

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

**BOARD OF DIRECTORS MEETING MINUTES**  
**DECEMBER 1, 2021**

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

**Excused:** Meg Marshall, Carl Rosenquist, Elaine Carpenter, Ken Gagne

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

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**Minutes received and meeting called to order by Jim McMillan at 5:37pm.**

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

**Executive Director Report**

We are starting to investigate a CCBHC which is a funding structure the federal government has to offer. It will help us with funding and the ability to do things we cannot do not especially around salary. There are many states in the country who gotten on board with this, but Vermont is just now getting involved. Clara Martin has gone through the process and talk about what a wonderful addition to their system and has offered to help us apply for the grant. We will do a more detailed presentation once we have more details on the grant and what is totally needed.

We are going to introduce a training this January. It will be based on governance and the responsibilities of a nonprofit board member. The presenter will tailor the training to us with the use of our bylaws. We did this training in a two-part series many years ago. We have been thinking it would be valuable to put a training structure to our meetings so we will do this every January. It will be about 45 minutes presentation with 15 minutes of questions. The question was asked - Could we get some of the material a head of time in preparation for the meeting? We have a meeting next week with the presenter so we will ask that question and let you know. But that is a great idea.

We wanted to give you an update on the vaccine mandate that we rolled out last week, this was based on a federal mandate that was put in place. Yesterday a federal court blocked the mandate. We sent out a memo that we are suspending the mandate. We will continue all the other safety measures, like masking and distancing. As a DA's systems there has been a lot of back and forth between, DMH, and lawyers to decide if we are considered a CMS. We will continue to monitor this so we keep our staff and clients as safe as possible.

**Financial Report**

We have decided to bring in a consultant to help us with the EMR to GL integration just like the other 3 agencies are doing. We are in the process of finishing our audit with KBS. It is going

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better than last year, and we are still on track to close in December. Accounts receivable is a trickier thing the EMR is carrying a higher balance than the financial software. We are going to increase our doubtful accounts allowance. We do have a large gain this year but we have things that will help with that. We deferred the social security payments which we will pay, there are some adjustments from DAIL that need to be made, we will have the 13<sup>th</sup> month adjustment and a staff retention plan. We do have a plan to get months closed but with no controller and an AP clerk planning on retiring 12/31 we are behind on this plan but do hope to get back on track. We are almost finished the move from TD Bank to People's Trust Company that was started prior to Derek starting. Projection on the FY22 budget puts us with a little gain, but we are too early to really see how we will end. The Days in AR is an inflated number due to shadow claims data that the state is requiring. They request to get data and then we need to adjust it off to make our books correct. The UEMRVT Config made a change to the system so we are hoping this will help us with this process.

**Motion to enter executive session made by Jason Minor. Second Angela Poirier. All in favor. All in Favor. All staff at the meeting stayed.**

**Motion to exit executive session made by Jason Minor. Second David Hutchinson. All in Favor**

**Motion to approve the retention bonus based on the tiers presented made by Angela Poirier. Seconded Sara Kittell. All in Favor.**

**Motion to adjourn was made by Angela Poirier. Seconded by David Hutchinson. All in Favor.**

**Meeting adjourns at 6:28pm**

Minutes recorded by:

Emily Richards

Executive Coordinator