

GMSS Board Meeting Minutes

June 15, 2023
virtual

Attendees (Board): Sarah Henshaw

Attendees (Staff): Elizabeth Walters,

Attendees (Guests): Dave McCallister, Janet Bruner, Patty Gossette, Beth Sightler, Shannon Burbela

Agenda item	Summary of discussion	Actions taken	Follow up
Meeting began at 5:37	Sarah noted that board members Shaylee Lakin, Megan McCarthy, and Lauren Weaver were unable to attend, but sent in proxies to Sarah to vote in their stead.		
Welcome Prospective new board members	<p>The three new board members presented themselves:</p> <p>Janet Bruner: born in the UK, certified social worker and counselor with a focus on supporting families with members who have developmental disabilities. Moved away from working when she had her three daughters, the younger of whom was born with special needs.</p> <p>Patty Gossette: was on the board a few years ago and has a great perspective of GMSS as a recipient of services. Is dedicated to GMSS success.</p> <p>Dave McCallister: the Executive Director of the Laraway, a school for students out of the traditional school, and a longtime Lamoille resident.</p>	<p>Vote: Motion to accept Janet Bruner, Dave McCallister, and Patty Gossette as new GMSS board members.</p> <p>Motion: Sarah</p> <p>Vote: Unanimous “yea” (<i>Lauren, Shay, and Megan by proxy</i>)</p>	
FY24 Budget Review & Vote	<p>Shannon reviewed the FY24 budget, which had significant changes from the FY23 budget. Since not all board members had the opportunity to review the budget, the board will review the budget, the notes, and take an email vote to approve by June 23rd.</p> <p>Major highlights include:</p> <ul style="list-style-type: none"> ● Revenue is based on flatlining the current client numbers, with a reduction in the grants (BIA grant finished, so overall amount reduced). ● Salary overall line reduced due to the changes in the organizational chart for efficiency (reduction in FT and PT staffing). No increase in salaries was included. 	No action taken, as the board will review the budget and take an email vote by June 23 rd .	Review and approve the FY24 budget by June 23 rd .

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	<ul style="list-style-type: none"> Expenses were discussed, which overall there has been a significant tightening over the past 6 months, including changes in health insurance, reduction/changes to other benefits, reduction in non-critical costs. The budget overage (\$14,498) is within the acceptable range for DAIL and is not a cash loss. The projections for FY23 show a loss of about \$1 million – which is not a cash loss, rather GMSS having used savings to cover costs beyond the revenue earned during the year. 		
Review & Vote on HR Manual	<p>Elizabeth provided an overview of the revisions made to the HR Manual, which is to go into effect July 1st. Major revisions included:</p> <ul style="list-style-type: none"> Cleaned up language and flow Made the benefits language consistent with changes to benefits for staff Removal of the welcome and culture setting letter from board and ED (there are better ways to support culture creation than a welcome letter). <p>Board asked about how the rollout of the new manual would take place, especially considering the substantive changes to benefits.</p> <p>Elizabeth explained that she shared the draft HR Manual, highlighting the changes, with staff over the past month to get feedback and hear from staff. Overall staff understand the need to make the changes, even if that reduces some of the things they have become accustomed. Many of the benefits have been implemented inconsistently, making the need for updating more critical.</p>	<p>Motion: To approve the HR Manual as presented, with small, non-substantive changes to go into effect July 1st.</p> <p>Patty made the motion. Janet seconded the motion. All approved.</p>	
Next Meetings	<ul style="list-style-type: none"> July meeting in person, open to public (July 20th, 5:30 at GMSS in Morrisville) Aug meeting in person, open to public (Aug 17th, 5:30 at GMSS in Morrisville) Sept meeting, open to public (Sept 21st, 5:30 - TBD) 		Please let Sarah know if you are unable to attend the meetings.

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Executive Director Update	<p>Elizabeth noted the following:</p> <ul style="list-style-type: none"> • She sent Sarah the report on numbers provided to the Commissioner to share with the board. Elizabeth will continue to provide this to the board through our transition period. • We continue to wait for the ruling on the DOL case in which GMSS was cited for 27 counts of mis classification of employees as contractors. We did not continue with an appeal of the citation, rather noted our mistake and pointed to the extensive transition we are going through to be in full compliance. Punishment may include a fine and/or debarment. GMSS' lawyer is supporting staff with the case. • Similarly, we continue to wait on the ruling of multiple counts of Medicaid fraud. • The board will need to work with Elizabeth in upcoming meetings to identify what information the board will like to have Elizabeth report on in writing and during the meeting. 		Future meetings to discuss ED report – both in writing and orally during the meeting.

The meeting ended at 7:12pm. Next meeting will be July 20th, 2023 at 5:30, at GMSS.