



**BOARD OF DIRECTORS – REGULAR MEETING**  
**Wednesday, January 21, 2025, 6:00 PM**

**Meeting Minutes**

**1. Call to Order, Opening Comments and Welcome**

Lisa Goshen called the meeting to order at 6:01 PM.

**a. Welcome Mike ‘Buck’ Buckley (Frederick County) to the Board.**

Lisa Goshen explained that Buck Buckley was unable to attend and that the Board looks forward to welcoming him next month.

**b. Present Jennifer Coker with a Dedication to Service Award.**

Lisa Goshen presented Jen Coker with a Service Recognition Award for her work and dedication to Northwestern Community Services Board. Jen Coker expressed her gratitude and said she missed the Board and NWCSB.

**2. Roll Call**

Board Members Attendance

Mary Orndorff, Katie Jordan, Elisabeth Alger, Charolette Eriksson, Amanda Whitson, Sharon Kessler, Lisa Goshen, Bisma Y. Sheikh

Board Members Virtual Attendance

None

Board Members Absent

Chris Rinker, Buck Buckley

Staff and Public Virtual

Katie Russell, Dylan Glass

Staff and Public Attendance

Andrea Bieber, Rich Gaudette, Denise Acker, Alexandra Hannigan, Ashley Bailey, Darlene Clark, Megan Click

**3. Approval of Minutes**

November 19, 2025

Bisma Y. Sheikh motioned to accept the November 19, 2025 Board meeting minutes. Sharon Kessler seconded. The motion passed.

**4. Approval of Agenda**



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Sharon Kessler motioned to approve the agenda as proposed. Elisabeth Alger seconded. The motion passed.

**5. Public Comment**

Charolette Eriksson asked for clarification regarding how board members are recruited. As well as how many seats the board has and what constitutes quorum. It was explained that the appointing localities each have a process of appointing Board members, but the hope is that the board members would assist in identifying new members. The board has 15 seats with 10 currently seated. Quorum is currently 6 Board members in one physical location. It was highlighted that there is a need for concentrated effort for Warren County as they currently have no representation on the Board.

Bisma Y. Sheikh requested that the Board consider recording the Board Development and FOIA training because she had a previously shared inavailability for sessions during Ramadan. It was clarified that neither of the trainings is a closed session under the requirements of FOIA closed session allowances; however, the board at large would need to be comfortable with the request. Elisabeth Alger motioned to record the future Board Development and the FOIA and Conflict of Interest Training. Charolette Eriksson seconded. The motion opened for further discussion. It was acknowledged that this request would set a precedent for Board members to ask for the allowance of recordings in the future and does open questions regarding how the recordings are managed, stored and maintained. It was suggested that the Board could request to record for the purposes of the board member's own personal purposes. It was widely agreed that scheduling of future training and development sessions should be determined by board member availability. A vote was called for the open motion and the motion failed. Elisabeth Alger amended the motion, to record the Board Development and the FOIA meetings to be recorded for use of the board members who are unable to attend. Katie Jordan seconded. The motion passed.

**6. Election of Board Officers**

**a. (VOTE)**

**Ad hoc committee:**

Sharon Kessler presented to the Board that they are outside the cadence of the Bylaws regarding adoption of the slate. The Ad Hoc Committee is recommending that the Board move forward with voting on the slate without the 30 days' notice. The motion passed.

Sharon Kessler introduced the proposed slate that was shared with board members.

Chair: Lisa Goshen

Vice Chair: Elisabeth Alger

Treasurer: Katie Jordan

Secretary: Mary Orndorff



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She then opened the floor for any nominations. There were none. Amanda Whitson motioned to approve the slate as proposed. Bisma Y. Sheikh seconded. There was no discussion. The motion passed.

**7. Presentation**

**a. PSR Program**

Megan Click and Darlene Clarke gave a presentation regarding the PSR Programs, Sunshine House and Our Family. After the presentation, board members requested a tour of the programs. It was determined that Morgan Ward would work with the PSR Manager to organize the tours. One of the fundraising events mentioned during the presentation was a bowling event. The board asked that the date of the event be shared once it is established. Charolette Eriksson recommended the book “An Unquiet Mind” to the rest of the board members. There were some follow-up conversations regarding co-occurring conditions and eligibility of other services. It was confirmed that clients are eligible for other services internal and external to the agency where applicable. There was further discussion regarding a grant proposal PSR is currently writing. Some board members offered suggestions and helpful tips for applying. The PSR staff assured the board members that they are working with a grant director who is assisting with the process. There was clarification regarding the length of time clients spend in the PSR program. They can stay for years or for shorter times depending on the need.

**b. Strategic Plan Update**

Rich Gaudette provided an update to the progress of the Strategic Plan.

**8. Reports**

**a. CEO Report**

Ellen Harrison opened the floor for questions about her CEO Report. There was a question regarding where staff from the Jubal Early location were relocating. It was explained that Crisis will either work from home waiting to be engaged and/or CITAC at Valley Health. Community Stabilization will work out of the children’s clinics to increase communication and referrals. The closure of this location will save around \$44,000 annually. There was a question regarding the transition to clock in and out. It was explained that currently staff are utilizing spreadsheets as timesheets. The new clock in and out system will help to make NWCSB processes more efficient, allowing for payroll to become automated. It was clarified that all employees will be utilizing the system, both exempt and non-exempt. With this change, the agency has been allowed to move to bi-monthly pay. One of the benefits of that is that new hires do not wait an entire month for their first paycheck. There was some discussion about a current fix to a sink hole situation at the Prosperity Clinic. The actions to fix the sink hole are underway.



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**b. Ad Hoc Committee**

i. Board Manual Updates (VOTE)

Sharon Kessler explained that the updates to the Board Manual were shared with the entire board and that the Ad Hoc Committee recommended the acceptance of the changes as presented. The changes included a new section detailing the Executive Committee’s role and responsibilities with verbiage pulled from the Bylaws. The motion passed.

**9. Old Business**

**a. SHRC update**

Ellen Harrison explained that the final meeting of the States Human Rights Committee was 12/11/25. She reminded the board members that the SHRC looks at the processes of the Local Human Rights Committee to ensure they are following processes and regulations. There were no findings at this meeting. The case is closed.

**b. 501(c)3**

i. Vote for new members

A) 1 vacant position

Ellen Harrison explained that when Jennifer Coker stepped down from her position on the Board, she also stepped down from the 501(c)3 board. The 501(c)3 board meets once a year. The next meeting is in early spring, possibly April. At that meeting they will elect their officers. Currently, the Board will need to elect a new member to the 501(c)3 board through nominations from the floor. Sharon Kessler was nominated and accepted the nomination. Elisabeth Alger motioned to elect Sharon Kessler to the 501(c)3 board. Bisma Y. Sheikh seconded. The motion passed.

**c. Committees will remain the same in 2026 as 2025**

Lisa Goshen announced that the committees will remain the same in 2026 as they did in 2025. Bisma Y. Sheikh asked if it was okay if her committee had two members. Lisa Goshen reminded the board that there were possible new members joining. There was also a question of how committees decide to meet. Lisa Goshen expressed the goal of having committees meet one month and the full board meet the next so that committees have time to research and present to the board in an organized way. There was some discussion regarding how new board members are elected to the board from each locality. Sharon Kessler did clarify that the Ad Hoc Committee was finished with their currently assigned work and would not reconvene until the end of the year for the process of the 2027 Slate.



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**10. New Business**

- a. Presentation: Board of Directors' Info Site  
Morgan Ward provided the Board with a presentation regarding the new Board of Directors' Info Site.

**11. Announcements**

- a. Terrie Glass, February 18, 2026
  - i. 5:00 PM – 5:30 PM Dinner
  - ii. 5:30 -8:30 PM Board DevelopmentThere was a question regarding whether an agenda would be sent ahead of time to board members. It was communicated that Ellen Harrison would seek confirmation.
- b. Megan Rhyne, March 18, 2026; FOIA and Conflict of Interest Training

**12. Call to Adjourn**

Amanda Whitson motioned to adjourn. Elisabeth Alger seconded. The motion passed and the meeting adjourned at 7:36 PM.

I, Mary Orndorff, Board Secretary, hereby certify that the foregoing minutes were duly approved by the Northwestern Community Services Board, Board of Directors at its meeting held on 2/19/2026, and that they constitute a true and correct record of proceedings.

Mary Orndorff

Signature

20/02/2026

Date

# 01.21.2026 Approved Board Meeting Minutes

Final Audit Report

2026-02-21

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