



**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**December 14, 2022 - 5:15 PM**

**I. Cracker Barrel Discussion** **5:00PM – Pre-Meeting**

This section of the meeting was reserved for informal discussion and information sharing among members of the Board of Directors. No discussion occurred at this meeting.

**II. Call to Order** **5:15PM**

Ms. Lindahl called the meeting to order at 5:15 PM. The meeting occurred in a hybrid fashion, with participants present in person and attending virtually through the Zoom application. The recommendations associated with conducting a public meeting virtually have been shared with Board members as required.

The posting of this Board meeting included means for public participation by telephone. Attendees were able to join the meeting by calling:

Phone Number:	1-929-205-6099
Meeting ID:	896 3497 3814
Passcode for Telephone:	8644223
Passcode for Zoom attendees:	CapeCod

Ms. Lindahl noted the order of the meeting included the necessity for all votes to occur through a “roll call” process. Each member of the Board was required to “sign in” verbally.

Board members and Collaborative staff who attended the meeting virtually have “R” for “remote” noted after their names. In attendance were:

Eastham	Judy Lindahl, Chair – R
Bourne	Maureen Fuller – R
Brewster	Casey Mecca – R
Cape Cod Tech	Scott McGee
Dennis-Yarmouth	Phillip Morris - R
Falmouth	Michael Heylin - R
Monomoy	Jessica Rogers – R
Nantucket	Laura Gallagher Byrne – R

Nauset	Cathryn Lonsdale – R
Orleans	Ian Mack – R
Provincetown	Ngina Lythcott – R
Upper Cape Cod RTS	Robert Fichtenmayer
Wareham	Joyce Bacchiocchi – R
Wellfleet	Jill Putnam - R
Treasurer	William (Bill) Friel
Secretary	Elizabeth (Beth) Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	R. Patrick Murphy
Assist Business Manager	Amy Lipkind
Director of Special Projects	Dr. Christopher Bogden – R
Accounting & Finance Coordinator	Marc Dupuis – R
Waypoint Program Director	Kara Peterson – R
STAR Program Director	Julia Bryant
Powers & Sullivan, LLC	Michael Nelligan, CPA-R
Powers & Sullivan, LLC	Benjamin Adsit, CPA - R

Ms. Lindahl noted representatives from Powers & Sullivan were present at the meeting to discuss the FY22 Audit. She asked Board members to consider an adjustment to the agenda, taking the discussion and vote regarding the audit first. The Board concurred.

### III. Old Business

#### a. FY22 Close-Out

Mr. Hilton introduced Mr. Nelligan and Mr. Adsit from Powers & Sullivan, LLP, the Collaborative’s audit firm. He noted that a copy of the DRAFT Audited Financial Statements had been included with Board materials for this meeting. He also noted that a meeting of the Finance Subcommittee had been called prior to the Board meeting. Mr. Hilton discussed factors which complicated the FY22 audit, including reimbursement of COVID expenses, Paycheck Protection Program (PPP) loan forgiveness, and the return of funds to districts for services invoiced but not provided due to COVID.

Mr. Nelligan observed that Powers & Sullivan had acted as auditors for the Cape Cod Collaborative for seven years. He explained the audit process had occurred in three phases:

- Planning and system documentation, done in the spring;
- Audit field work on-site during the third week of August; and
- Collection of information through the firm’s secure portal

An initial draft of the FY22 Audit had been completed the first week of November. The second draft, dated December 1, 2022, had included in Board materials for this

meeting. Mr. Nelligan described changes to the required accounting classification of bus leases required by a Governmental Accounting Standards Bureau (GASB) criteria change, and changes to the classification of property leases (Osterville & Dennisport) required by GASB34. Mr. Nelligan referred to the Opinions (pages 1 – 3 of the Audit) and informed the Board that the result of the audit was that a clean opinion, was issues with no adjustment required to the financial statements.

Mr. Nelligan reviewed activities which had impacted the FY22 Audit, including notification that the Paycheck Protection Program (PPP) loan was forgiven. He explained that, due to the PPP loan, the Collaborative had been able to credit over \$950,000 to the districts that it serves. He noted that, these credits would not have been impossible without the PPP funds.

Mr. Nelligan referred the Board to the “Annual Determination and Disclosure of Cumulative Surplus” included in the Audited Financial Statements. He noted that the credit issues to districts together with amounts that had been committed (by the Board) to Capital Reserve brought the FY22 Cumulative Surplus to the 25% limit.

Mr. Nelligan also reviewed the status of the Other Post-Employment Benefits (OPEB) Trust Fund. Mr. Nelligan referred to the schedule of investment returns which indicated a net investment loss for FY22 of 7.96%. He explained that, in spite of this loss, the Collaborative had reached 86% funding of its OPEB liability.

Mr. Fichtenmayer asked Mr. Nelligan whether the Collaborative was holding high-interest loans, and if so, if surplus should be used to pay down these loans. Mr. Nelligan responded that rates for loans taken by the Collaborative hover around 3%. Mr. Fichtenmayer responded that, considering those rates, he believed that using the surplus would not make sense.

- FY2022 Annual Audited Financial Statements

**VOTE**

It was recommended that the Board vote to approve the FY2022 audited financial statements following the presentation and satisfactory review. Mr. Nelligan indicated that minor modifications to the amendments were required, as required language had been recently modified.

Mr. Myers made a motion that the Board vote to accept the audited financial statements with the minor amendments. The motion was seconded by Mr. Morris.

A roll call vote was taken:

Ms. Fuller – yes, Ms. Mecca – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes, Mr. Heylin – yes, Mr. Myers – yes, Ms. Rogers – yes, Ms. Gallagher Byrne – yes, Mr. Mack – yes, Mr. Fichgenmayer – yes, Ms. Bacchiocchi – yes, Ms. Putnam – yes, Ms. Lythcott – yes.

The motion passed.

- FY2022 Determination of Cumulative Surplus

**VOTE**

Ms. Rogers made a motion that the Board vote to approve and retain \$6,559,356 as the amount designated as Cumulative Surplus from the general funds remaining in the Collaborative's accounts as of June 30, 2022 with reductions of \$1,986,437 for funds allocated to the Capital Reserve Fund for a Cumulative Surplus Percentage determination of 25%. Ms. Lythcott seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Ms. Mecca- yes, Mr. McGee – yes, Mr. Morris – yes,  
Ms. Lindahl – yes, Mr. Heylin – yes, Mr. Myers – yes, Ms. Rogers – yes,  
Ms. Gallagher Byrne – yes, Mr. Mack – yes, Ms. Lythcott – yes,  
Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes, Mr. Putnam – yes.  
The motion passed.

## **IV. New Business**

### **a. Programs/Services**

#### **• Waypoint**

- Staffing
- Programming
- Notable Changes

Dr. Peterson discussed enrollment, programming, and initiatives at Waypoint Academy. She indicated that the Thanksgiving dinner event had gone very well, and that a December newsletter has been sent out. She offered the newsletter to interested Board members. Ms. Lindahl suggested that the newsletter could be sent to all Board members as a blind copy.

Dr. Peterson noted that Spirit Week was scheduled for the week of December 19. She explained that students would have the opportunity to create holiday décor throughout the building. She noted that the holidays can be particularly difficult for students, especially students who are not able to be with family members. She indicated that Waypoint staff had created gift baskets for each student to take home.

Dr. Peterson expressed her thanks to Mr. Murphy for his efforts in creation of a video for teacher/paraprofessional and student recruitment. She also discussed student field trips for ice skating, a new internship opportunity that had recently been established, and dual enrollment for a student taking courses at the Cape Cod Community College. She indicated that Juniors and seniors had recently had an opportunity to explore boat building, and that a vibrant debate class was held.

Dr. Peterson noted that, during the Winter break, facilities staff planned to move equipment and furnishings into the finished rooms at the MacArthur building. She indicated that she planned to Have January and March in-service sessions at the campus. She also noted that she continued to work closely with staff regarding their plans for the transition to the new site.

Ms. Rogers said she had started to follow the Collaborative on Instagram and said the posts were “fantastic.”

Ms. Lythcott asked if there was an orientation program for new Board members. Mr. Hilton invited Ms. Lythcott to meet with him. He indicated that he would be happy to provide a tour of Collaborative programs. Dr. Peterson and Ms. Bryant indicated Ms. Lythcott was welcome to visit the programs at any time.

- **STAR / Osterville**

- Staffing
- Programming
- Notable Changes

Ms. Bryant provided an overview of the current and programming at STAR as well as highlighting areas associated with program operations. She explained that the STAR Thanksgiving meal was very well attended with fifty-eight (58) students and families enjoying an assembly and a turkey dinner. (Ms. Bryant said there had been only one “pie in the face” moment!)

Ms. Bryant noted that local firefighters had recently visited the program to talk about their jobs. She explained that they had brought firefighting gear/equipment and a fire truck to the presentation. She also noted that Ms. Brooks, the program social worker, had received a \$500 grant from Cape Cod 5 to support the drumming program.

Ms. Bryant discussed recent professional development that had been provided by Dr. Hauser. This activity which was focused upon trauma and the effects of trauma on child development. She observed that some of the staff at the program are also impacted by personal trauma. She noted that Professional Learning Community (PLC) groups continued to work on enrichment activities and program improvement as a whole.

Ms. Bryant explained that the program continued to struggle with a staff shortage. She indicated that four (4) student had started within the past month, and that five (5) more were scheduled to start. She further explained that this has resulted in the need to shift both students and staff within the program, which had created some tension. Ms. Bryant remarked that, unless new staff members were added, she would reach the point where the program would not be able to accept further referrals.

Mr. Hilton noted the Mid-Cycle Tiered Progress Monitoring through MA-Department of Elementary & Secondary Education (formerly the Coordinated Program Review Mid-Cycle Review) had been rescheduled from December 1 & 2, 2022 due to illnesses.

- **Transportation**

- Invoicing & Reconciliation of Changes in Service

Mr. Murphy discussed the status of invoicing for services for FY23. He explained that he and Ms. Lipkind had worked to review actual vs.

estimated hours and miles, and had been communicating with districts where adjustments might be necessary.

- Staffing

Mr. Murphy discussed recruitment efforts for drivers (as well as paraprofessionals) which had been focused on social media. He explained that the Collaborative had discussed television advertising and that a commercial was being developed to run on various Comcast networks.

Mr. Murphy stressed that the intent of the commercial was not to “steal” drivers from other districts, but rather to increase the pool of drivers throughout the region. He noted that the Collaborative had been clear regarding areas where we provided transportation services and where we do not – and that the Collaborative would refer candidates to other entities when and where appropriate (outside of the desired service area).

- Staffing / Routing

Mr. Hilton indicated that Mr. Erikson was unable to attend the Board meeting due to illness. He highlighted current driver shortages and route opportunities. He explained that staff had gone above and beyond to continue service delivery, but that this “lynch pin” was under considerable stress. He offered kudos to Ms. Stobbart, the Transportation Manager in particular, as well as the Transportation administrative team (dispatchers, admin support, mechanics)

Ms. Lyndahl expressed the Board’s thanks.

- Nauset Regional – Mr. Hilton noted that there continued to be an open route, which has been covered by dispatch and administration. He also indicated that there are additional challenges due to leaves of absence of two drivers.
- Monomoy – Mr. Hilton noted that there were four (4) open routes. He indicated that one driver will be on leave for one month (early December through early January).
- Nantucket – Mr. Hilton noted that one driver that had been in training became licensed at the start of November and began a route. He also indicated that another fully licensed driver had considered covering a route on the island, but had elected to return to their previous position, serving a member district, after a visit to the island.

- **Therapies**

Mr. Murphy noted that the updating of the provision of therapy services in November had been completed. He reminded the Board that the Collaborative was also seeking to hire therapists.

Mr. Hilton indicated that the lack of a “pool” of therapists had created stress in fulfillment of students’ Individual Education Plan (IEP) requirements throughout the region. He noted that there were between eight (8) and nine (9) openings for Speech & Language Pathologists across the region, and had been only one (1) applicant. Similarly, he noted that there were eight (8) to nine (9) openings for School Psychologists, with no applicants. Mr. Hilton stressed that this situation required districts to work together, and suggested that anyone with information regarding a possible applicant should contact the Collaborative.

Ms. Lonsdale observed Mr. Murphy had mentioned the Collaborative would be running ads. She asked what channels the commercials would appear on. Mr. Hilton indicated the channels were dependent upon the demographics of the target audience. Ms. Lindahl remarked that once the target audience is determined the ad placements were being designed to match the target audience. Mr. Hilton noted the ad campaign may extend off-cape to the Middleborough and Plymouth area. He observed that while Middleborough would likely be too far for a school bus driver to travel, it was possible that a salaried professional person would make the commute.

- **Special Projects**

Dr. Bogden and Mr. Hilton provided updates regarding items considered as “Special Projects” of the Collaborative.

- Bridgewater State University (BSU)

Dr. Bogden and Mr. Hilton discussed the partnership between the Collaborative and Bridgewater State University. Mr. Hilton noted that the Collaborative continued to offer coursework through the Collaborative which supports a cohort of students in progressing towards their licensure in Moderate or Severe Special Education. Mr. Hilton discussed an initiative to develop a “cabinet” of administrators from the region to work with BSU in securing quality and relevant professional development and licensure support programming for staff in the region.

- Advanced Studies & Leadership Program ASLP

Mr. Hilton discussed the planning for ASLP Summer 2023. He explained that he and Mr. Kelleher continued to meet with Massachusetts Maritime Academy (MMA) administration regarding planning for the program. He noted that it was recommended that the program operate as a residential program for a continuous two weeks for Summer 2023 (this was the structure for Summer 2022). He explained that the program would begin on a Sunday evening, with a field and family day during the (middle) weekend and end with a graduation the following Saturday. He explained that Mr. Kelleher had begun to meet weekly with Collaborative administration. He also noted that the ASLP District

Liaisons Meeting had occurred on November 17, 2022 at Massachusetts Maritime Academy with four (4) district presentations having occurred since that meeting.

Mr. Hilton indicated that when the tuition rate for 2023 was set, the Collaborative anticipated the program would run at a substantial loss. He noted that he had received recent news which indicated the Collaborative could once again be eligible for a substantial grant to support the program.

Mr. Hilton noted that enrollment for the Summer 2023 program was anticipated to be between 200 and 220 students. He remarked that the schooner Ernestina-Morrissey, a recent addition to the Mass Maritime Academy fleet, might be available for ASLP student programs.

- Curriculum Directors Meeting  
Dr. Bogden discussed the ongoing, monthly meetings of the Curriculum Coordinators from member districts. He explained that this group continued to meet to develop coordinated, collaborative opportunities. He noted that the group recently began to meet in-person again with sites for the meetings rotating among participating districts.
- Collaborative Framework for Educator Evaluation (CoFFEE)  
Dr. Bogden noted that this course was regionally designed for new administrators/ department heads who are, or will be, responsible for supervision, observation, and / or evaluation. He further noted that the course had been approved for graduate credit through Bridgewater State University. He indicated that the most recent CoFFEE course cohort began in early October and had continued to meet monthly.
- SEI Teacher Endorsement Course  
Dr. Bogden highlighted that the SEI endorsement course is fully subscribed and began on October 11<sup>th</sup>. He noted that this course meets the DESE SEI requirements. It was further noted that the SEI Teacher Endorsement course focuses on current theories and evidence-based instructional practices related to the teaching of English Language Learners.
- Promoting High Achievement for All Students. - Massachusetts Tiered Systems of Support (MTSS)  
This significantly grant funded opportunity had required some financial district commitment each year (three calendar years) for the duration of the grant (through December 2022).

## **b. FY23 Budget Update**

Mr. Hilton and Mr. Murphy discussed the FY23 Spending Plan.



- Programs
  - STAR
  - Waypoint Academy

Mr. Murphy noted both school programs were on track to cover expenses, and that he had been happy to hear that the ASLP program was on track as well.
- Transportation
  - School Year Transportation

The continued change in the service delivery since the start of the school year required Mr. Murphy and Ms. Lipkind to compare actuals against the standard service delivery for each district, which was reflected in the Spending Plan & Statutory Budget. Mr. Hilton noted that a recommendation would be made to modify/adjust the Spending Plan & Budget later in the fiscal year when there was further clarity regarding the service need for School Year transportation for the entirety of FY23.
- Therapies
 

Mr. Hilton noted that the Collaborative was committed to provide therapy services for districts. He explained that there were recent challenges with the provision of the services, as a primary service provider had/has been on medical leave. He noted that the Collaborative continued to seek additional assistance to meet the needs expressed by the districts that have currently committed to services through the Collaborative.

## V. Executive Session

Ms. Lindahl told the Board that it would be necessary to enter into Executive Session and read the reasons stated in the agenda.

**a. To conduct strategy sessions in preparation for negotiations with nonunion personnel;**

An executive session may be held only where an open meeting may have a detrimental impact on the body's negotiating position with a third party:

- Leave Requests
- Business Operation Personnel Planning
- Discussion of Program Staff Salary Schedule for FY2024

**b. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body:**

- Status of Occupancy of Henry T Wing School with Town of Sandwich
- Renovation of Laurence A MacArthur Building, South Yarmouth

Mr. Fichtenmayer made a motion that the Board enter into Executive Session for the state reasons. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Ms. Mecca – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes,  
Mr. Heylin – yes, Mr. Myers – yes, Ms. Rogers – yes, Ms. Gallagher Byrne – yes,  
Ms. Lonsdale – yes, Mr. Mack – yes, Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes,  
Ms. Putnam – yes, Ms. Lithcott – yes.

The motion passed.

The Board exited Open Session and entered Executive Session at 6:05 PM.

The Board exited Executive Session and returned to Open Session at 6:26 PM.

## **VI. Old Business**

### **a. Waypoint Relocation – Planning**

#### **o Henry T Wing School – Sandwich**

Mr. Hilton informed Board members that the Town of Sandwich had discussed an extension of the current occupancy arrangements through June 2023. He recommended maintaining the program at the Henry T Wing School through June 2023 to ensure stability for students, staff and districts.

#### **o McArthur Building – Yarmouth**

**VOTE**

Mr. Hilton noted the renovation of the Laurence A MacArthur Building in South Yarmouth had continued and was expected to be substantially complete during the week of the Board meeting. He reminded the Board that the costs for the renovation had increased substantially within the scope of services that had been approved.

Mr. Hilton recommended that the Board formally approve increased authority for the Collaborative to expend funds from fund balance to meet the costs of the renovation which exceed the “bond proceeds” (\$3,000,000 bond secured).

Mr. Hilton indicated that the overall anticipated cost for the renovation was expected to be approximately \$4,500,000 including the designer fees and the hazardous materials abatement.

Mr. Murphy, Ms. Lipkind and Mr. Hilton discussed the capacity of the Collaborative Capital Reserve Fund and General Fund Balance to meet the anticipated costs. It was noted that \$1,250,000 had been placed into the Capital Reserve Fund for the Waypoint Academy bonding and renovation and that the costs for the abatement services were anticipated to be met within the General Fund.

Mr. Hilton recommended that the Board approve increased authority for the Collaborative to expend funds from fund balance to meet the costs of the renovation which exceed the “bond proceeds” (\$3,000,000 bond secured).

- Up to \$1,250,000 from the Capital Reserve Fund
- Up to \$450,000 from the General Fund

**VOTE**

Mr. Morris made a motion that the Board approve the expense of up to \$1,250,000 from the Capital Reserve Fund and up to \$450,000 from the General Fund to meet the costs of renovation of the MacArthur School. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Ms. Mecca – yes, Mr. McGee – yes, Mr. Morris – yes,  
Ms. Lindahl – yes, Mr. Heylin – yes, Mr. Myers – yes, Ms. Rogers – yes,  
Ms. Gallagher Byrne – yes, Ms. Lonsdale – yes, Mr. Mack – yes,  
Ms. Lythcott – yes, Mr. Fichtehmayer – yes, Ms. Bacchiocchi – yes,  
Ms. Putnam – yes.  
The motion passed.

## **b. Meeting of OPEB Trustees**

Mr. Hilton informed that Board members that they were also the Trustees of the OPEB Trust. As Trustees, regular meetings should be held to discuss the trust. Mr. Hilton suggested that the Board discuss setting a meeting schedule.

Ms. Lindahl suggested the OPEB Trustees could convene prior to the Board meeting in January at 5:00 PM. Mr. Fichtenmayer asked the Board to consider 5:15 PM. It was agreed that the next meeting of the OPEB Trustees would occur at 5:15 PM on Wednesday, January 11, 2023 and would be followed by the monthly Board meeting.

## **c. FY2022 Annual Report**

### **VOTE**

Mr. Hilton indicated the Collaborative was required to publish an annual report each year which discussed the activities of the previous year and included the Audited Financial Statements. He noted the report this year represented the eleventh Annual Report. Mr. Hilton explained that a vote was necessary at this meeting, as the Annual Report must be published and shared with MA-DESE by January 1, 2023.

Mr. Hilton suggested the Board consider appointing one or two editors who would conduct a final review. Mr. Morris and Ms. Fuller were named.

Mr. Mack made a motion that the Board vote to approve the FY2022 Annual Report, subject to minor edits as needed. Ms. Rogers seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Ms. Mecca – yes, Mr. McGee – yes, Mr. Morris – yes,  
Ms. Lindahl – yes, Mr. Heylin – yes, Mr. Myers – yes, Ms. Rogers – yes,  
Ms. Gallagher Byrne – yes, Ms. Lonsdale – yes, Mr. Mack – yes, Ms. Lythcott – yes,  
Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes, Ms. Putnam – yes.  
The motion passed.

## **d. Treasurer Evaluation**

### **Discussion**

Mr. Hilton noted that the Board must annually facilitate the evaluation of the Collaborative Treasurer. He reminded the Board that Mr. William Friel was first

appointed as the Treasurer of the Collaborative in May 2017 and indicated that Mr. Friel had done an exceptional job in this role.

Mr. Hilton informed Board members that he and Ms. Lipkind had met regularly with Mr. Friel and noted that an evaluation would be completed within the month as required by statute each year. He indicated that Board members were encouraged to offer feedback regarding the performance of the Treasurer and to direct the Executive Director and Business Manager to complete an evaluation of the Treasurer for consideration by the Board for a vote at the January meeting.

**e. FY23 Warrants**

**VOTES**

- |       |             |       |             |
|-------|-------------|-------|-------------|
| • #20 | <b>VOTE</b> | • #23 | <b>VOTE</b> |
| • #21 | <b>VOTE</b> | • #24 | <b>VOTE</b> |
| • #22 | <b>VOTE</b> |       |             |

Ms. Putnam made a motion that the Board vote Warrants #2-, #21, #22, #23 and #24 as a group. Mr. Morris seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Ms. Mecca – yes, Mr. McGee – yes, Mr. Morris – yes,  
 Ms. Lindahl – yes, Mr. Heylin – yes, Mr. Myers – yes, Ms. Rogers – yes,  
 Ms. Gallagher Byrne – yes, Ms. Lonsdale – yes, Mr. Mack – yes, Ms. Lythcott – yes,  
 Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes, Ms. Putnam – yes.

The motion passed.

**f. FY23 Spending Plan**

**VOTES**

- Updates **Discussion**

Mr. Hilton indicated that there were no significant updates necessary, but noted that it was likely that some revisions to the FY2023 Spending Plan and Budget would be necessary during the course of the fiscal year.

- **Personnel**

- **Additions** **VOTE**

- Stephen Pothier STAR Paraprofessional
- Alicia Prouty Admin Support, ASLP/Special Projects

- **Reductions** **VOTE**

- Joyce Bartley-Vaughn Monitor (Deceased)
- Mary Bondarek Waypoint Paraprofessional
- Tayla Foscaldi CDL Bourne
- John Hollenberg CDL Training
- Catherine Rock Spare Monitor
- Suzanne Sarafin SLPA
- Mary Williams Spare Monitor
- Maryanne Worth Spare Monitor

- **Change of Status** **VOTE**

Mr. Hilton informed the Board that the Collaborative family had recently experienced several painful losses. He explained that Ms. Bartley-Vaughn, a long-time employee of the Collaborative, passed away as the result of an illness. He also noted that Ms. Lemos, a former employee who retired in February 2022, had passed away unexpectedly, and the father of a member of our program staff and husband of one of the Collaborative’s trainers had also recently passed.

Ms. Putnam made a motion that the Board vote to approve the Additions, Reductions, and the Change of Status noted on the agenda as a combined vote. The motion was seconded by Ms. Rogers.

A roll call vote was taken:

Ms. Fuller – yes, Ms. Mecca – yes, Mr. McGee –yes, Mr. Morris – yes, Ms. Lindahl – yes, Mr. Heylin – yes, Mr. Heylin – yes, Mr. Myers – yes, Ms. Rogers – yes, Ms. Gallagher Byrne – yes, Ms. Lonsdale – yes, Mr. Mack – yes, Ms. Lythcott – yes, Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes, Ms. Putnam – yes.

The motion passed.

**g. Planning Legislative Breakfast for 2023 Discussion**

Mr. Hilton noted the Board had annually hosted a regional meeting with Legislators from throughout the region. He indicated that February 3, 2023 had been set as the tentative date. Mr. Hilton indicated that he had been contacted by Senator Cyr’s office regarding a list of possible topics.

He indicated that, at the November Board meeting, a Subcommittee of the Board was formed to facilitate the coordination and planning of this event with MASC and the Collaborative. Members of the Subcommittee are Mr. Morris and Mr. Mack.

**VII. Minutes**

**a. November 9, 2022 VOTE**

Ms. Fuller asked that her name be corrected on page one.

Mr. Mack made a motion that the Board vote to approve the minutes of the November 9, 2022 meeting, as corrected. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Ms. Mecca – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes, Mr. Heylin – abstain, - Mr. Myers – yes, Ms. Rogers – yes, Ms. Gallagher Byrne – yes, Ms. Lonsdale – yes, Mr. Mack – yes, Ms. Lythott – yes, Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes, Ms. Putnam – yes.

The motion passed.

## **VIII. Other**

Mr. Hilton informed the Board members that the gift cards authorized by the Board at the November meeting had arrived. He indicated that the Collaborative secured a 5% discount on the cards, which would be distributed by area supervisors.

## **IX. Adjournment**

Mr. Mack made a motion that the Board vote to adjourn the meeting. Ms. Rogers seconded the motion. The Board voted by a unanimous show of hands.

The December 14, 2022 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:43 PM.