

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

**BOARD OF DIRECTORS MEETING MINUTES**  
**FEBRUARY 3, 2021**

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

**Excused:** Rob Hirss,

**Staff:** April Mathieu, Emily Richards, Todd Bauman, Kim McClellan, Steve Broer, Stacey Remillard, Joe Halko, Derek Hoy

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**Minutes received and meeting called to order by Jim McMillan at 5:34pm.**

**Motion was made to approve January minutes as presented by Carl Rosenquist. Second by David Hutchinson. All in favor.**

**Presentation:**

April Mathieu is our nurse manager and is running the vaccine process in the agency. There are so many things going on and she is doing a wonderful job so we wanted to give the board an update. We have 70% of staff who are eligible per the state and who wanted to get the vaccine vaccinated. We are also focusing on our clients who are now eligible. Our nursing team is making sure that staff has the PPE that they need to provide the services our clients need. One thing we have done is purchased a N95 fitting kit, each model of N95 mask fits differently and needs to fit properly to give the right protection. In the past we had to wait for a pop up fitting session, but now we can do it ourselves, which is very exciting.

The question was asked - Who is saying no and why? There have been a handful of reasons, some are our pregnancy so we are telling them to talk to their doctors, there are some who just didn't want the risk, and they want to see how it affects people before they get it. We have had a number of staff who said no at first but have changed their mind. The question was asked – Are we finding it hard to keep up a good supply of PPE? We have been planning accordingly and buy when items are available so we know we always have enough. April has formed great relationships with some of our vendors.

**Financial Report**

We are still working getting on track. There have been many changes in the last 18 months within our billing structures which has brought us to where we are, between staffing, state changes and COVID. Derek has a plan in to get us caught up. Derek feels a large piece of getting us back on track is by strengthening communication between the leadership, staff and board members. The audit is going along well and should be closed in the next few days which is why we needed to schedule the special meeting on February 15<sup>th</sup>. Once the audit is complete

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we will be able to put more resources toward closing the month's financials. This will make it possible to close two months at a time.

**New Business**

Stacey is looking for a volunteer to join the pensions committee. Carl is currently a member and Dan Thompson was as well, but since he is not on the board right now, it would be great if we could have two members. Todd wanted to draw the attention to person story Steve provided in the board packet.

**Motion to go into executive session with all NCSS employees leaving made by David Hutchinson. Seconded by Angela Poirier. All In Favor.**

**Motion to exit executive session made by Carl Rosenquist. Seconded by Ken Gagne. All in Favor.**

**Motion to adjourn was made by Ken Gagne. Seconded by Carl Rosenquist. All in Favor.**

**Meeting adjourn at 7:14pm**

Minutes recorded by:

Emily Richards

Executive Coordinator