

**CAPS Board of Directors Meeting  
Minutes of the February 8, 2017 meeting**

**Call to order:** Chairperson Peter Stephens called the meeting to order at 3:34 p.m.

**Members present:** Ellen Holmes, Peter Stephens, Mark Pellegrino, Dianne Salcedo, Tari Thomas, Rebecca Badgley and Larry Murphy.

**Also present:** Justin Nussey, Cindy Landanno, Cheryl Rohrig

**Members absent:** Steve Meyer, Suzanne Koehler, Chris Casavant and Maureen Marshall

**1. Approval of the minutes: December 14, 2016:** A motion was made by Ms. Holmes, seconded by Mr. Murphy to accept the minutes of the December 14, 2016. Motion passed unanimously.

**2. Fiscal Update**

- **FY17 Financial Update**
- **2018 Budget Timeline**

**3. New Hires:** Kimberly Calder and Charlene Ellsworth. Ms. Landanno presented resumes for two new employees, needed because of increased student numbers. A motion was made by Ms. Holmes, seconded by Mr. Murphy to approve the two new employees as presented. Motion passed unanimously.

**4. Subcommittee Reports**

- **Policy Subcommittee**
  - ✓ **Approval of minutes: 11/29/16**

A motion was made by Ms. Salcedo, seconded by Ms. Holmes to accept the minutes of the Policy Subcommittee meeting of the 11/29/16 meeting as presented. Motion passed unanimously.

- ✓ **Policy Readings**
  - Fingerprint Policy (2<sup>nd</sup> reading)
  - Naloxone (Narcan) Policy (2<sup>nd</sup> reading)
  - Substance Use and Prevention Policy (2<sup>nd</sup> reading)

A motion was made by Ms. Holmes seconded by Mr. Murphy to adopt the three policies as of this second reading. Motion passed unanimously.

- **Finance Subcommittee**
  - ✓ **Approval of the minutes: 12/6/2016**

A motion was made by Ms. Holmes, seconded by Mr. Murphy to accept the minutes of the 12/6/2016 meeting as presented. Motion passed unanimously.

- **Warrant Subcommittee-** ongoing every other week
- **Facilities Subcommittee-** no meeting

**5. Executive Director's Report** – Ms. Landanno gave a brief summary of her report. She mentioned the DESE approval has been received for both the Gateway Programs and the approval of both the Annual Report and the Annual Audit have both been accepted. She mentioned 2018 Budget Preparation work has begun with the Program Administrators meeting with herself and Mr. Nussey. She will have several budget options to

present to the Finance Subcommittee in March. Ms. Landanno also spoke about the relationship with Dr. Howard from Fitchburg State University to work with students in the severe license program.


**6. Old Business** – Ms. Landanno asked the Board to consider voting again on the Employee Retirement Investment benefit language, because after legal review, edits were necessary to the original benefit language.

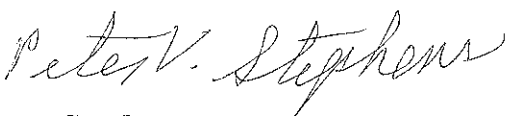
A motion was made by Ms. Holmes seconded by Mr. Murphy to approve a new employee benefit of a 401k employer match investment plan. All employees who work 20 hours or more per week are eligible to enroll in the plan. Starting at the anniversary date of 2 consecutive years of employment, employees will be eligible for an employer match. The Board will vote annually during the budget process, to determine the next year's match amount. The employer annually determined match will be contributed to the employee's 401k plan during the last pay period in June, based on the employee's contributions made in that fiscal school year. Employees are responsible for their own plan management through the vendor of CAPS' choice and can enroll during the annual open enrollment period in February once all eligibility requirements are met. All ERISA and IRS regulations apply. Motion passed unanimously.

**7. Future Agenda Items-** Ms. Holmes mentioned the March 3, 2016 Legislative Breakfast from 8:30 – 10:30 that members might be interested in attending.

**8. Adjournment-** A motion to adjourn was made by Ms. Holmes, seconded by Mr. Murphy at 4:28 p.m. Motion passed unanimously.

**Respectfully submitted,**

  
**Cheryl Rohrig**  
**Recording Secretary**

  
**Peter Stephens**  
**Chairperson**