

Counseling Service of Addison County, Inc.
Board of Director's Meeting Minutes
109 Catamount Park, Middlebury, VT – held via Zoom
May 12, 2022

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

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

Guest speaker: Greg Mairs, Operations Director of Community Associates/Developmental Services.

Sarah McGowen Audet called the meeting to order at 4:30 PM. No adjustments to the agenda. No public or staff comments.

Guest speaker: Greg Mairs, Operations Director of Community Associates/Developmental Services CA staff has been outstanding — committed to their work and their clients, amazing people doing amazing work. CA staff response to the pay increase was enthusiastic. The mileage increase (to Federal rate) resonated positively as well. On-going high vacancy rate perpetuates crisis-mode feelings, but there has been an influx of applications and some hiring.

Vermont's DS system is regarded as one of the best in the country. Greg sees DS in a transitional place; he wonders what will carryover from before the pandemic or is everything new? DS Payment Reform began before pandemic. Timeline continues to be pushed out; details are not there; constant change; an unsettled environment. Expect finance challenges and increased fee-for-service movement. There will be less flexibility, which is central to good service coordination. Group activities have been very popular with consumers and meets a desire to congregate, but group work will have a different rate.

With that: the inclusion of the consumer voice is critical. Standing committees are a great concept, but attendance and sustained engagement is challenging. Continued advocacy is also critical. Developmental services needs funding equity. Too often, DS is not at the table (e.g.: left out of some Covid funding). Legislators need to hear that continued discrepancy is unallowable and unsustainable.

Decision/Review items

Approval of the Minutes of April 14, 2022: Marc Gwinn made the motion to approve the minutes, David Hallam seconded the motion. The vote was taken: all yes with two abstentions. The motion was carried.

Sliding Fee Scale and Rates: It was agreed to discontinue the practice of bringing the Sliding Fee Scale and Rates to the board for approval. Hereafter, Management Team will have the authority to approve changes to the Sliding Fee Scale and Rates and will report that information to the board. This is consistent with practices at other DAs. Quality and Compliance Committee asked to create a procedure.

Executive Director's Report: Rachel Lee Cummings

The Certified Community Behavioral Health Clinic (CCBHC) application was submitted. A special call out to Andrew Brown, Bill Claessens, and Cheryl Huntley for the Herculean, swift work. Rachel believes this is a strong application.

Rachel spent today with Chris George, our Vermont State Police (New Haven) embedded clinician.

Recent state approval of 8% Medicaid increase is immeasurably significant. Vermont Care Partners is especially appreciative of CSAC's level of advocacy drive. CSAC will host a meeting with the new Secretary of the Agency Health and Human Services, Jenney Samuelson.

President's Remarks: Sarah McGowen Audet

The annual board composition survey will go out tomorrow.

Committee Reports

Executive Committee, Sarah, chair: Strategic Planning proposals are due from the three candidates for facilitator. Slated to begin in September. Nominating and Governance activities: Three candidates have stepped forward; hopeful for June vote.

Anti-bias Committee: Moving forward with training with Tabitha Moore in June.

Development Committee, Jane Spencer, chair: Committee did not meet in April.

Bocce Committee, Bill Cunningham, coordinator: Format solidified, which will drive tasks for smaller committee work; opportunities to be announced soon. Middlebury College and three high schools are all on board sending athletic teams. Choosing registration software soon; discussed information security.

LPSC CRT, David Hallam, committee member: Group discussed staff shortages.

Quality and Compliance Committee, David Roberts, chair: Committee did not meet in April.

Finance Committee, Joanne Scott, chair: Discussed, reviewed long-term investment account with Morgan Stanley reps. Will look at the investment list at the next finance committee, to do a “deeper dive” into favorable/unfavorable companies.

Marc Gwinn made a motion and David Roberts seconded the motion to approve the following:

Be it resolved: The Investment Policy Statement, adopted by the CSAC Board on May 14, 2012, has been reviewed and amended by unanimous consent of the CSAC Board on May 12, 2022.

This Investment Policy Statement is for CSAC's long term investment portfolio.

The vote was taken and passed unanimously.

Financial/Business Report: Bill Claessens

Reports from March 2022. Focused discussion about “Days in Accounts Receivable” on Dashboard. Discussed school revenue change and back-billing resulting from a state-level change in monthly rate requirements. Transportation/travel expenses reflect new mileage rate and retroactivity to July-Dec. 2021.

HR Report: Alexa Euler

Turnover pattern is similar to Alexa's last report. Slightly better hiring rate compared to Q12021. Steady head count for the last 3 months. Alexa shared employee feedback about raises: that the increases are meaningful and even life-changing for some staff. Clear understanding of the risk and responsibilities. Attended conference about Captive insurance conference. Conducted salaries and benefits disclosure

Executive Session

Gary Margolis made a motion to enter into Executive Session to discuss a personnel matter, Joanne seconded the motion. The vote was unanimous and the Board entered Executive Session at 6:30 PM.

Gary made the motion to exit Executive Session, Marc seconded the motion; the vote was taken and was carried and the Board exited Executive Session at 6:54 PM.

Marc made a motion to adjourn the Board Meeting, Jane Spencer seconded the motion, the motion carried, and the meeting concluded at 6:55 PM.