

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

## BOARD OF DIRECTORS MEETING MINUTES

JULY 1, 2020

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**Present:** Carl Rosenquist, Jim McMillan, Meg Marshall, Anjanette Watson, Tony Treanor, Sara Kittell, Jeff Moreau, Betty Charron, Rob Hirss

**Excused:** David MacCallum, Jason Minor, Dan Thompson, David Hutchinson, Elaine Carpenter

**Staff:** Emily Richards, Todd Bauman, Steve Broer, Joe Halko, Jess Irish, Kim McClellan, Danielle Mitchell, Stacey Remillard

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**Minutes received and meeting called to order by Jim McMillan at 5:38pm.**

**Motion was made to approve June minutes as presented by Carl Rosenquist. Second by Sara Kittell. All in favor.**

### **Executive Director Report**

Last month we talked about the schools we work within and what the status of those are during COVID-19. We were still providing services with the knowledge that we would be getting paid per the contracts we hold. Right before our last meeting we were given a memo from AOE stating that the schools would not be paying for the services provided and that would be retro-active to when school was released. We have been working closely with the schools and state partners and were informed earlier this week that the schools will be paying their portion of our contracts through May 12<sup>th</sup>. This is great news. It does not make us out of the woods, but it does help. We are still accessing our systems and programs and working on ways to lower our expenses while still providing top quality services.

The question was asked - Have we been advertising what we have done in Franklin County with our embedded staff in local and state law enforcement? We have been in the State and City Police here for a few years now. We do try and have it recognized as best and as often as we can. Steve created a document that reflects some of the data that we have been collecting. There is a lot of conversation around this right now and we are at the forefront, we are being asked to provide trainings and information about how we run our programs. We are hoping to increase some funding around this amazing work. The question was asked - Are we going back to be back in the schools in the fall? We are focused on providing the best care that we possibly can while keeping staff and clients safe. So of the services we offer in the school setting can be done remotely but some needs to be face to face. We will do what is needed to continue to offer service to the children and families we serve. We are also very good at adapting, which has worked well for us during this time. Each division has created a rubric of what would be required to offer face to face services as well as documents to help determine the levels of services it is safe to provide that rely heavy on the state guidance. We are also in the midst of planning Soar's fall reentry plan. Per AOE the plan must consist of a plan to be remote, a plan to be a combo of remote and on site and a plan to be onsite full time. The question was asked – Where does the agency stand and feel they are coping with the every changing state of things

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right now? We have anchored all the decisions we have made regarding services and staffing on a few things. Those were providing the best service we could will keeping our clients and staff safe, while following the states guidance. The state is taking the approach of opening things very slowly and we are following that process. We do not know what will happen especial with everything going on around us, so we will continue to make our decisions on those three things. We plan to stay on top to the guidance and regulations, while we work to prove quality services to our clients. The question was asked - Do you feel you are standing up to those standards? Yes, we are moving things forward while providing great care to our clients, while we plan to be prepared for what could happen in the future. This has been so fluid and we are working really hard to do the best work possible, while keeping our community safe.

We would also like to do an update on the Developmental Services Division Director position. This would have been Kathy's last meeting but something has come up so she was not able to join us. Todd would like to say how much she will be missed. She has provided exceptional leadership to her staff while being focused on offering the best care possible for our clients. We had the first interview yesterday. This candidate seems to be a very viable option. We have two additional interviews next week. Once we have completed the first round of interviews which consists of the directors, we will select two to conduct a second round of interviews. The second round will be mostly DS staff. We are hoping to make an offer quickly. One of the responsibilities of this board is to approve salaries that are over \$100,000. We would like to get approval for a salary range for the new DS Director.

**Motion to enter executive session made by Carl Rosenquist. Seconded by Tony Treanor. All in Favor**

Directors were present for executive session

**Motion to exit executive session made by Carl Roesenquist. Second by Jeff Moreau. All in favor.**

**Motion to authorize Todd to offer a salary with the range of \$85,000 – \$110,000 per the conversation in executive session when hiring the developmental service director made by Carl Rosenquist. Second by Tony Treanor. All in Favor. Rob Hirss was not present for vote**

**Financial Report**

We have financials through April 30<sup>th</sup>. COVID has made the financial reporting very hard. As we look at current numbers they are projections. The agency as a whole has been doing a really great job at lower expenses. Our FY21 budget is still being worked on, and we are track to have it done but the extended due date of September 30, 2020. Based on the current projections and the amount of cash on hand we will need to start using the restricted funds in late August. We are looking at ways to continue to decrease spending while increasing revenue. We continue to monitor this daily and will keep you informed.

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The question was asked – Have we received any COVID funding, if so how much? Jess did not have the exact number on the top of her. But we have received some funds for; Success Beyond Six, hazard pay, PPE and shared living providers.

Jim wanted to thank Jessica and say what a good job she did for her first solo board presentation.

### **Executive Report**

There was no meeting today, so nothing to report. But, Jim would like to give a kudo to Steve, Josh, Nic and Tony Stevens. It is so important to work hand in hand with the law enforcement and they are doing a great job. We will have a meeting on August 5<sup>th</sup>. Being that the situation is constantly changing it will be good to stay informed.

**Motion to adjourn was made by Carl Rosenquest . Second by Jeff Moreau. All in favor.**

### **Meeting adjourn at 6:42pm**

Minutes recorded by:

Emily Richards

Executive Coordinator