

Counseling Service of Addison County, Inc.
Board of Director's Meeting Minutes
May 14, 2020

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

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

David Hallam called the meeting to order at 4:33 PM.

Decision/Review Items

Approval of Minutes from 4.9.20 Board Meeting: Kitty Oxholm moved to approve the minutes from the April 9, 2020 board meeting. Len Rowell seconded the motion. No discussion or corrections. The vote was called and passed unanimously.

Announcements/Updates

President's Remarks:

David Hallam has contacted BOD members, the management team, and other staff to provide information for the Executive Director's annual review.

Committee Reports:

- Ad Hoc
 - By-laws Committee reported by David Roberts: presented and discussed adjustments to by-laws including removal of bond component (Sect. 5.3, which results in changing Section sequencing thereafter); changes to quality and compliance committee component (Sect. 8.10); adjustment to language about terms for members at large (Sect. 4.5). To be brought to the June meeting for approval.
- Development Committee: Meeting on May 18 to weigh moving ahead with Bocce tournament, final decision on June 1. Barbara Doyle-Wilch asked for executive office to send out survey to Board members about their comfort levels to move ahead with the event.
- Executive Committee: Discussion of the 4.29.2020 meeting and agreement to return PPP funding. Sent back within the time to do so without penalty.

Business and Financial Report—Bill Claessens

Financials: March financials discussed. David Roberts requested “talking points” information about the impact of the COVID-19 health crisis, such as how finances would have looked if the crisis had not occurred; how much expense is directly attributable to COVID-19 response, and; how much assistance has been received. Bill shared how COVID expenses will offset what is received; increased PTO; Phase One assistance wrapping up, and; Phase Two is coming out to potentially help with PPE and tech purchases. Another item might help with “appreciation pay (hazard pay). Discussed quarterly reports.

Cash-on-hand is strong (which influenced the decision to return the PPP award). Additionally, we have received the EHR funding from the state.

MyPad/CRT house purchase: closed on property in mid-April. Lead paint inspection needs to be addressed. Given the health crisis shutdown, we will likely have an extension beyond the 60-days window. Facilities staff will receive lead paint training; an independent lead paint assessor will conduct periodic checks. House manager recently hired, will begin orientation next week.

HR Director's Report—Alexa Euler

Review of staff salaries: completed. No changes to benefits.

New payroll software: Paylocity. Timing for making the decision to change the system could not be helped. The changes/effects are confined to HR.

New health and welfare insurance broker: discussed.

Workforce availability: important to note that CSAC never stopped its operations but ramped *back* operations. The issues around ramping up are *how* and *when*; this is proving more complicated than ratcheting down. Following Governor Scott's guidelines as to what activities can open. Assessment of our own workforce is important, delicate, and complicated. Conducted an employee survey; shared aggregated data about their health conditions, care availability, and comfort levels.

Executive Director's Report—Rachel Cummings

Return to work: each department is creating a plan. Agency needs to be nimble and prepared to stop/pivot quickly if necessary.

CSAC Goals: to be DOH and VOSHA compliant by May 26; in June, broaden client contact and employment and; in July, expand to office-based services.

State: working on development of coordinated guidance for the DA and SSA which will allow flexibility for individual entities. The state has been good partners. Fiscal outlook is challenging. State facing significant fiscal challenges. Hard decisions that will affect agencies and morale.

Community: Rachel shared that there is pressure from some in the community to go faster. Barbara is appreciative of staff taking hikes two, three times a week with clients. Using physical exercise as an opportunity to connect has been powerful. Shared how deep the loss of employment (and with it, transportation, socialization, and finances) has been for CA community. Some consumers have not heard from their employers, making the consumer feel diminished and "erased."

Good news: Everyone in CA has an individual plan. Some people want to keep things remote. David R. shared that Vermont Adult Learning might create an on-line division. Is that something we could investigate? Group agreement to "assess the lessons we've learned, leverage those lessons, and build on them." Gary Margolis: look for unintended good consequences and acknowledge the balance of the reality of caution with the thrill of creativity. Lastly, Vermont has essentially housed its entire homeless population.

Public testing begins May 20.

Other Business

Congratulations to Alexa and Rachel on achieving their masters degrees!

David Andrews made a motion to adjourn, Gary Margolis seconded the motion and the board voted unanimously to adjourn. Time of adjournment was 6:08 PM.