

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

## BOARD OF DIRECTORS MEETING MINUTES

OCTOBER 6, 2021

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**Present:** Angela Poirier, David Hutchinson, David MacCallum, Tony Treanor, Carl Rosenquist, Jason Minor, Rob Hirss, Betty Charron, Sara Kittell, Jim McMillan, Ken Gange,

**Excused:** Meg Marshall, Elaine Carpenter

**Staff:** Derek Hoy, Steve Broer, Sam Thomas, Joe Halko, Danielle Mitchell, Emily Richards, Todd Bauman, Stacey Remillard, Michelle Trayah

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

**Motion was made to approve September minutes as presented by Tony Treanor. Second by Carl Rosenquist. All in favor.**

### **Presentation**

Child and Adult Food Program presented by Michelle Trayah and Derek Hoy. The board reviewed financial and reporting responsibilities and liabilities related to participation in CACF and other federally funded programs.

### **Budget Report**

We have sent the budget in to the state last week. The feed back we have gotten is it looks good through their lenses; they did return a few questions that we have submitted answers for. We do need a vote from the full board to approve it so we can submit it to the state for the actual approval. We have focused on staffing in this budget. We know that all our roles are extremely critical to the agency, however we did put some emphasis on a few roles, because we had to start somewhere. There is a plan for all staff within the budget as well. Another thing that we have brought back into play is our capital planning, we need to make sure we do not get to far behind in these because it can have a negative in the long run.

The question was asked – What kind of questions did the state send back? They were all based around why the revenue or expenses were up and down in each of the sections of the budget. The reason for that is because we do not have much to base these numbers on, due to COVID we are comparing to numbers from 2019 and a lot has changed since then.

The executive committee did vote to recommend to the full that the budget be approved as presented.

**Motion to approve the budget as presented and submitted to the state made by Ken Gange. Seconded Angela Poirier. All in Favor.**

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**Strategic Plan**

All board members were given a copy of the plan in their material sent out prior to the meeting. Todd did an overview of it.

**New Business**

Our Next meeting is the Annual Meeting on November 3<sup>rd</sup>.

We will have a wage action that needs to be voted on by the board, we are just not sure when as we are still working through the audit and need more details. We will keep everyone posted on this.

**Motion to adjourn was made by Carl Rosenquist. Seconded by Sara Kittell. All in Favor.**

**Meeting adjourns at 6:47pm**

Minutes recorded by:

Emily Richards

Executive Coordinator