 5, 2026.

Lastly, Rachel is enormously proud of the positive shifts in the Developmental Services department. Rachel acknowledged Mindy Hammann (Operations Director) for her team building skills and leadership.

**President's report and Executive Committee report,** Suzanne: Send Jon Crystal reflections regarding committee goals: are goals helpful, do they matter, should the practice be adjusted. Committee chairs should voice if they want to continue the practice or how else to move forward.

We will start work on the 2026-2029 Strategic Plan in February 2026. Jesse Sieger-Walls will lead.

Discussion about Annual Meeting dates.

## **Other Committee Reports**

Development Committee, Marie: Advocacy training >new date is November 21 on Teams. Mission moment: Shaw's donated twenty pumpkins to Developmental Services; two CSAC DS groups carved pumpkins, then donated them to community groups to enjoy. Me/2 concert slated for May 19, 2026.

Compliance and Quality Committee: Met at the end of October and developed/agreed to compliance-data dashboard content. Cheryl Huntley offered CCBHC guidance.

Y&F LPSC: Marie: group will meet mid-December.

CRT LPSC: Gary had to leave prior to reporting.

DS LPSC, Family Advisory Committee: Bill Cunningham not in attendance.

Finance Committee, Joanne: Due to expected changes in the Executive Director position and Board membership, Joanne presented a Resolution to authorize signatories for finance institutions. The Finance Committee recommends the Board approve this resolution at its November 13, 2025 Board meeting, with signatory powers being effective on January 12, 2026. Joanne noted that CSAC checks over \$5,000 need two signatures, so an authorized Board member may be needed to sign checks when the Executive Director is not available to sign. Bill noted that this \$5,000 threshold aligns with our capitalization policy and meets the State recommendation to have multiple eyes on transactions over \$5000. At some point, the Finance Committee may want to discuss this \$5,000 threshold. David made the motion to accept the Resolution of authorized signatories and the parameters thereof. Kathy Dorman seconded the motion. The vote was taken and the motion passed unanimously.

Renovations to the 109 Catamount basement begin on November 17 (eight week project). Purchased additional land at Catamount Park. Bill exploring removal of the land from the town tax rolls. Accounting software vendor has been selected. FY 2025 Net gain is over \$1.3M and healthy.

**DOOD**: Alexa reported that the end of HR's biggest annual workload is nearing, including implementing new benefits and board-approved pay raises (increases which are sizable and well received). The current healthcare package reflects an unexpected but exemplary year for health benefits.

Alexa and HR Manager Karen Holbrook attended the state HR-peers meeting.

**Business and Finance**, Bill Claessens will report out at Executive Session.

**Executive Session**: Joanne made a motion to enter Executive Session to discuss financial details (and to include Bill Claessens, Rachel Lee and Jenn Staats, and Taylor Morley). Marycarol Rossignol seconded the motion. The vote was unanimously in favor. The board entered Executive Session at 5:55pm.

Marie made a motion to exit Executive Session, seconded by Kathy. Vote unanimous. The board exited Executive Session at 6:15pm.

*Summary*: Alexa shared the quarterly report of Management Team salaries and employees who earn more than \$100K/year. Discussed financial reports up to September 2025.

Suzanne concluded the meeting at 6:28pm.