Counseling Service of Addison County, Inc.
Board of Directors Meeting Minutes
Wednesday, November 10, 2021

**Board members attending:** David Hallam, President; Sarah McGowen Audet, Vice President; David Roberts, Secretary; Joanne Scott, Treasurer. Members at large: Suzanne Aldana; David Andrews; Marc Gwinn; Gary Margolis; Len Rowell; Louise Sandberg; Kerianne Severy; Jane Spencer. Absent: Matt Birong; Bill Cunningham; Barbara Doyle-Wilch.

**Staff attending:** Rachel Cummings, Executive Director; Alexa Euler, HR Director; Jenn Staats, Executive Coordinator and recorder. Absent: Bill Claessens, CFO.

David Hallam called the meeting to order at 4:30 PM. Adjustments: Rachel Lee Cummings, needs to attend an emergency meeting but offered brief information including: CSAC and Middlebury College leadership met to discuss how to partner to support student population and possible upcoming federal COVID vaccination mandates. Rejoining at end of meeting.

**Decision/Review items**
Minutes from October 14, 2021: Joanne Scott moved to accept the minutes from October 14, 2021. Marc Gwinn seconded the motion. The vote was called and passed unanimously.

**Announcements/Updates**
President’s Remarks: Annual Meeting is set for December 9. After discussing the agenda, Marc suggested starting board meetings with a mindfulness activity and ending with a poem. Committee chairs were reminded to submit 2022 committee goals.

**Committee Reports**
Executive Committee: Nothing to report beyond what is in the committee report.

Ad hoc Planning Committee for Annual Meeting: See President’s Remarks, above.

Development Committee, reported by Jane Spencer: Bill Cunningham has joined the committee and is eager to resurrect the Bocce Tournament. Jane gave her “parking lot” pitch.

Nominating and Governance Committee, reported by Sarah McGowen Audet: Sarah, David Roberts and Jane Spencer are up for reelection to the board. **Slate of candidates for three-year terms:** Sarah Audet, David Roberts, and Jane Spencer. **Slate of officers for one-year terms:** Sarah Audet, President; David Roberts, Vice President; Joanne Scott, Treasurer; Suzanne Aldana, Secretary.

Committee has drafted two board-related surveys to be distributed early 2022.

LPSC CRT (MH), reported by David Andrews: Met October 21. More discussion about a homeless population near The Center/Evergreen. Concerned about staff turnover. David Hallam will rejoin the committee in January.

Anti-Bias Committee, reported by David Andrews and Marc Gwinn: Met October 18. Statement still being worked on. A library of books will be located at all three CSAC offices. Staff anti-bias training is likely to become required training perhaps as soon as next year. Will hire an outside trainer. Marc offered to work on a board declaration based on the committee’s work. Contact Marc immediately.
Quality and Compliance Committee, reported by David Roberts: Met on October 29. Will meet monthly. Members include Andrew Brown, Bill Claessens, Jenn Staats, and David Roberts (chair). Cheryl Huntley will join as she can.

Three areas of focus: Quality, based on the Center of Excellence; Compliance, with all the entities and stakeholders (including methods of communication, improvement and monitoring over time), and; Policies, beginning with understanding which policies need reviews and adjustments. Planning to create a dashboard and examine communication infrastructure. Committee will create a policy update process for the board. The committee would like to invite Andrew to the February board meeting.

Finance Committee, reported by Joanne Scott: Met on November 8. Audit could be completed at the end of November.

Discussed six-month My Pad funding. Safety renovations are still awaiting approval.

Financial Report, reported by Joanne Scott, Treasurer
Joanne summarized the financial dashboard, operating statement and balance sheet for September 2021. Overall, we are financially healthy. Vacancies impact revenue generation.

HR Report, Alexa Euler, HR Director
Employee survey: People feel engaged and experience a healthy culture. Individuals feel positivity about work and services. Also, people happy with how we handled COVID. Pay satisfaction scored low, persistent frustration about pay rates. Departments will discuss their results. Separate LGBTIA and BIPOC groups have started. Trauma informed initiatives are moving ahead.

Executive Director’s Report, Rachel Cummings
Rachel returned to the board meeting.

Gary Margolis made a motion to enter into Executive Session to discuss information of which premature public knowledge of would place the agency at a disadvantage. The motion was seconded by Sarah Audet. The vote was taken and passed unanimously. Executive Session began at 5:45 PM, ended at 6:10 PM.

The board meeting adjourned at 6:15 PM.