

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

BOARD OF DIRECTORS MEETING MINUTES

DECEMBER 2, 2020

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

Excused: Dan Thompson, Anjanette Watson,

Staff: Emily Richards, Todd Bauman, Steve Broer, Stacey Remillard, Joe Halko, Sam Thomas

Minutes received and meeting called to order by Jim McMillan at 5:33pm.

Motion was made to approve November minutes as presented by Tony Treanor. Second by David Hutchinson. All in favor.

Executive Director Report

Todd started by welcoming Derek Hoy as the new CFO. He is doing a great job and has hit the ground running. We wanted to make sure that everyone knows we are open and we are still providing services. We are standing by our mission of serving our clients in the best way possible. There was a thought that our services were either in person or remote, but we being flexible and innovating so a lot of our services are providing in a hybrid model. Steve added that we are expanding our services and we are being responsive to the challenges we are seeing. Back in the spring we set up soar to be a covid resource for if we had any positive cases in our residential sites. Now that soar is open we are using an apartment that we rent. The health department reached out to us to be a vaccine distribution site. We are working on those details.

The question was asked - Are we seeing more demand? Yes we are seeing a higher demand with a wider range of need and a higher acuity. The question was asked - How do you feel staff morale is and what do you have in place to support staff? – We conducted our staff satisfaction survey like we do every year and from a data stand point we are down, and people are struggling. A positive is that staff took the time to write comments and tell us where, how and why they were struggling. We are trying to tackle this head on. One of the many things we are doing are CYF Care calls, we have had 3 of them so far and they are going really well. We have also have restructured the wellness and engagement committee to help with this.

Financial Report

We have our audit being done right now, we do not know when they will be done because we are tying up a few loose ends. Derek has been focused on his and his team's communication with all the divisions and the agency. We are going to be asking for approval on a wage action due to our gain in FY20. COVID funding is what is keeping us able to provide services. We have received some HHS Cares act funds and we are waiting on VT stabilization funds. We are accruing expenses because services are needed but having to manage the cash because we have

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not gotten the COVID funds in yet. We have invested in laptop, hazard pay, emergency bed a long with so many other things; we have to record it all. We are trying to find the balance of giving to our staff while keeping the agency able to provide services

Motion to move in to executive session with staff and Angela Poirier staying present by Elaine Carpenter. Second by Carl Rosenquist. All in favor.

Motion to move out of executive session made by Carl Rosenquist. Second by Rob Hirss. All in favor.

Motion to approve the wage action as discussed in executive session by Tony Treanor. Second by Jason Minor. All in favor.

We need to request access to the capital reserve funds again, in the spring the board authorized access for 5 months. We are looking for a motion to extend that access to the end of this fiscal year.

Motion to approve the extension of access to the capital funds through the end of this fiscal year which will be June 30 2021 made by Carl Rosenquist. Second by Rob Hirss

Motion to adjourn was made by Carl Rosenquest . Second by Sara Kitell. All in favor.

Meeting adjourn at 6:26pm

Minutes recorded by:

Emily Richards

Executive Coordinator