

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

**BOARD OF DIRECTORS MEETING MINUTES**  
**SEPTEMBER 6, 2017**

---

**Present:** Sara Kittell, David MacCallum, Jeff Moreau, Jason Minor, Jesse Bugbee, Elaine Carpenter, David Hutchinson, Carl Rosenquist, Betty Charron, , Angela Poirer, Ken Gagne, Anjanette Watson

**Excused :** Dan Thompson, Rob Hirss, Jeremy Read

**Absent :**

**Staff:** Meredith Vaughn, Ted Mable, Tim Gallagan, Kim McClellan, Todd Bauman, Joe Halko, Danielle Lindley, Steve Broer

---

**Minutes received and meeting called to order by Jesse Bugbee at 5:51pm.**

**Let the record show that the minutes will be adjusted to show Carl Rosenquist as present at the previous meeting. Motion was made to approve previous minutes by Carl Rosenquist. Second by David Hutchinson. All in favor.**

Todd Bauman introduced newly hired David Mooney as medical director. The hiring took place when the board was on summer recess.

**Motion to enter executive session at 5:57 by Elaine Carpenter. Second by Jason Minor. All in favor. Let the record show Stacey Remillard was invited to stay; all other guests exited.**

**Motion to exit executive session at 6:10 by Ken Gagne. Second by Jason Minor. All in favor.**

**Motion to ratify compensation package of newly hired David Mooney by Sara Kittell at 6:11. Second by David Hutchinson. All in favor.**

**Presentation:**

**Go Kit and Good Grief (Bridget Archambault, Tony Stevens, Cris Gravelin, Steve Broer)**

A group came together to discuss NCSS's general community response to tragedy. There is a need for a great response for assurance that everyone in a crisis is wrapped. This committee focused on chain of command for tragedy response, creating resources by division, and having a set structure for handling these crises internally that is clear to any staff that may need it.

Go Kits—binders full of information about communication paths and resources—are available around NCSS for sign out and also on the Intranet. It will be updated regularly.

There is a wealth of skill in the agency; in order to prevent burn out and vicarious trauma, community tragedy response is shared among NCSS providers. Debriefs are not the norm following an event and they have been very helpful in helping staff handle their emotions. The

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

committee is also working on developing a consultation strategy for schools; NCSS has been consistently proactive with schools and would like to continue to assist in any capacity.

The board was very impressed with the work that has been done and would like to be updated on a more regular basis regarding these tragedies and NCSS's response.

### **Executive Director Report**

We are the only DA in the state with a CARF accreditation and we are very proud. The CARF review has been extended to February or March.

Great work to Danielle Lindley for her securement of a grant; for 5 years, NCSS will receive about a ½ million dollars, earmarked for kids, specifically wellness promotion and pediatric social workers. Outcomes will prove useful in demonstrating the effects of wellness promotion and social work within primary care settings.

### **Financials**

- As of June 30, 2017, the agency financials stand at a YTD gain of \$414,953. With Period 13 adjustments, this will increase to \$448,342 or 1.1%
- Performance includes funds a \$1,850 net bonus paid to all staff on September 1st, a \$900 net bonus paid to staff on April 28th, a retroactive one percent base rate increase on May 12th, and a retroactive two percent base rate increase on August 21, 2016.
- The Fiscal Year 2018 Budget was submitted in June. As is typical, we received several clarifying questions from the State, which we answered promptly. We are awaiting further word.
- Kittell, Branagan & Sargent will be on site the week of September 18th to complete our Fiscal Year 2017 financial audit.
- We have received notification from the State of our Act 82 allocation. We will be meeting to determine how to best deploy to funds the objective of the legislation. All changes will be retroactive to July 1, 2017.
- RFP's to renovate Mapleville Depot are out. The St. Albans House lease expires at the end of 2017.
- We are awaiting a response from the State surrounding increasing funding and capacity for the Autism Behavioral Services. We expect some funding, but likely not our entire request.
- Discussions surrounding the ARIS Respite and Community Support funds continue. Further analysis of the Fiscal Year 2016 has been submitted to the State. A similar analysis will be completed for Fiscal Year 2017.
- Select Service Lines are being analyzed collaboratively to assure the best use of agency assets.
- The State has indicated the potential of bundling funding for Behavioral Health services in the future. No changes are eminent due to the review and approval process required at the State level.

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

### **Executive Committee Summary**

Act 82, previously S133: we have been notified of our allocation. Leadership will meet in the coming weeks to discuss fund deployment. This will ultimately need board approval.

Leadership recently received the plan from Bread Loaf. Directors will review and prioritize and come back with a comprehensive capital plan.

Space update: the executive committee discussed local properties of interest, specifically for the relocation of Bay View. The board will be updated throughout the process.

### **BH update:**

Representatives from the Behavioral Health Division's Integrated Health Team will be presenting to the Vermont Next Generation statewide group when they are here in September. We have been asked to highlight our efforts to be located in all the Patient Center Medical Homes as well as the partnerships with NMC, NOTCH and others.

### **CYF update:**

Members of the Parent Child Center created the first local Childcare Action Team of Franklin/Grand Isle. This group was developed to support the region around recruitment and retention of childcare providers.

CYF hosted Camp Rainbow the second week of August at Soar Learning Center. In order to for the camp to run smoothly, this took support from multiple teams within the CYF division and several volunteers from the community. Due to the thoughtful planning, dedication of staff and volunteers, 40 campers were able to register and enjoy camp this year.

Matt Habedank, NCSS Children's Behavior Services Program Director, was awarded the Eddie award at the 9th annual Success Beyond Six Conference. This award is provided to individuals who have been identified as being a leaders and innovators in the field of Applied Behavior Analysis. Matt has been instrumental in the growth and success of the divisions support and services that are provided to children and their families who have been diagnosed with Autism and other developmental diagnoses.

### **DS update**

The state is looking to NCSS for help in developing programs like Berkshire, as Berkshire has been successful. This may, ultimately, help in the procurement of funds for further development of our programs.

### **CR update:**

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

Planning continues for the 2017 Buddy Walk of Northwestern Vermont which will be held on October 1st at the Collins Perley Sports and Fitness Center. For the fourth consecutive year, KBS – Kittell Branagan & Sargent is serving as the Event Sponsor.

The Annual Meeting will be held on Wednesday, November 1st at the American Legion in St. Albans.

September is Suicide Prevention Month; NCSS will promote awareness throughout the month on social media. Jeremy Read will be assisting on the Messenger as well to promote this message.

**Quality:**

For the Agency Review, the board was asked to fill out a survey. The results will be tabulated.

**Board Business**

No new business.

**Motion to adjourn made by Jesse Bugbee at 7:40 pm. All in favor.**

Minutes recorded by:  
Meredith Vaughn  
Executive Coordinator