

Counseling Service of Addison County, Inc.
Board of Directors Meeting
June 10, 2021

Board members attending: David Hallam, Board President; Sarah McGowen Audet, Vice President; Joanne Scott, Treasurer; David Roberts, Secretary. Members at large: David Andrews; Matt Birong; Barbara Doyle-Wilch; Gary Margolis; Len Rowell; Louise Sandberg; Jane Spencer; Ted Tighe. No absentees.

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

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

Decision/Review Items

Minutes of May 13, 2021: Motion to approve the minutes: Gary Margolis. Second: David Roberts. Discussion: reference that the interviews were for board candidates. Vote to approve the minutes with the aforesaid modification was called and the vote to approve was unanimous.

Election of board candidates: The Nominating and Governance Committee presented four candidates: David Hallam, Rachel Lee Cummings, and Sarah McGowen Audet interviewed. David Roberts made the motion to accept the slate of nominees to the board. Second: Gary. Discussion: there will be a two-hour orientation session prior to the July 8 BOD meeting; will tour the facilities with Rachel; meetings with core-program directors, with Bill and Alexa. Sarah seeking recruits to be “board buddies”; Barbara Doyle-Wilch will attend next N&G meeting to discuss further. The vote was called and the slate of new directors was accepted unanimously.

President’s remarks, David Hallam:

Meeting in person July 8th. There will be no August meeting.

Committee Reports

Anti-bias Committee, reported by David Andrews and Ted Tighe: Getting organization and determining director. Message was sent to staff about the committee, its activities. Currently a lot of education and reporting back. June 24 training with Dr. Nnamdi Pole from Smith College (*Blackness and Whiteness: Our Painful History and Its Implications for Contemporary Clinical Practice*).

Development Committee, reported by Jane Spencer: Bill Claessens joined Committee’s last meeting to discuss challenges and implications for funding Director of Community Engagement and Development position. Intend to connect with other DAs about their experiences in staffing such a position. First donor/community newsletter went out yesterday.

Executive Committee, reported by David Hallam: Weighing what is appropriate for Executive Committee to discuss versus the full board. Discussed making a schedule of annual requirements, checking governing documents. David Roberts and Jenn Staats will start that process.

LPSC/CRT, reported by David Andrews: Meeting in person with Zoom option. New action from World Health Organization, re: universal human rights to mental health as well as the physical health. Link will be shared. Community Bridges starting back up; party scheduled for Saturday July 24th at Middlebury VFW. Concerns about impending conclusion of temporary housing assistance. Suggestion to invite ETeam to discuss this intensified work in our community, offer the board’s support and appreciation.

LPSC/Y&F, reported by Ted Tighe: Does not have minutes from May 26 meeting.

Nominating and Governance Committee, reported by Sarah: Beginning the orientation for new members immediately. Board still needs representation from medical and legal sectors. Developing the board self-assessment. Will continue using Zoom as the meeting platform.

Financial Committee, reported by Joanne Scott, and

Financial and Business Report, Bill Claessens:

April Financials: Cash and ratios are strong. Net margin shrank, in part due to Medicaid issues in preparing for DS payment reform, higher fringe and increase in health insurance cost.

Discussed updating the policy statement/investment committee contract 403B plan. Finance committee also acting as the investment committee of the 403b. Mass Mutual being folded into Empower.

My Pad: Looking into new staffing models and different staff compensation to address some issues. We are working with DMH for assistance with staff funding. Matt Birong and Rachel working on approaching the state about funding.

Update on sliding fee schedule and the charge schedule: Bill will consult with DA CFOs as to their practices with the sliding fee schedule (do CFOs connect with the BOD about sliding fees, is it BOD business?) and discuss with Finance Committee. Might be part of budget discussions.

Motion made by David Roberts to approve the updated sliding fee schedule and the 2022 fees as presented. Second: Ted Tighe. Discussion: how does the board show their support if they are not giving approval? Will consult the annual state agreement. The vote was called to approve the sliding fee schedule and 2022 fees and the item was approved unanimously.

HR Report, Alexa Euler:

Conducted the quarterly review of salaries and benefits. Staff will receive retroactive raise back to July 2020. Additionally, there will be a PTO buyout and additional contributions to retirement accounts.

Entire DA system has about 740 vacancies. Discussed the implications of vacancies on wait lists. We are advertising in southern Connecticut, in urban areas, on the radio, to graduate programs. Recruitment affected by tertiary issues such as affordable housing and lack of childcare.

Other business: annual board composition survey has been sent.

David Andrews made the motion to adjourn, Jane Spencer seconded the motion. The meeting concluded at 5:51 PM.