



EXECUTIVE FINANCE COMMITTEE MEETING MINUTES
REMOTE MEETING

Monday, March 29, 2021 at 9:00 a.m.

EDCO Collaborative, 36 Middlesex Turnpike, Bedford, MA 01730

In Attendance: Kathleen Bodie, Helen Charlupski, Philip Conrad, Peter Light, James O'Shea

EDCO Staff: Cyndy Taymore, David King, Mary O'Regan, Nicole Wood

TMS Staff: Allen Himmelberger, Marc Richard

Attorney: Felicia Vasudevan

1.0 CALL TO ORDER: The meeting was called to order at 9:02 a.m. Chairperson Bodie read a statement regarding public meetings being held remotely during the pandemic as per Governor Baker's order of March 12, 2020.

2.0 EXECUTIVE SESSION: Pursuant to M.G.L. c. 30A, sect. 21 (6) to: discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

A **motion** was made by Mr. Conrad to move into Executive Session and seconded by Ms. Wong. Motion **passed by a roll call vote** and the meeting moved into Executive Session at 9:08 a.m.

Roll Call: Kathleen Bodie, Helen Charlupski, Philip Conrad, Peter Light, James O'Shea

A **motion** was made by Mr. Conrad to move into open session and seconded by Ms. Charlupski. Motion **passed by a roll call vote** and the meeting returned to open session at 10:02 a.m.

Roll Call: Kathleen Bodie, Helen Charlupski, Philip Conrad, Peter Light, James O'Shea

3.0 CONSENT AGENDA ITEMS: A **motion** was made by Mr. Conrad to approve the minutes from Executive Finance Committee meeting held on 2.25.21. Motion was seconded by Ms. Charlupski. Motion **passed by a roll call vote** to accept the Executive Finance Committee minutes and recommend to the Board of Directors to approve the minutes from 2.25.21.

Roll Call: Kathleen Bodie, Helen Charlupski, Philip Conrad, Peter Light, James O'Shea

4.0 BUSINESS OFFICE UPDATE:

4.1 FY21 Budget Update: Mr. Richard reviewed the financial reports including the estimated deficit assessments for FY21. FY22 cost will include operating costs as well as all remaining liabilities. Discussion included insurance requirements and the need for a district to assume document management in FY22. The Business Office continues to work to reduce costs for both FY21 and FY22. Several districts have requested prepayment of closing costs if possible. The outstanding Rockland Line of Credit and the employee vacation payouts will be moved back into FY21 after having been moved to FY22. It was noted that it will be a challenge to meet June's payroll as there are three payrolls in the month and summer salary payouts will need to be made. Salaries have been included in the FY21 budget but there are concerns about cash flow. Employees will be notified in writing about the proposed change to summer payroll payouts and will need to agree to the change in the process. Invoices for the estimated FY21 assessment amounts will be sent out to districts. The hope is that many districts will have paid deficit assessments by June which would help with cash flow issues.

A **motion** was made Ms. Charlupski to recommend to the full Board an amendment to the Fiscal Year 2021 budget and thereby to increase assessments as outlined in Mr. Richard's March 29, 2021, Budget Updates as of 3/26/2021. The motion was seconded by Mr. O'Shea. Motion **passed by a roll call vote**.

Roll Call: Kathleen Bodie, Helen Charlupski, Philip Conrad, Peter Light, James O'Shea

4.2 Programs: North Crossing Academy has lost a few students. Staff are beginning to schedule IEP meetings to transition students to new programs. The DHH program is trying to determine how to handle referrals without knowing the future of the program. There are many organizations interested in the DHH program. Ms. Taymore met with Boston Public School and they may take on the Youth Alternative Program. Both the IDEAS and ELI programs have multiple organizations interested in partnering with them. Meetings are scheduled for later this week to discuss SESSP and HEP programs. Wrentham WDC program has organizations who have submitted grant bids. Work continues to find new homes for EDCO programs.

5.0 NEW BUSINESS: To date school committees from 13 member districts have voted to terminate EDCO Collaborative.

6.0 OLD BUSINESS:

6.1 Update on Building Lease & Tenant Notifications: Planning is underway to vacate the building by 7/30/21. Both Van Pool and MASS have received written notification regarding moving out of their offices.

6.2 Update on Surplus: The furniture inventory list has been shared with districts and there has been interest from several districts. IT inventory is being finalized and will be sent out shortly. Additional items such as artwork, vending machines, vehicles will be inventoried in the coming weeks. Equipment purchased through grants for the CAD, Culinary and CNA programs will be transferred to READS Collaborative. The transfer has been approved and READS Collaborative will be responsible for the removal and transport of all equipment. Any revenue from surplus item sales will reduce the FY21 liabilities.

7.0 BOARD AGENDA: A vote to amend the FY21 Budget will be included in the agenda for the Thursday, April 15, 2021 meeting.

8.0 FUTURE AGENDA ITEMS: Next EFC Meeting is scheduled for April 8, 2021. Discussion included moving or cancelling the meeting. Notification regarding the meeting status will be sent out.

9.0 OTHER: It has been suggested that EDCO files be digitized for easier management moving forward for the district which agrees to maintain the files. This process was researched and would be costly.

10.0 ADJOURNMENT: A **motion** was made by Mr. Conrad to adjourn the meeting and seconded by Mr. O'Shea. The motion **passed by roll call** and the meeting adjourned at 10:26 a.m.

Respectfully Submitted,
Mary O'Regan, Executive Administrative Assistant
EDCO Collaborative
March 29, 2021