



Assabet Valley Collaborative Board of Directors Meeting
September 27, 2019
MINUTES

Role Call/ Call to Order

The Assabet Valley Collaborative Board of Directors met on September 27, 2019 at Assabet Valley Collaborative, 28 Lord Road, Marlborough, MA 01752. Jay Cummings, Chair, called the meeting to order at 9:08 am.

Present: Joseph Sawyer, Michael Bergeron, Marco Rodrigues, Gregory Myers, Maryellen Brunelle, Mary Jane Rickson, Jay Cummings, Amber Bock, Gregory Martineau. **Also Present:** Cathy Cummins, Anne Mahan, and Mark Graziano. **Absent:** Brook Clenchy, Ernie Houle, and Jeff Zanghai.

Minutes of June 18, 2019 and July 27, 2019

Joseph Sawyer motioned to approve the minutes of June 18, 2019 and July 27, 2019. Michael Bergeron seconded the motion. The minutes of June 18, 2019 and July 27, 2019 were approved unanimously (9-0).

Minutes of Executive Sessions June 18, 2019 and July 27, 2019

Joseph Sawyer motioned to approve and retain the Executive Session minutes of June 18, 2019 and the Executive Session minutes of July 27, 2019 as warranting continued nondisclosure. Michael Bergeron seconded the motion. The minutes of Executive Session June 18, 2019 and Executive Session July 27, 2019 were approved and retained unanimously (9-0).

Assistant Executive Director's Report

Anne Mahan shared a memo with the Board describing next steps AVC's legal counsel advised as required to formalize AVC's OPEB Trust. She explained that the Board would need to accept MGL Chapter 32B Section 20, name the OPEB trustee (Treasurer), authorize the Trustee (Treasurer) to employ investment consultants to assist in the investment of OPEB funds, and to adopt the declaration of a new trust as presented by attorney Katherine Hesse of MHTL.

Ms. Mahan provided an update on the status of facilities projects - the installation of an incline platform lift and roof replacement at OSA. She reported that an asbestos abatement would be required for the platform lift project which is estimated to cost \$120,000. Testing is underway on the roof and AVC has engaged a vendor to author bid specifications for the roof project.

Ms. Mahan provided an update on the FY19 Audit; the auditors plan to have a draft to present to the Board at the November meeting. She reported that the projected surplus will assist with the funding of the facilities projects.

Ms. Mahan presented the FY20 Budget Amendment needed as a result of facilities projects, salary adjustments, and to adjust for the fact that while the Board voted to allocate \$50,000 to Capital Reserve in 2019, the transfer had not been made before June 30 and therefore will register as \$100,000 in FY20 budget because the transfer took place after the next fiscal year started. She requested the Board to approve the amended budget amount of \$15,830,527.

Ms. Mahan shared a memo from the Department of Children and Families regarding reimbursement for transportation of children in foster care and also provide updates from MASBO regarding the Foundation Review Commission recommendations.

Executive Director's Report

Cathy Cummins provided an update on AVC's goal-setting, stakeholder involvement and long-term planning - including personnel actions and the hiring process for the Interim Business Manager. She recommended the appointment of Mark Graziano as Interim Business Manager.

Action Items

Vote to adopt MGL Ch. 32c Section 20

Michael Bergeron motioned to adopt MGL Ch. 32B, Section 20. Amber Bock seconded the motion. The Board voted unanimously (9-0) to adopt MGL Ch. 32B, Section 20.

Vote to name the OPEB trustee

Maryellen Brunell motioned to name AVC's Treasurer as the OPEB Trustee per advice legal counsel. Gregory Myers seconded the motion. The Board voted unanimously (9-0) to name AVC's Treasurer as the OPEB Trustee per advice legal counsel.

Vote to allow the OPEB Trustee to employ consultants to assist in the investment of OPEB funds

Maryellen Brunelle motioned to allow the OPEB Trustee to employ investment consultants to assist in the investment of OPEB funds. Amber Bock seconded the motion. The Board voted unanimously (9-0) to allow the OPEB Trustee to employ investment consultants to assist in the investment of OPEB funds.

Vote to approve amended FY20 Budget

Michael Bergeron motioned to approve the amended FY20 Budget of \$15,830,527 as presented. Joseph Sawyer seconded the motion. The Board voted unanimously (9-0) to approve the amended FY20 Budget of \$15,830,527 as presented

Vote to approve AVC Personnel Actions

Marco Rodrigues motioned to approve the AVC Personnel Actions as presented. Gregory Martineau seconded the motion. The Board voted unanimously (9-0) approve the AVC Personnel Actions as presented.

Vote to appoint the Interim Business Manager

Joseph Sawyer motioned to appoint Mark Graziano as the Interim Business Manager for a term of September 30, 2019 to June 30, 2020. Amber Bock seconded the motion. The Board voted unanimously (9-0) to appoint Mark Graziano as the Interim Business Manager for a term of September 30, 2019 to June 30, 2020.

Adjournment

Amber Bock motioned to adjourn the meeting. Gregory Myers seconded the motion. The Board voted unanimously (9-0) to adjourn. The meeting was adjourned at 10:01 a.m.

Respectfully submitted,

Cathy Cummins, Ed. D.
Executive Director