

Counseling Service of Addison County, Inc.
Board of Director Meeting Minutes
October 10, 2019

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

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

Guests: Lea Calderon-Guthe, Adult Outpatient (AOP) clinician and former CSAC intern; Michaela Bicknell, school-based clinician intern, Youth and Family program.

Louise Sandberg called the meeting to order at 4:33 PM. Agenda adjustment: Executive session: discussion of personnel evaluation and salary adjustment.

Welcome to our new board member, Matt Birong and welcome back to Sarah McGowan Audet.

Mission Moment: Interning at CSAC

Lea Calderon-Guthe, AOP clinician, interned with Samuel Lurie. Lea graduated from Middlebury College ten years ago, has a background in food and farming which led her to work at an elementary school cafeteria. Realized that work with young people offers profound foundational effects. “*There are very real problems you can fix with a bran muffin.*” Michaela Bicknell is in her first field placement as a school-based clinician at Mount Abe via the UVM social work program. She works with six students. LuAnn Chiola provides support. UVM’s program has clinical lean, so Michaela is about to have individual work and attend systems meetings. “*You hit the ground running.*” She went to VUHS; Lee Shorey’s connection to young women was influential and led her to pursue this field.

Both women find CSAC culture welcoming and supportive. Suggest building a stronger intern community and to encourage networking among all departments, buildings, sites. Consulting and discussing case presentations with peers is invaluable. Giving of self and service is not sustainable on its own; it is the camaraderie and the connections with colleagues that keep people coming back.

Decision/Review Items: Approval of Minutes from 9.12.19 Board Meeting

David Andrews moved to approve the minutes 9.12.19. Barbara Doyle-Wilch seconded the motion. A punctuation adjustment was accepted and to change the time of adjournment to 6:52 PM. Vote was called and passed unanimously.

Announcements/Updates

President's Remarks: Annual Appeal letters were distributed for members to jot personal notes on. Also: signing party at Louise Sandberg’s house.

Credible: Alexa Euler thanked board members for coming before set-up trainings with refreshments and introducing themselves to trainees. A few employees have spontaneously mentioned how meaningful it has been to have the board personally extend thanks and support.

November meeting: Regular meeting for November 14th. We will have a business end of an annual meeting (i.e., election of officers) on December 12th.

Committee Reports:

- Advisory:
 - MH (CRT) reported by David Andrews: Community Bridges will host a “Day After Halloween Party.”
 - DS (CA) reported by Barbara Doyle-Wilch: discussions about finance initiatives, guardianship, special needs trusts.

- Ad Hoc, By-Laws: Our lawyer has advised that our by-laws are antiquated and he is working on them. Hopefully will review in December.
- Development: Bocce update: meeting with Sue Hoxie, special events consultant. Hoehl foundation grant: thinking about a new way to frame goals, as Hoehl does not fund positions.
- Executive/Internal Committee: Joanne Scott discussed 403B: automatic enrollment for all employees unless opt out, so the base for our retirement plan is broadening. Investment account: started around 2012, has had good performance.

Business and Financial Report—Bill Claessens

Monthly financial reports, August 2019: Presented and discussed.

Audit: Wrapping up; the department has done a great job.

Credible Update: People have been active, engaged, asking great questions. Test domain will be created. iPad training was overwhelmingly favorable. Testing the billing matrix. Staff is accommodating and patient, reflective of the culture of CSAC: *we help each other*. Exciting secondary gains such as interdepartmental community building, appreciation of staff to meet board members. About a dozen people are putting in extra time to input data not automatically imported.

HR Report—Alexa Euler

Insurance: the current health insurance plan will continue. Reviewed salaries and benefits as is required. Approval will happen at the annual meeting in December.

Staff: discussed the variety of staff supports for Credible implementation.

Executive Director's Report—Rachel Cummings

Staff art-show: *Amazing*. Incredibly creative people. Perhaps an annual event.

State items: Re-designation beginning. Still no Master Grant from the state. Waiting for EHR funds; implementation funds.

MyPad housing model: no funding avenue was viable this year.

Cheryl Huntley: nominated by all her colleagues at for the Charlie Biss award.

Community Breakfast: adjusting timeframe due to leadership shift at Porter.

Compliance and Quality Assurance Officer: position still open.

Payment Reform: Rachel on a new state committee to work on the value base, payment reform.

Legislature: FY2020 state budget looks tight.

Executive Session

Kitty Oxholm made a motion to enter into Executive Session for the purpose of personnel evaluation of an employee that the board has direct responsibility for. David Andrews seconded the motion, and Executive Session began at 6:25 PM.

David Andrews made a motion to exit Executive Session and David Roberts seconded the motion. Executive session concluded at 6:32 PM.

The meeting was adjourned at 6:37 PM.