

**CMSEC Board of Directors Meeting**  
**June 10, 2015**  
**MINUTES**

Board Members Present:

Dr. Melinda Boone  
Dr. Barbara Malkas

Others in attendance:

Dr. Paul Rosen, Interim Executive Director/Director of Clinical Services  
Ms. Beverly Tefft, Director of Finance and Operations  
Ms. Jacqui Lake, RGA Program Director  
Mr. Michael Kelly, CMP Program Director  
Ms. Jessica Pitsillides, HLC Program Director  
Ms. Ann Ortiz, CMA Program Director  
Mr. Joseph Meichelbeck, CMSEC Treasurer  
Ms. Paulajo Gaines, MA DESE, Regional Governance  
Mr. Michael Palladino, NESDEC

Meeting called to order at 8:41 AM

1. Approval of May 12, 2015 Board of Directors meeting minutes
  - a. Motion/approved
2. Approval of May 28, 2015 Board of Directors meeting minutes
  - a. Motion/approved
3. Approval of June 5, 2015 Board of Directors meeting minutes
  - a. Motion/approved
4. FY16 Board meeting schedule
  - a. Dr. Rosen presented the draft schedule and requested to change the July meeting date. New date approved and set as Wednesday, July 22, 2015.
  - b. Dr. Boone requested to change the August meeting date. New date approved and set as Thursday, August 13, 2015.
  - c. Motion to approve the FY16 Board meeting schedule with noted changes/approved.
5. Presentation of Clinical Services by Dr. Paul Rosen, Interim Executive Director/Director of Clinical Services
  - a. Dr. Rosen pointed out some of the essential duties of the Clinical Director that should be taken into consideration for his replacement since he will be retiring in October.
  - b. Dr. Malkas said that Dr. Rosen has the benefit of identifying the role of his replacement. She asked if there was a job description and if it has been updated. She also stated that if he is confident in the job description we should start advertising for the position now.

- c. Dr. Rosen asked if the role is going to change or stay the same especially regarding consultations to WPS. He stated that he feels they should consider having an Interim Director of Clinical Services. Dr. Malkas said that makes sense, but due to the timeline we may miss out on viable candidates.
- d. Dr. Boone stated that listening to the role has renewed her “AHA”. Now that the shifting in THRIVE is done and bringing in the work done by BCI, would that affect this role. Since the work isn’t contracted out to a third party, would this position play an important role in this area? Dr. Rosen said that they have brought in a BCBA, but still need to have oversight. Dr. Boone said they should have a follow-up conversation.

6. Director of Finance & Operations Report

- a. FY15 Budget – year end projections
  - i. Ms. Tefft stated that CMSEC will be using approximately \$250,000 out of the budgeted \$700,000 use of surplus. It is currently showing \$274,000 now due to health insurance. Payment was made at the end of the month. The numbers will change at the end of June and the actual amount should be less than \$274,000.
  - ii. Dr. Boone asked if there are areas where revenue didn’t meet expectations.
  - iii. Ms. Tefft stated that we were off in non-member tuition by \$40,000. Revenue-wise we did ok. Gross profit was \$11,944.568 and we projected \$13,220,974. WPS tuitions were spot on and Webster was off a little. Under Expenses-Outside Agencies was over by approximately \$150,000 due to using the May Institute for the entire year. That was the only expense that was off. We will have a better picture at the next board meeting.
  - iv. Dr. Boone pointed out the RHS capital purchases were under budget.
  - v. Ms. Tefft stated that some of it wasn’t covered under the grant. Brian and Ted suggested using leftover from the FY15 operating funds for capital expenditures of \$49,000 for the RHS for furniture and startup costs for the computer lab instead of absorbing that cost into the FY16 budget. Both this and the FICA refund is included in the \$274,000.
- b. Warrant Report: FY15
  - i. May 1, 2015- Approved and signed by board members
  - ii. May 15, 2015- Approved and signed by board members
  - iii. May 29, 2015- Approved and signed by board members
- c. Building Committee Update
  - i. Ms. Tefft stated the 2 RFPs that were advertised only had one response for the McKeon site by the current landlord with an 11% increase in the square foot rate. She met with the landlord on May 28<sup>th</sup> and inquired about the unexpected increase with no improvements. He stated that there are services (security, pest control and trash) in this lease that were not in the previous one. Also with the cost of utilities going up and the fact of the one year lease with optional additional years. He said he would need to recoup those additional expenses in first year and spread them out among the additional years if extended. He is expected to come back with an amended rate.

- ii. Dr. Malkas asked if we anticipated moving the McKeon site.
- iii. Dr. Rosen suggested that we rework the RFP to include a multiple year lease.
- iv. Dr. Malkas agreed and said it would be wise if not anticipating a move.
- v. Ms. Tefft said she is going to confirm with the Collaborative's attorney to see if a multiple year lease could be negotiated upfront without having to put out another RFP.
- vi. Ms. Tefft stated that the Freemont RFP is out. Two packets have been picked up. One landlord has made it clear that they will not be submitting a proposal. It might make sense to put out another RFP right away and change it to a long-term lease.
- vii. Dr. Boone asked about second floor of Rockdale location.
- viii. Ms. Tefft stated that she and Dr. Rosen had talked about the long-term of the second floor.
- ix. Dr. Rosen stated that it is appropriate to explore if the space is rentable and see if people would be interested in renting it.
- x. Dr. Malkas stated that the rent for the second floor is \$165,000/year so there could be potential deficits. There could be a lot of uses for it, just need to see who could co-locate without being disruptive.
- xi. Dr. Boone asked what is stipulated in the lease.
- xii. Dr. Rosen stated that co-locating with another program may not be possible. They need to check both the wording in the lease and the DPH grant.
- xiii. Dr. Malkas asked if it is usable space.
- xiv. Dr. Rosen stated that there are multiple offices and larger rooms with ample parking.
- xv. Dr. Malkas suggested getting added to DESE Department of Education's Professional Development list to be used by DOE for a fee. Dr. Boone said that if there is no other office used they can always use it as breakout space.
- xvi. Ms. Pitsillides suggested renting it out to colleges to be used as a satellite college in the evening.

## 7. Medication Delegation

- a. Dr. Rosen recommended delaying the request for signature. This form gives permission for staff to administer medication. He hasn't spoken to the Program Directors. On one side it makes sense to do it since nurses aren't always available. On the other side errors can be made. He contacted Ms. Dygon, CMA/CMP Nurse, to find out what the process would be. She has yet to develop protocols. Dr. Rosen would prefer to have a chance to look at procedures and come back to it at another board meeting. Ms. Dygon is going to contact other schools to see what their procedures are.
- b. Dr. Malkas stated the form is for temporary use for field trip to be administered by a teacher/chaperone.
- c. Ms. Ortiz stated that Ms. Dygon wanted the delegation to be for when a nurse is out and looking to be freed up to cover another program if needed.

- d. Dr. Malkas said that Webster has nursing assistants that fill in for the nurse as needed for regular salary plus sub pay. She would be willing to share the job description.
- e. Ms. Pitsillides stated that the reasoning behind the form would be for when Ms. Dygon is at another site CMA has trained staff to administer the meds. Ms. Dygon spends the morning at CMA then goes to CMP.
- f. Mr. Kelly stated it wouldn't be a need for the programs at Hartwell location since there are other nurses in the same building.

## 8. Interim Executive Director Report

### a. FMLA Policy

- i. Dr. Rosen stated that the policy in the handbook is minimal and it was recommended by counsel and with their approval it would be added to our handbook. Ms. Tefft stated that it came about through union negotiations.
- ii. Dr. Boone questioned forcing someone to use their leave.
- iii. Ms. Pitsillides stated she was concerned when going on maternity leave, using all her accrued leave then not having any when she returned.
- iv. Dr. Malkas said she would prefer to change Section 4 to read: "When paid leave is used, the employee must follow CMSEC's paid leave policies and procedures with respect to use of such leave. CMSEC may require employees to use accrued paid sick leave to cover some or all of the FMLA leave. CMSEC may also require employees to use other forms of accrued paid leave, such as personal leave, to cover some or all of the FMLA leave."
- v. Dr. Rosen stated he was comfortable with that change.
- vi. Motion to approve the FMLA policy as amended/approved.

### b. SNLA Policy

- i. Dr. Rosen stated there is no SNLA policy in the handbook and this was brought up due to union negotiations.
- ii. Dr. Malkas stated the SNLA covers if you don't have personal time.
- iii. Dr. Boone stated there doesn't need to be SNLA if we offer personal time.
- iv. No motion to approve policy.

## 9. Recovery High School Update

- a. Dr. Rosen stated that Mr. Trahan sends his apologies for not attending meeting and Ms. Strong is attending a training. He wanted to say that the work that both are doing is extraordinary. The level of detail and the big picture is great. Building is progressing, internal frame and plumbing are completed. Construction is on time. Materials and equipment are being ordered. Opening planning, staff training and drop off policy are being done. Phones and computers are in the pipeline. Talking with Verizon.
- b. Dr. Rosen stated that verbal offers have been made to English teacher, science teacher, history teacher, intake coordinator and school operations coordinator. We do not have a math teacher, school adjustment counselor or nurse hired. The Collaborative has contracted with Community Healthlink for a Recovery Counselor for the first year. They have an enrollment of 7 potential students.

- c. Dr. Rosen stated that we will have a budget issues if we don't get more enrollment. Based on our potential budgeting shortfall he would recommend delay offering any more positions until we get more enrollment. He is looking at getting all the program directors together to get some ideas on how to fill in the gaps without hiring additional staff.
- d. Dr. Malkas stated there could be a licensing issue with grant. She asked what recruitment has been done. She would recommend Ms. Strong meet with at least member district guidance counselors. She feels that once she gets them on board it will help to get parents on board.
- e. Dr. Rosen stated he couldn't give an extensive report on marketing, but some marketing has been done. Mr. Trahan has taken over the logistics of the building to free up Ms. Strong to take care of recruitment.
- f. Dr. Boone is concerned about not having a math teacher since they need to have content.
- g. Dr. Rosen stated that we may be able to come up with a way to use a current math teacher for now as long as it isn't required by the grant.
- h. Dr. Boone stated that it would save some money up front. She asked about the school operations coordinator.
- i. Dr. Rosen stated it is a broad job description, but it could be a key player in handling other issues like buses, etc. to free up other staff.
- j. Dr. Boone recommended putting a hold on hiring. She asked if they should make a motion to complete hiring of English, history and science teacher and intake coordinator, not sure about the school operations coordinator. Dr. Rosen stated he hasn't spoken with Susan yet and maybe she has a reason for it.
- k. Motion to lift moratorium on staffing now that the Interim Executive Director has been appointed/approved.

#### 10. Member Requests/New Business

- a. Interim Executive Director contract
  - i. Dr. Boone stated the contract is in line with everything that was discussed in executive session on June 5<sup>th</sup>. Contact is through August 31, 2015 and can be amended, if needed, as it gets closer.
  - ii. Dr. Malkas stated the contract should include the wording "extension beyond 8/31/15, by mutual agreement of both parties." Ms. Tefft suggested that they sign the front page near additional language and then sign contract.
  - iii. Motion to approve the Interim Executive Director contract as amended/approved.
- b. Interim Executive Director signatory for bank
  - i. Motion to approve Dr. Rosen as signatory for all documents/approved.
- c. Executive Director Search-Michael J. Palladino, Ph.D., NESDEC Staff Associate, Executive Search Program, Planning Services
  - i. Mr. Palladino went over the profile, timeline and process for the Executive Director search.

11. Motion to enter into executive session at 10:51 AM according to MGL 30A, Section 21 (a) (2) for the purpose of discussing strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body, and the Chair so declares. Approved.
12. Motion to exit executive session at 11:18 AM/Approved
  - a. No votes or discussions took place in conflict with the open meeting law.
13. Motion to adjourn at 11:19 AM/Approved

Minutes submitted by Mary Dubuque, HR/Operations Coordinator