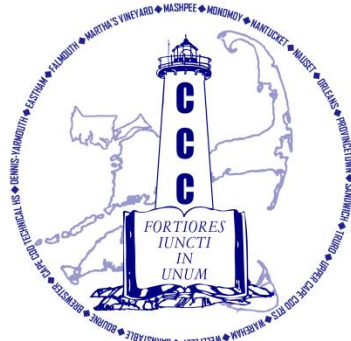


Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors  
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**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**November 9, 2016**

**I. Call to Order**

The November 9, 2016 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:03 PM by Jessica Larsen, Chair. In attendance were:

Brewster	Jessica Larsen, Chair
Upper Cape Cod RTS	Robert Fichtenmayer, Vice-Chair
Barnstable	Mike Judge
Cape Cod Tech	Ann Williams
Dennis-Yarmouth	Michelle Conover
Mashpee	Scott McGee
Monomoy Regional	Terry Russell
Orleans	Hank Schumacher
Sandwich	Beth Cummings (in at 5:11 PM)
Wellfleet	Jill Putnam

Treasurer	Frank Colvario
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Amy Lipkind
STAR Program Director	Dr. Anita Woods
Waypoint Academy Director	Larry Carroll (in at 5:12 PM)

**II. Cracker Barrel Discussion**

**a. Local District Issues**

Board members were invited to share current concerns and challenges in local educational arena.

Mr. Hilton welcomed Mr. Russell to the Board.

**b. Questions / Concerns**

No questions or concerns were brought forth for discussion.

### III. Minutes

#### a. October 12 , 2016

#### VOTE

Ms. Conover made a motion that the Board vote to accept the minutes of the October 12, 2016 meeting. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

### IV. Old Business

#### a. Transportation

Ms. Lipkind and Mr. Hilton reviewed the factors and the processes for developing rates for Collaborative transportation. She and Mr. Hilton discussed the factors associated in the rate development that are determined through the Spending Plan/Budget process and also noted in the Articles of Agreement.

- Invoicing

Ms. Lipkind updated the Board regarding the status for FY17 invoicing to districts. She noted that invoicing for September has been mailed. It was expected that October invoicing would be completed by December 9<sup>th</sup> and that future billing would occur within two weeks of the month end. Mr. Hilton noted that the September invoicing for district special education transportation is delayed on an annual basis as all service delivery is reviewed and analyzed for accuracy and to gain efficiencies (sharing). Numerous changes occur within the first month of school.

- Reconciliation

Ms. Lipkind and Mr. Hilton shared an overview of FY17 routing and associated costs (rate determination).

#### b. FY16 Close Out

Mr. Hilton provided a DRAFT of the proposed audited financial statements to Board members at the meeting for review and discussion. He noted the Collaborative finished FY16 with a substantial positive financial variance. He noted that the Collaborative does not expect to finish the current (FY17) with as comfortable a positive financial variance for this fiscal year. Mr. Hilton noted that Mr. Brown, the former Business Manager, has been working closely with the auditors.

Mr. Hilton indicated that the final audited financial statements will be presented by the auditors at the December meeting for approval. Mr. Hilton recommended a meeting of the Finance SubCommittee be held prior to the December meeting. He noted that Mr. Widegren, who had been a member of this Subcommittee, is no longer serving on the Board. Mr. McGee offered to serve. Members of the Finance Subcommittee (Mr. McGee, Mr. Judge, Mr. Fichtenmayer and Ms. Larsen) agreed to meet on Monday, November 21<sup>st</sup> at 12:00 PM.

#### c. Executive Director Evaluation

Mr. Hilton reminded the Board that they must agree upon an instrument and process to conduct the evaluation of the Executive Director for FY16 (last fiscal/school year) as well as a format/instrument to be used for FY17. He noted that the changes in the process for the evaluation of Superintendents (Open Meeting Process) impact the process for evaluating the Executive Director.

A subcommittee was established at the October Board meeting (McGee, Cummings, Schumacher, and Beal). Mr. Hilton noted it is necessary to convene the Evaluation SubCommittee to discuss preparation for the evaluation of the Executive Director for FY17 (format as well as Goals / Objectives). Evaluation SubCommittee members agreed to meet on Monday, November 21<sup>st</sup> at 1:15 PM.

## V. New Business

### a. FY17 Warrants

### VOTES

- |       |      |       |      |
|-------|------|-------|------|
| • #16 | VOTE | • #18 | VOTE |
| • #17 | VOTE | • #19 | VOTE |

Mr. McGee made a motion to approve Warrants #16, #17, #18 and #19. This motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

### b. FY17 Spending Plan

- Personnel

- Additions

### VOTE

- Frank Colvario      Treasurer
- Gregory Pavao      Paraprofessional, Waypoint
- Roland Stewart      7D Driver (Spare)
- Kathleen Zawasky      Accounting Coordinator
- Tiffany Lopes      Teaching Assistant, Clinical Caseworker (Covering), Waypoint

- Reductions

### VOTE

- Joseph Avitabile      CDL Driver
- Lynda Everett      CDL Driver (Spare)
- Daniel Kenny      Paraprofessional, Waypoint

- Change in status

### VOTE

- Melissa Gannon      Spare Monitor to Monitor (Nauset/OOD)
- Mark Goode      Spare Monitor to Monitor (OOD -Route)
- Patricia Hughes      Monitor (Nauset/OOD) to Spare Monitor
- Debra Shipplehute      Spare CDL to CDL (OOD)
- Roland Stewart      Spare 7D to Monitor (OOD) & 7D

Mr. Hilton reviewed the personnel changes noted on the agenda and asked the Board for a vote to approve these changes.

Ms. Conover made a motion to approve the personnel changes as noted. Ms. Putnam seconded this motion.

Mr. Schumacher asked whether the new additions were expected to work twenty or more hours per week and thus be benefit-eligible. Mr. Hilton indicated that some of the additions are benefit eligible, while some are expected to work less than the twenty-hour threshold.

SO VOTED – UNANIMOUS

### c. Benefits Changes

#### • Senior Plan Rates for CY17

**VOTE**

Mr. Hilton noted that it is Open Enrollment period for the Collaborative Retirees, as Senior Plans are operated (rate determination and enrollment) on a calendar year basis.

He noted that there were considerable increases in the costs for senior plans offered through the Cape Cod Municipal Health Group (CCMHG). Mr. Hilton asked the Board to approve the new rates and consider a change in offering. He further recommended that an Employee Benefits Advisory Group be formed to review changes in benefits.

Mr. McGee made a motion that the Board vote to approve the Senior Plan rates for 2017 as presented. Ms. Conover seconded the motion.

SO VOTED

9 – YEA      0 – NEA – 1      1 – ABSTAIN (Cummings)

#### • Acceptance of revised Joint Purchasing Agreement

**VOTE**

Mr. Hilton indicated that the Board of the Cape Cod Municipal Health Group (CCMHG) voted to amend the Agreement for Joint Negotiation & Purchase of Health Coverage and asked each member agency to ratify the revised Agreement. Mr. Hilton noted the revised agreement has been submitted to Collaborative counsel for review. He noted that the legal review had not yet been completed.

Mr. Hilton recommended that the Board vote to authorize the Executive Director to sign the revised Purchasing Agreement on behalf of the Cape Cod Collaborative following Collaborative counsel review.

Ms. Conover made a motion to table this discussion until the review has been completed. The motion was seconded by Ms. Williams.

Mr. Judge asked if a delay in signing the agreement could create a problem for the Collaborative. Mr. Hilton indicated that he would indicate (to CCMHG) that he could not provide an approved document if it were requested.

Mr. Hilton suggested that an outside analysis be sought regarding health insurance rates and whether (or not) it would be advantageous to explore other options. Mr. Hilton noted that the Joint Purchase Agreement commits the Collaborative to participate in the group for health insurance purposes, and that the Collaborative would need to seek permission to offer non-CCMHG health insurance plans. He further indicated that some of the amendments made to the agreement seem to strengthen the restrictions in pursuit of other health insurance options by members.

A vote was taken to table discussion.

SO VOTED - UNANIMOUS

#### • High Deductible/HSA Plan Offering

Mr. Hilton noted that the Cape Cod Municipal Health Group has approved the addition of a high deductible health insurance plan, partnered with an employee Health Savings Account (HSA), to the selection of offerings for

participants. He noted that this proposed plan requires an employer contribution of an amount equal to half the employee deductible (\$1,000 for an individual, \$2,000 for a family) to the employee HSA on an annual basis. Mr. Hilton noted that employees who elect this plan are not mandated to make HSA contributions.

Ms. Cummings asked if HSA funds not used within a certain time frame are forfeited by the employee. Mr. Hilton explained that the HAS funds remain in the account and can be carried forward. Ms. Cummings asked if the proposed cost savings has been calculated. Mr. Hilton and Ms. Deck indicated that the actual rates have not been set for this high deductible plan.

Mr. Hilton explained that this matter was being offered to the Board for discussion, as this will impact the Collaborative as well as all districts who are members of the CCMHG. Mr. Hilton noted that the Collaborative currently offers employees a choice of two major health provider offerings (Blue Cross Blue Shield & Harvard Pilgrim HMOs).

Mr. Hilton and Ms. Deck explained that a decision to offer the new “high deductible plan” will need to be made before the open enrollment period in the spring. They explained that information associated with the “high deductible” health insurance offering was included with Board materials for the meeting, as well as information outlining current Collaborative benefit offerings.

• **Addition of Voluntary OBRA (Section 457(b)) Plan** **VOTE**

Mr. Hilton explained that the Collaborative has utilized a Section 457 (OBRA) Plan as a benefit for employees for many years. He noted that the mandatory plan is designed for employees that are not eligible to participate in the state retirement systems. Ms. Deck and Ms. Lipkind indicated that the mandatory Section 457 (OBRA) plan has also been utilized for voluntary Section 457 (OBRA) investment deductions as a benefit for employees. They noted that the Section 457 Plans are currently included in the Collaborative benefit offerings.

Ms. Deck, Ms. Lipkind and Mr. Hilton recommended that the Collaborative expand options for plan selection within Section 457 voluntary deductions (Section 457(b)). They indicated that information associated with the expanded offerings was included with Board materials for the meeting.

Mr. Hilton recommended that the Board approve the addition of increased plan selections for Section 457(b) benefit (retirement investment).

Ms. Conover made a motion that the Board vote to approve the addition of increased plan selections for the Section 457(b) retirement investments. This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

• **Flexible Savings Account Prepaid Benefit Card** **VOTE**

Mr. Hilton explained that the Cape Cod Collaborative currently offers qualified employees the option to enroll in a Flexible Savings Account (FSA). Ms. Deck indicated that the plan administrator, Cafeteria Plan Advisors, Inc.

(CPA), has informed the Collaborative that its employees can now access this benefit through Prepaid Benefit Cards. She noted that CPA is offering this at no charge to the Collaborative for the coming year. (Charges may apply in the future.)

Mr. Hilton noted that a vote of the Board is sought to approve the offering of Prepaid Benefit Cards to employees who elect to utilize FSA benefits in calendar year 2017.

Mr. McGee asked if the Collaborative could withdraw this option should the cost become prohibitive. Mr. Hilton suggested that would be a question to address once costs are known. He also explained that the Board could also decide whether any fees are paid by the employee or the employer.

Ms. Cummings asked how the benefit cards would function. Ms. Lipkind, who had this type of benefit card at her previous employment, indicated that the card can be used for any qualified expense.

Mr. Hilton noted that the FSA plans operate on a calendar year and are renewed annually.

Mr. Schumacher made a motion that the Board vote to approve the offering of Prepaid Benefit Cards to employees who utilize FSA benefits in calendar year 2017. This motion was seconded by Mr. Russell.

SO VOTED - UNANIMOUS

#### • **Reconvening of Insurance/Benefits Advisory Group**

Mr. Hilton explained that there are ongoing and significant changes in health insurance and employee benefits that are occurring with increased frequency. He noted that, in FY2012 (school year 2011-2012), the Collaborative convened an “Employee Insurance Advisory Group” to discuss and effectively plan for the changes and to mitigate the impact of changes to the extent possible.

He noted that it was again necessary to convene this group to discuss (and plan) for changes, and mitigation (if appropriate) in employee health insurance. He explained that items for discussion could include:

- High Deductible/HSA Plan
- Increased deductibles for current BCBS and HP offerings proposed for FY2018
- Voluntary OBRA 457(b) plan offering changes
- Flexible Spending Accounts
  - Pre-paid Benefit Cards
  - Impact of HSA Plan offering

Ms. Deck, Ms. Lipkind and Mr. Hilton discussed the possibility of soliciting additional information and/or proposals for Collaborative employee benefits with this group. Mr. Hilton, noting that well-designed benefit packages can help with employee retention and well-being, expressed his opinion that an Employee Benefit Advisory Committee would help disseminate knowledge about benefit options.

## d. Programs/Services

- Waypoint Academy
  - Program Application
  - Enrollment
  - Programming
    - New Staff
    - Camp Burgess
  - Facility Issues
  - Status of Commitments – FY17

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy. He noted that enrollment has been steady, increasing slightly over last month, and that further referrals continue to arrive. Mr. Carroll noted that referrals tend to increase around November/December, as schools are finishing their first marking period(s) in the school year.

Mr. Schumacher asked what percentage of Waypoint students are new this school year. Mr. Carroll responded that approximately 50% of the students are new. He indicated that it is typical to have a fairly high percentage of returning students, but many transition out of the program during the course of the year.

Mr. Hilton observed the rate of student turnover is sometimes stressful (due to ongoing changes), but sometimes wonderful (as transitions are often symptomatic of student success). He noted that new students come into contact with other students with more experience in the program – some transitioning in and new to the program, some who have been successful and are transitioning out of the program. Mr. Hilton indicated that most of the students are classified as being “at-risk” often with significant mental health issues. He noted that some are able to succeed in the program after failing in programming elsewhere. Mr. Carroll observed that some students initially feel that they are being sent to the program as “punishment” but come to recognize the programming as an incredible opportunity.

Mr. Schumacher asked for an update on Waypoint facilities. Mr. Hilton indicated that the owner of the property that had been pursued has not been in recent communication.

Mr. Hilton explained that he and Ms. Larsen viewed property located adjacent to the Upper Cape Cod Regional Technical High School. He noted that he and Ms. Lipkind are working to obtain quotes for a feasibility study on this property (UCCRTS campus).

Ms. Larsen indicated the Upper Cape Tech has a phenomenal facility and that she could visualize possible placements for a Collaborative facility on the site.

Ms. Putnam voiced Dr. Caretti’s concerns about the travel distance for Nauset students. Ms. Larsen indicated that she would reach out to Dr.

Caretti, as she has found it takes longer to get from Brewster to Osterville than from Brewster to this site in Bourne.

Ms. Putnam observed that the Cape Cod Technical High School in Harwich is seeking to renovate. Ms. Williams noted that the Upper Cape Tech has an unusually good piece of property in a prime location.

- STAR / Osterville

- Program Application
- Enrollment
- Programming

Dr. Woods provided an overview of the current and projected enrollment for FY17. She noted differences between the STAR Program and Waypoint Academy. Dr. Woods indicated the majority of the 47 students who were enrolled at the start of the school year were with the program at the end of the previous school year.

She explained that the STAR Program provides educational opportunities and supports for elementary students with social/emotional needs as well as students with more significant communication/cognition needs (including students on the Autism spectrum).

Dr. Woods noted that referrals to the STAR Program have also been increasing. She noted that there is a difficult balance in maintaining adequate staffing levels for a student population which may be impacted by the level of need of a single student.

Dr. Woods indicated that the STAR Program open house was held on October 26<sup>th</sup>; ten families attended. Progress notes are being finished for the first quarter. She also noted that the Program will host a family luncheon on Tuesday, November 22<sup>nd</sup>. She explained that training in MCAS Alt portfolios is continuing with staff working on the alignment of student programs and objectives.

Mr. Schumacher asked if the STAR Program is at capacity with 48 students. Dr. Woods indicated that the DESE has licensed the program for up to 70 students, but the number of students who can be accommodated is dependent on the level of student need. Mr. Hilton observed the programming staffing is based on a 54 students. Current projections are for a total of 52 students.

- Transportation

Mr. Hilton provided an update regarding current issues and opportunities with Collaborative transportation.

- Staffing / Routing

Mr. Hilton updated the Board regarding staffing and routing. Please note that the routing and staffing is continually monitored and modified to ensure efficiency (and effectiveness) in operation.

- Large Buses



- Equipment Review / Needs
 

Mr. Hilton noted that the Collaborative has resolved issues associated with the new Nantucket buses and both of the new buses are currently in use on the island. He indicated that there were two vehicles from the island that have been placed in service in Truro.
- Truro
 

Mr. Hilton updated the Board regarding the current operation in Truro.
- Special Education Transportation
  - Vans
 

Mr. Hilton indicated that the Collaborative procured six (6) vans to replace vehicles that have excessive odometer miles. He noted that the older vehicles are being evaluated for further use.

The remaining two (2) were received in mid-October and have been placed in service.
  - Mini-Buses / Short Buses
 

Mr. Hilton indicated that the Collaborative has all four (4) wheelchair “mini-buses” that were ordered in the Spring. He noted that the Collaborative is awaiting the receipt of two (2) “full seat” mini-buses. He explained that these vehicles were expected to be received by November 1<sup>st</sup> as the manufacturer has been unable to meet the specifications due to a back-order of some door parts. Mr. Hilton noted that the manufacturer and dealer have agreed to an upgrade of the door style (from manual to electric) to hasten the delivery.
- Therapies
 

Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others).

  - FY17 Service Commitments
    - The Collaborative currently has the capacity to contract out the following services:
      1. OT – 2days
      2. Physical Therapy – hours upon request

He noted that the Collaborative has continued to receive requests for occasional use of these personnel for evaluations.
    - ii. Mr. Hilton discussed the timeline(s) that he is recommending for further decisions regarding staffing in this area. He suggested that no staffing changes be made at the time of the Board meeting.

- Special Projects

Dr. Gilbert was unable to attend this meeting due to an obligation. Mr. Hilton provided updates regarding items considered as “Special Projects” of the Collaborative.

- All-Cape In-Service

Mr. Hilton discussed the annual programming coordinated through the Collaborative. The All-Cape In-Service occurred on November 8<sup>th</sup>. 795 professionals participated in workshops hosted at various sites including DY High School, Mattacheese Middle School, ME Small Elementary School, Mashpee Middle and High Schools. He noted that workshop evaluations have been collected but not yet tabulated.

Ms. Cummings indicated that she had stopped at the nursing workshop held at Sandwich Hollows. She noted that the workshop addressed violence in the family and the impact on the school-age child. Ms. Cummings said that she stayed longer than she expected as the speaker was especially captivating.

Mr. Hilton noted the estimated total cost for the workshops is expected to be in the vicinity of \$19,000. With nearly 800 attendees, the average cost per person would be under \$25.

Mr. Judge asked if participation in the All-Cape In-Service has increased. Mr. Hilton believed that it had, noting an increased presence of professionals attending from Nantucket schools.

- ASLP

VOTE

Mr. Hilton discussed the status of planning for the Summer 2017 ASLP Program. He explained that the Program is a three week residential program, held at Mass Maritime Academy, which focuses on STEM education. Students who attend the program are in the top 15% based on PARCC and MCAS scores.

Mr. Hilton explained that the annual planning meeting for district contacts was held on November 3<sup>rd</sup>. He noted that this meeting, which includes luncheon at the Mass Maritime Academy, was attended by guidance representatives from member districts.

Mr. Hilton indicated that the DRAFT 2017 ASLP Student-Parent Handbook was included with Board materials for approval at this meeting. He asked that the Board consider a modest increase to the tuition cost for this program with a \$20 increase to the application fee. He explained that this increase would cover the increasing costs for facilities and meals. He also noted that it is anticipated that 210 students will participate in the summer 2017 program.

Mr. Schumacher asked why the increase was needed, asking if the tuition rate does not cover the total cost for the program. Mr. Hilton observed that a portion of the program cost is subsidized by scholarships and grants. He also noted that the increase will raise the total tuition cost from \$1320 to \$1340.

Mr. Schumacher expressed concerns that increasing costs might eliminate students who could not afford to attend. Mr. Hilton noted forty (40) National Grid scholarships are awarded based on student

need. He explained that middle school guidance counselors established the program's admission criteria. He also noted that there has been a mix of students attending each year, with a trend toward more female students than male.

Mr. Hilton indicated that, each year, Mass Maritime awards a full scholarship to the top male and female student who attends the ASLP program.

Mr. Judge made a motion that the Board vote to approve the 2017 ASLP Student-Parent Handbook. Mr. Schumacher seconded the motion.

SO VOTED - UNANIMOUS

- Multi-Tiered Systems of Support Grant  
Mr. Hilton provided an update regarding the activities that are occurring with the districts throughout the region. He noted that Dr. Magdalene Giffune was hired under this grant and has been providing support services to local districts in promoting problem solving and positive culture. He explained that she will be scheduled to discuss her work with the Board at a later meeting.
- Career Vocational and Technical Education (CVTE) Partnership Grant  
Mr. Hilton presented an update regarding the activities associated with this grant. He explained that the "Planning Grant" is fiscally administered through the Upper Cape Cod Regional Technical School. The Partnership Group is preparing the final report regarding planning grant activities and expects to submit a proposal for an implementation grant in the coming month.  
Mr. Hilton explained that the activities that are sought to be supported in the planning grant are the development of a "Building Property Maintenance" CVTE "strand" in coordination with the Upper Cape Cod Regional Technical School (UCCRT) and the Collaborative as well as the development of programming within the UCCRT building that increases access to CVTE for "at-risk" and underserved students, including (and starting with) the Collaborative Waypoint Academy students.
- Bridgewater State College Off-Campus Programming  
Mr. Hilton discussed the development of coursework pathways for individuals in the region that have Bachelor's degrees and are seeking special education teacher licensure.  
Mr. Hilton discussed ongoing communication with the Office of Communications and Outreach for the School of Graduate Studies regarding the financial arrangements that are necessary for the start of this programming. Mr. Hilton indicated that the cost proposal that was received by the Collaborative from Bridgewater State University exceeded double (100% more) the cost expected.  
Ms. Conover asked about the cost discrepancy. Mr. Hilton indicated that preliminary discussions were based upon prior programming costs charged to the May Institute for courses offered and hosted at their site (May Institute). Mr. Hilton indicated that he would be speaking with the Dean of the School, the University CFO and other University administrators to (attempt to) resolve the situation. He expressed a hope that these classes could be underway soon, in January 2017 or perhaps as late as March or April.

- Sheltered English Immersion (SEI) Course Development  
Mr. Hilton discussed the status of the assessment of programmatic needs for each of the districts throughout the region. He explained that Dr. Gilbert has been working closely with Jan Rotella and Julie Hall to discern the particular needs (coursework and timelines) for Sheltered English Immersion issues. He noted that one consideration is a partnership with the South Shore Educational Collaborative to offer the required 45 hour course at the Collaborative, at a cost of approximately \$600. He noted that Dr. Gilbert and his team are seeking to verify the level of district interest in participation.
- EPIC Partnership Innovation Grant (due November 30<sup>th</sup>)  
Mr. Hilton discussed the progress that has been made in the development of a proposal for the Massachusetts Department of Elementary and Secondary Education (DESE) EPIC Partnership Innovation Grant (Fund Code 178). He noted that he was working with Bridgewater State University and that the funds could provide a program for the mentorship and induction of new teachers. Mr. Hilton indicated that he would provide a copy of the grant proposal at the December meeting.

#### **e. Virtual High School**

Mr. Hilton discussed the status of the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. Billing is done on a per-student basis based on the district contract, plus lab fees and additional fees for advanced placement courses.

#### **f. International Student Exchange**

Mr. Hilton provided an update regarding the status of the development of a regional consortium of school districts to host international students.

Mr. Hilton discussed a recent visit by a group of educators studying in Shanghai who toured schools in the Monomoy and Dennis-Yarmouth Regional School Districts.

### **VI. Other**

Dr. Woods noted that a recent fire on Joint Base Cape Cod destroyed a trailer which contained toys and gifts for service families. Staff have organized a fundraising event which will be held at the Osterville campus on November 19<sup>th</sup> from 10AM to 2PM.

### **VII. Adjournment**

Ms. Conover made a motion that the Board vote to adjourn the meeting. Ms. Putnam seconded the motion.

SO VOTED – UNANIMOUS

The November 9, 2016 meeting of the Cape Cod Collaborative Board of Directors adjourned at 7:03 PM.