

NORTHWESTERN COUNSELING & SUPPORT SERVICES
107 FISHER POND ROAD
ST. ALBANS VT 05478

BOARD OF DIRECTORS MEETING MINUTES

JANUARY 6, 2021

Present: David MacCallum, Tony Treanor, Jim McMillan, Meg Marshall, Sara Kittell, Jason Minor, Elaine Carpenter, Angela Poirier, Carl Rosenquist, Rob Hirss, Jason Minor, Ken Gange, Betty Charron

Excused: David Hutchinson

Staff: Emily Richards, Todd Bauman, Kim McClellan, Steve Broer, Stacey Remillard, Joe Halko, Derek Hoy, Sam Thomas, Sara Billings, Rebecca Chaplin, and Emily Norris

Minutes received and meeting called to order by Jim McMillan at 5:35pm.

Motion was made to approve December minutes as presented by Tony Treanor. Second by Rob Hirss. All in favor.

Presentation

Sara Billings (Childs Youth and Family Services), Rebecca Chaplin (Behavioral Health) and Emily Norris (Development Services) did an educational presentation to the board titled “Agencies Services Overview.”

Executive Director Report

We have about 50 staff members who have received the first dose of the vaccine so far. This number grows on a daily base. The partnership with NMC has been a wonderful our nurse manager April has done a great job working with them. She is working closely with our program managers to make sure we are putting the right staff forward. NMC is picking the staff the reach out to but are working closely with April.

Financial Report

The audit is still going on but is in the final stages. There have been some delays due to unprecedented interruptions in the billing process due to COVID, new EMR, changes to and reversion to billing practices as mandated by the state. We do have a time line that we are adhering to, Greg Sargent will present the audit at the February board meeting, we will then submit the audit by March 15th for bond compliance and submit our 990 for FY20 by May 15th. We have received some COVID funding which has helped us to be able to serve our clients and give our staff what they need to do so. We did open an TD Ameritrade Investment account to be able receive a very generous donation. We will be leaving this account open with the sole purpose of stock gifts in the future. We have change in our bond rating and we need to tell the board for compliance. This is based on the state and nothing we have done. We are still in a good place with this bond.

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Developmental Services

We have been getting as creative as possible with the current state of things. The staff is really working on keeping the connection there between clients and staff. We are starting zoom groups and the staff has been wonderful and working really hard to make sure we have what we need to be successful with this.

Operations

All for four agencies are now live the last went live in mid-December. We are now working on future process and how we will maintain the structure we have built with all four agencies.

New Buisness

The board would love to hear more client stories; this gives another view of the great things that are happening. The board would love to see fewer acronyms in the board report. Emily will be sending out our annual paperwork to all the board members, there will be a self-address envelope, if you could sign them and get them back as soon as possible that would be wonderful.

Motion to adjourn was made by Elaine Carpenter. Seconded by Carl Rosenquest. All in Favor.

Meeting adjourn at 6:44pm

Minutes recorded by:

Emily Richards

Executive Coordinator