Counseling Service of Addison County, Inc.
Board of Directors Meeting Minutes
109 Catamount Park, Middlebury, VT with Zoom option
April 14, 2022

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

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

**Guest speaker:** Cheryl Huntley, Operations Director of Youth and Family Services.

Sarah McGowen Audet called the meeting to order at 4:32 PM. Adjustments to the agenda: vote to approve the special Board Meeting minutes from March 29, 2022; request from Rachel Lee Cummings to hold an Executive Session at the end of the meeting to discuss a personnel matter.

**Guest speaker:** Cheryl Huntley, Operations Director of Youth and Family Services

Youth and Family staff greatly appreciated the raises, and is on-board about documentation emphasis. Overall, staff morale is pretty good. Coming into one year mark of the Y&F restructuring. There is high quality work. Y&F is experimenting with the dictation feature in Credible.

Payment reform means we will lose flexibility and be driven primarily by Medicaid. Programs will be affected. Service to non-Medicaid kids will be reduced. Third party payors will likely refuse payment. In one year, we served 107 K-12 school-based clients who were non-Medicaid eligible (of about 800 students served). Number of under-insured Vermonters has risen to about 30% over the last three years.

Schools have requested five more school-based clinicians. Two interns are hired for the fall. Schools want in-person, in-the-building availability; remote option difficult for young students. Licensing parameters can be problematic.

Cheryl feels very positive about current work on Trauma Informed Systems. Reflective supervision practices are favorable: slowing down; looking at what everyone is bringing to the conversation; the place in between; reflection of one’s own blind spots and reactive behaviors; what this means for the person seeking services.

**Decision and Review Items**

**Approval of Minutes of March 10, 2022:** David Roberts moved to accept the minutes of March 10, 2022 and Joanne Scott seconded. The vote was called and the motion passed unanimously.

**Approval of the Minutes of March 29, 2022 Special Board Meeting:** Marc Gwinn moved to accept the minutes of March 29, 2022 and Jane Spencer seconded. Discussion followed, with request to amend spelling of Marc’s name. The vote was called and the motion passed unanimously.

**Executive Director’s Report:** Rachel Lee Cummings

A triumph today: client who has been frightened to come into 109 Catamount Park came upstairs, greeted folks, introduced herself to Rachel. Such interactions are immensely meaningful!

Three staff meetings and two other presentations focused on pay increases and documentation improvement targets were held last week.
Attended National Council of Behavioral Health’s annual national conference in Washington DC. Many opportunities to learn about Certified Community Behavioral Health Clinic (CCBHC). Bristol’s Five Town Health Alliance is writing a letter of support.

**President’s Remarks:** Sarah McGowen Audet
We’ve drafted a contract with Tabitha Moore to engage the board of directors in facilitated, anti-bias training. Bill Claessens asked that contract payment (10 hours of training, plus a 2-hour session with the anti-bias committee and pre- and post-training surveys for $8,800) be included in the current fiscal year. David Roberts made a motion to approve the contract to hire Tabitha Moore for anti-racism training pending finalization of scheduling that will ensure that a majority of the board can attend. Marc Gwinn seconded the motion. The vote was taken and the motion to approve passed unanimously.

We are interviewing identified consultant candidates to facilitate strategic planning. They will submit proposals by mid-May; final selection slated for June. Strategic planning will begin in September.

**Committee Reports**

**Executive Committee**, reported by Sarah, chair: Nothing further beyond the committee report. For nominating, we are advertising and posting aggressively for 4-5 new candidates.

**Anti-Bias Committee**, reported by Marc Gwinn, board rep: Reviewed a group training and Black History Month activities. Discussed possible future activities, including Holocaust Remembrance Day, development of “Racism 101,” and incorporation of CLAS standards.

**Development Committee**, reported by Jane Spencer, chair: Integrating committee goals and tasks with the Development Director’s. Board member “calls of gratitude and appreciation” slated for June or July. Addison County Chamber of Commerce mixer will be held at Catamount Park in June.

**LPSCs: CRT (MH):** representative absent; report in packet.

**Quality & Compliance:** have not met.

**Finance**, reported by Joanne Scott, chair: Discussed member feedback about reporting. The goal is to clarify and educate, not confuse. So fewer gritty details. If more details are desired, reach out to committee members or to Bill.

**Business and Financial Report:** CFO, Bill Claessens:
$12K gain in February. A focused discussion of KPI item “current ratio” (current assets/cash to current liabilities/bills in accounts payable).

**HR report:** Alexa Euler, HR Director:
Currently 36 vacancies of 309 positions. Some departments more deeply affected. Many positive comments about the pay increases. Feedback matched the intended message.

**Executive Session**
A motion was made by David Roberts to enter into Executive Session to discuss a personnel matter. Marc seconded the motion. The vote was unanimous and the Board entered Executive Session at 6:10 PM.

A motion was made by Jane to exit Executive Session. Marc seconded the motion. The vote was unanimous and the Board exited Executive Session at 6:22 PM.

Joanne made a motion to adjourn the Board Meeting. Marc seconded the motion. The vote was unanimous and the meeting adjourned at 6:23 PM.