

## GMSS Board Meeting Minutes

September 21, 2023

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

**In Person Attendees:** Sarah Henshaw, Dave McAllister, Michelle Streater, Elizabeth Walters, and Megan McCartney. **Virtual Attendees:** Lauren Weaver and Shannon Burbela. No members of the public were in attendance.

Agenda item	Summary of discussion	Actions taken	Follow up
Meeting called to order at 5:35  Mission Moment	Sarah offered congratulations and celebrated GMSS's redesignation, expressing deep appreciation to all that got us redesignated.	<b>Motion:</b> 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	
Meeting Minute Approval	Board vote to approve August minutes	<b>Motion:</b> To approve 8/17/23 meeting minutes. Motion: Dave Second: Michelle Vote: All "yea"	
Policy & Procedures Review and Approval	<b>Provider Relief Fund Reporting:</b> COVID funds had to be reported in a short period of time, resulting in the accidental deleting of information prior to reporting. The new policy states two people must review the report prior to submission. <b>Rotating board meeting note taking:</b> Board discussed taking turns taking meeting minutes in the absence of a Board Secretary. Michelle volunteered to take minutes at October meeting. <b>Executive Director Report:</b> Brief discussion of different possibilities of how the Executive Director Report could be formatted/presented, with a discussion of a Dashboard type set up to take place at the next meeting.	<b>Motion:</b> To Approve Policy for Provider Relief Fund Reporting Motion: Dave Second: Michelle Vote: All "yea"  <b>Motion:</b> To rotate taking Board meeting minutes. Motion: Sarah Second: Michelle Vote: All "yea:"	
Finance Committee and Status Update	There was a Finance Committee meeting earlier today. It is one month into the fiscal year and amended Financial Reports will be sent following this meeting. Accrued expenses: reflects maximum amount in repayment plan to Medicaid, though settlement negotiations are still taking place, so these numbers may change	No action needed	

	<p>We are in a good financial position, though worse than last year, we are not vulnerable. \$20,000 is not GMSS liability, but belongs to the BIAA.</p> <p>We have 217 operating days Cash On Hand and non-profit best practice is 180 days Current Month Activity: \$26,000 ahead of where we expected to be. A number of positions are still not filled, resulting in a decrease in the amount of clients we are able to serve.</p>		
<p>Monthly Training Topic: What does GMSS do?</p>	<p>Elizabeth put together a board chart and power point presentation outlining the services provided by GMSS and who carries out those services. Elizabeth clarified that Developmental Services were the first offered. Brain Injury and Choices for Care, which is Adult Family Care—provision of a shared home via the foster care model. Essentially this program serves those who qualify for nursing home care, but don't want to be in a nursing home. The Choices for Care program has had to slow down intakes due to a shortage in staffing, as well as due to de-designation.</p>	No action needed	
<p>Executive Director Update</p>	<p>HCBS grant is available potentially, as Elizabeth is currently researching to offset the cost for certification programs for Direct Support Providers and also to provide a pay bump to direct support providers. GMSS is ready to post for a Supportive Employment Coordinator, who would work both in the office and in the field.</p>	No action needed	
<p>Executive Session</p>	<p>The Board voted to move into Executive Session at 6:35PM</p>	<p><b>Motion:</b> To move into Executive Session to discuss issues of a sensitive nature and protect privacy of those involved. Motion: Sarah Second: Michelle Unanimous "aye"</p>	

Next meeting will be held virtually on October 19, 2023.