



EXECUTIVE FINANCE COMMITTEE MEETING MINUTES
REMOTE MEETING

Thursday, February 25, 2021 at 9:30 a.m.

EDCO Collaborative, 36 Middlesex Turnpike, Bedford, MA 01730

In Attendance: Kathleen Bodie, Helen Charlupski, Philip Conrad, James O'Shea
EDCO Staff: Cyndy Taymore, Shirley Brady, Ruth Bokulic, David King, Mary O'Regan, Lynn Watras, Nicole Wood
TMS Staff: Allen Himmelberg, Marc Richard

1.0 CALL TO ORDER:

The meeting was called to order at 9:39 a.m. Chairperson Bodie read a statement regarding public board meetings being held remotely during the pandemic as per Governor Baker's order of March 12, 2020.

2.0 CONSENT AGENDA ITEMS:

A **motion** was made by Ms. Wong to approve the minutes from Executive Finance Committee meeting held on 12.7.20. Motion was seconded by Mr. O'Shea. Motion **passed by a roll call vote** to accept the Executive Finance Committee minutes and recommend to the Board of Directors approve the minutes from the 12.7.20.

3.0 BUSINESS OFFICE UPDATE:

3.1 FY21 Budget Update: Mr. Richard reviewed the financial reports provided highlighting the rolled-up chart of accounts and the operating costs update. The Rockland Trust line of credit expense has now been moved to FY22. After meeting with Rockland Trust and agreeing to continue to pay the interest on the outstanding balance, Rockland Trust has stated they would not call in the line of credit at this time. Following the last board meeting, a portion of the Seefurth Funds have been used to pay retirement, insurance and critical outstanding invoices as directed by the board. These funds are not shown as revenue.

There will be an additional membership assessment to districts for FY21 but the assessment amount is still to be determined. Ms. Taymore noted that the vacation buyout costs have decreased due to the new vacation policy. The hope is that the districts will pay the additional assessment in this fiscal year, but the warrant system may delay payments to EDCO. Ms. Wong suggested invoicing for one half of the projected assessment now and waiting to bill the additional amount until closer to the end of the year. This would help with current cash flow for EDCO and allow time to finalize, and hopefully reduce, the FY21 additional assessment figures. There was discussion around the impact of moving the Rockland Trust line of credit to FY22 to the assessments as well as the possible roll over of items from FY21 to FY22. The Business Office staff is working to reduce costs as much as possible.

3.2 Use of Seefurth Funds: Mr. Richard explained that having the ability to tap into Seefurth Funds for critical payments like retirement and health insurance would be helpful while

experiencing cash flow issues. Ms. Wong suggested the possibility of districts paying forward the entire FY21 additional assessment as well as a portion of the FY22 assessment to help ease cash flow issues if the monies are available at the districts. Ms. Taymore noted the need to stay current with retirement and insurance payments moving forward. Ms. Bodie commented that the cash flow would help since there will be no tuition revenues in FY22 if programs are closed in June 2020. It was noted that as part of the FY22 operating costs a small staff would need to remain for FY22 to finish out the closing process. Ms. Taymore informed the committee that the status of the welfare benefit trust funds is complex. There was never a vote to create an OPPB trust generating many questions around what the welfare benefit trust funds can be used for during the closing process. Also, if EDCO only has a reduced staff that does not receive benefits in FY22 that may impact what programs are available to EDCO. Additional member assessments for FY21, prepayment of assessments, and use of the Seefurth Funds will be included in the agenda for the March 4th Board of Directors meeting.

3.3 Programs: When asked about the possibility of closing programs earlier than June 2020, Ms. Taymore stated that due to requirements around program closure notifications and allowing for a full IEP process for students, it would be very difficult to close earlier than June. Ms. Bodie encouraged EDCO to continue to focus on students' needs as this has already been a difficult school year due to the pandemic.

There was discussion surrounding the placement of EDCO files once Bedford programs have closed and we are able to vacate the building. Ms. Taymore shared that the realtor has interested parties in the building and has asked how soon we could be out of our offices and classrooms. Mr. Richard explained that during FY22 there will be need to access the files during the closing process. After the FY22 year, a district will need to take on management of the files. Further discussion included the estimated size of the space needed to hold the files, the possibility of a contractor or another collaborative managing the records, and costs of having the files digitized. Mr. Richard will get the dimensions of the current file room as well research cost estimates for scanning and digitizing the files. Based on past experience with closing a collaborative, Mr. Richard informed the committee that the long term management of EDCO files could not be contracted out.

4.0 NEW BUSINESS:

4.1 Policy for Surplus Items: EDCO does not have a policy for surplus items. Our attorney provided the policy which was shared with the committee. The policy could be brought to the full board at the next meeting for a first read. In order to move the process more quickly, it was suggested that a motion to forego the second reading of policy could be made. Ms. Taymore informed the committee that other collaboratives have reached out to inquire about items. Work is being done to make a complete inventory of furniture, equipment and supplies.

5.0 OLD BUSINESS:

5.1 DESE sent a letter to EDCO earlier in the month regarding the audit findings. Ms. Taymore and Mr. Richard are working on a response letter. It was noted that some items in the audit cannot be fixed.

6.0 BOARD AGENDA – Thursday, March 4, 2021

Ms. Taymore noted that the status of the welfare trust and the questions surrounding regulations regarding the use of these funds should be shared with the entire board. A vote to close programs in June 2020 could be made separate from the school committee

votes regarding the termination of the collaborative. Communication could then be sent to families informing them that programs will be closing in June 2020. MOEC staff have suggested that Board members reach out to their legislators to inform them of the closing of the collaborative and the potential negative impact on their districts.

7.0 FUTURE AGENDA ITEMS: None

8.0 ADJOURNMENT:

A **motion** was made by Mr. Conrad to adjourn the meeting and seconded by Ms. Wong. The motion **passed by roll call** and the meeting adjourned at 11:01 a.m.

Respectfully Submitted,
Mary O'Regan, Executive Administrative Assistant
EDCO Collaborative
February 25, 2021