

GMSS Board Meeting Minutes

August 17, 2023

Hybrid Meeting In Person Meeting at GMSS Building with some attending virtually

Board Members In Person Attendees: Sarah Henshaw, Dave McAllister, Janet Bruner, Michelle Streeter, and Megan McCartney.

Board Virtual Attendees: Patty Grassetto, and Lauren Weaver

Virtual Staff/ Contractor Attendees: Elizabeth Lundberg, and Shannon Burbela.

Staff/ Contractor In Person Attendee: Elizabeth Walters

Public Attendee: Gina Brown

Agenda item	Summary of discussion	Actions taken	Follow up
Meeting called to order at 5:35	Board reviewed board meeting notes from 7/20/23. Board discussed posting meeting minutes online following approval.	Motion: To approve 7/20/23 meeting minutes. Motion: Michelle Second: Janet Vote: All “yea” though Dave abstained as he was not present at 7/20/23 meeting	
Treasurer Vote	Dave introduced himself as this was his first meeting, speaking to his professional qualifications and experience serving on past boards, including service as a board Treasurer. Discussion of role of treasurer, including responsibility to oversee the Finance Committee, review quarterly financial reports, and meet with CFO and CEO of Aris. This meeting has been occurring weekly, with plans to make the meeting biweekly, then monthly. Monthly finance reports for the Board is a goal.	Motion: To elect Dave McAllister as GMSS Board Treasurer. Motion: Sarah Second: Michelle Vote: Unanimous “yea”	
Board Committees	Currently, there are two Board Committees: The Executive Committee, in which officers discuss high level strategy and examine issues that require further scrutiny; and the Finance Committee, for which structure and further information is forthcoming. All Board members are welcome to join the Finance Committee, though not required. The Finance Committee	No current action needed	

	<p>will provide financial education to other members of the Board, including:</p> <ul style="list-style-type: none"> • How to interpret financial statements • Complete a needs assessment from the Board in terms of necessary education <p>Financial resource training is available to Board members online, and financial education can be incorporated into Board Development</p> <p>It is the intention of the Board to create more committees as needed to facilitate the goals of the organization</p>		
Bylaw Review and Approval	<p>The intent of the GMSS Bylaws updates is to create consistency throughout the document, to reflect language and requirements put forth by DAIL, and to remove the position of “Board Emeritus”.</p> <p>Questions regarding Board terms were discussed, as well as the need to stagger terms. It was determined there was not a need to stagger at this time, as members have come on in staggered manner.</p> <p>Everyone will receive a copy of the updated Bylaws when they are finalized.</p>	<p>Motion: To approve updated GMSS Bylaws, with addition of clause that relates to the term length of Board members, as well as nomination and onboarding of new members occurring at annual meeting Motion: Sarah Second: Michelle Vote: Unanimous “yea”</p>	
Procurement Policy	<p>Procurement Policy discussed at last meeting reviewed:</p> <ul style="list-style-type: none"> • Policy needed to apply for Federal Grant • Puts safeguards into place so large sums of money cannot be spent without Board approval. • Safeguard present to prevent bids from being split to avoid Board approval • Increased scrutiny for larger dollar amounts <p>Discussion of questions regarding “micro purchases.” Board will ensure no financial discrepancies are present There is an option to develop a capital budget</p>	<p>Motion: To approve Procurement Policy for use by GMSS staff Motion: Sarah Second: Janet Vote: Unanimous “yea”</p>	
Financial Update and FY24	<p>Summary: From Elizabeth W.: Budget was drafted in May, then changes were made at the State level, including no increase in Adult Family Care reimbursement, which</p>	<p>Motion: To approve the FY24 budget as presented</p>	

<p>Budget Approval</p>	<p>resulted in the need for changes to be made due to loss of revenue.</p> <p>During these changes, the Schedule D master list of staff and costs was reviewed and updated</p> <p>From Shannon: The latest approved waiver was from May. 5% was added to waiver and DS programs, as well as to TBI program. TBI program currently has a decreased client count, so it looks flat.</p> <p>Investment funds were moved into sweep accounts for increased safety with the goal to keep investments safe, but also available for day-to-day expenses.</p> <p>Revenue appears to be down, but the decrease is due to the loss of COVID dollars.</p> <p>Items not included in expenses are grant revenue for programs no longer in existence and zero growth anticipated in the budget to remain as conservative as possible.</p> <p>Rental Income:</p> <ol style="list-style-type: none"> 1) Two Morrisville properties: one rented, attempts are being made to try to get out of the lease of the second property 2) One Johnson property: no longer for sale as it is a better financial decision to rent at this time. 3) Wolcott: Wheel pads are being added to this property <p>Schedule D: Took into account all open positions, as well as a small increase for staff, though currently waiting to see how the year plays out.</p> <p>Unnecessary positions were eliminated, and the hours of other positions were adjusted to accurately reflect needs of clients.</p> <p>Respite got a 3% increase as required by the State of Vermont.</p> <p>Benefits: Relatively flat secondary to increase in price of health insurance. Adjustments made in anticipation of increased health insurance budget. 10-13% increase is expected, so a 13% increase was worked into budget. Employee share will remain the same.</p> <p>Attention paid to health equity, with GMSS paying less out of pocket expenses.</p>	<p>at the board meeting.</p> <p>Motion: Sarah</p> <p>Second: Dave</p> <p>Vote: All in favor, except Megan who abstained.</p>	
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	<p>GMSS pays 80% of the high deductible, with MVP providing the best price.</p> <p>Employee Appreciation: The importance of this was acknowledged by the Board and ED, but for now there is only room for \$500 per month.</p>		
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The meeting ended at 8:06 pm. Next meeting will be September 21st, 2023 at 5:30, in person at GMSS Building in Morrisville.