

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

BOARD OF DIRECTORS MEETING MINUTES

JUNE 2, 2021

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

Excused: Angela Poirier

Staff: Emily Richards, Todd Bauman, Joe Halko, Derek Hoy, Danielle Mitchell, Kim McClellan, Jesse Leclair (5:30 – 6:25), Tim Stanley (5:30pm – 6:25pm), Christie Moffett (5:30pm – 6:25pm)

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

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

Presentation

Presentation given on Soar by Tim Stanley and Jesse Leclair.

Executive Director Report

Todd would like to thank the board for approving the wage action last month. We were able to give the full 4% wage action and the staff was very appreciative. It was a happy day to be at the agency when that memo went out.

Financial Report

We filed our 990 with the state on time. Before the report was submitted it was shared with all board members. We do want to approve it with a vote. This is prepared by KBS and reviewed by Derek before it is filed. The question asked - If it is procedure to file before the board votes. This document is amendable with the state, so if the board decided not to approve it, we could change it. The 990 itself does have language that says it needs to be reviewed by the board before filing. We have always just gotten a vote as an extra step. The executive committee does recommend the board approve the 990 as presented.

Motion to approve the 990 as presented made by Carl Rosenquist. Second by David Hutchinson. All in Favor.

We have closed November. FY21 numbers after December are projections due to not having all the months closed. However, we are moving in the right direction. Our projections are in a very good place and we have confidence in them. As we close more months our past projections have been very accurate. Our net assets are high in comparison to past years, and this is because our

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expenses are down, some of this does have to do with our high vacancy rate. This is a good display of the good decisions we have made during the last year or so. The question was asked – The gain is higher than we like to see, but since this is not a normal time are, we good with the gain at the state? We would like to see the number lower if we could, we are looking to at options as to how we can invest these dollars in the agency and staff. We would like to have a little higher days in cash going forward so this will help with that. Our days of cash on hand were low going into the pandemic so we would like fix that for the future. These numbers also include the federal dollars that we will not receive next year, which will put us in a more normal place. So, we should be good at the state with our numbers.

New Business

Todd and Jim have talked about meeting this summer. Since things are still changing, we feel it is important to stay connected to the agency and staff. The meetings will be brief and used just for urgency issues. What are the thoughts of the group on meeting during the summer, everyone agrees it is a good idea.

Can we see the numbers around staff that left because of COVID? We will pull together some numbers to report back.

Motion to adjourn was made by Tony Treanor. Seconded by Jason Minor. All in Favor.

Meeting adjourn at 6:50pm

Minutes recorded by:

Emily Richards

Executive Coordinator