

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

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

Staff attending: Rachel Lee Cummings, Executive Director; Bill Claessens, CFO; Alexa Euler, HR Director; Jenn Staats, Executive Coordinator and recorder. **Guests:** Cheryl Huntley, Operations Director, Youth and Family; Greg Mairs, Operations Director, CA; Sandy Smith, Director of Adult Mental Health and Emergency Services; Andrew Brown, Compliance and Quality Assurance Officer.

David Hallam called the meeting to order at 4:30 PM.

Leadership Team presented "Road Ahead," a sixteen-month strategic priorities plan for 2021/22. Three categories:

1. Operations (COVID recovery, finance, human resources, quality and compliance, workforce, Credible post-implementation)
2. Programs and Clinical (access to care, clinical, service expansion)
3. Community Engagement

Meeting the goals will be difficult if there is not adequate staff. Human Resources is expanding the applicant pool reach. Other DAs experiencing similar staffing issues; might lead to VCP-level action and initiatives for recruitment. CURES act: clients will have increased accessibility to their records beginning next month. The board would like to know if they can help achieving these goals; team has been invited to update the Board in six months.

Decision/Review Items

Minutes of February 11, 2021: Motion to approve: Ted Tighe. Second: David Andrews. No discussion. The vote was called and the vote to approve was unanimous.

Amendment to By-laws Article 16: Motion to approve: David Roberts. Second: David Andrews. No discussion. The vote was called and the vote to approve was unanimous.

President's Remarks, David Hallam: appreciative of the efforts of the leadership team in making decisions, creating this informative presentation, and setting goals.

Committee Reports

Development Committee, reported by Jane Spencer, chair: Goals have been broken into an activities list. Working on timeline. Would like to make a detailed presentation to the entire board later in the Spring.

Executive Committee, reported by David Hallam, chair: Committee approved the FY20 990 and heard details of N&G committee activities.

LPSC DS/CA, reported by Barbara Doyle-Wilch: Zoom group activities are terrific, but communications will be improved. Lois Capasso has retired after 38 years at CSAC.

LPSC CRT, reported by Rachel Lee Cummings: Evergreen House has started functioning at about ½ capacity. Committee meeting again on March 25th.

LPSC Y&F, reported by Ted Tighe: Department of MH hopes to see this LPSC be parent led—but that differs from the reality, as there is very little parent involvement.

Nominating and Governance Committee, reported by Sarah M. Audet: Completed the board-makeup goals. Revising the job description; thanks to members for their thoughts. Working on recruiting boilerplates and list of places to post. Can start active recruitment this month. Everyone encouraged to think about their personal and professional networks. Committee will be in touch with full board with requests to help get the word out.

Anti-bias Task Force, reported by Ted Tighe and David Andrews: Committee completed first three meeting with the facilitator; future meetings will be self-directed. Given the personal level of conversations there is not much to report out. At the task-force meeting, David Andrews reported about the work in N&G to improve the diversity of the board.

Finance Committee, reported by Joanne Scott and **Financial/Business Report**, reported by Bill Claessens: Addressing committee goal on education using the financials and real-time issues. Strong January. Several significant under-budget items due to pandemic (for instance, mileage) and shift to Captive health insurance. Moved some monies into short-term investments. Have discussed non-billable services, lost monies, and the shift to payment reform (member/month) gap for target numbers.

HR Report, Alexa Euler: Conducted disclosure of salaries and benefits, including one-times.

Executive Director's Report: Rachel Lee Cummings

Programs and staff are seeing increased distress (quantity and acuity) among our clients and the general population. Rachel has been interfacing with other Addison County agencies about how we can all work together to best help the community move through and make meaning of the last year.

Other business

David Hallam: thank you all for all you do, board members.

Barbara Doyle-Wilch: please consider benchmarks for the board to begin face-to-face meetings.

Jane Spencer moved to adjourn. David Andrews seconded the motion. The meeting was adjourned at 6:04 PM.