



## Electronic Finance Committee Meeting

Tuesday, July 28, 2020

**Information sent to:** Brian Canina, Christopher Fager, Ed Garibian, Mark Germain, Michael Talbot, Sean O'Connell, Thomas Duke and Stephen Schaffer

### **Discussions:**

The minutes of the June 23, 2020 Finance Committee meeting were sent electronically and approval was submitted by Brian, Chris, Ed, Sean and Tom via email.

Brenda provided the following information to the Committee:

1. As of today, we have \$863,334 in our operating account; \$1,464,646 in our savings at Westfield Bank; our current A/R is \$317,198 and we currently have \$0 in A/P as they are being processed weekly.
2. Through June 30, 2020, the organizational operations resulted in a surplus of \$270,038; this surplus includes a total relief payment of \$311,068 from DCF to support additional COVID related expenses. The relief amount is a percentage of the billings submitted in previous months for Caring Together contracted services that include residential, family support and foster care.
3. The residential programs, SHARP and Cottage, because of the relief funding from DCF, ended the year with a surplus. SHARP enrollment continues to run significantly under budgeted numbers and is currently experiencing staffing challenges. Management is working on solutions and supports for this program specifically, but direct care staffing, as a whole, is struggling to maintain engagement and mandated ratio, with program management often having to cover shifts beyond their regularly scheduled time. START has maintained enrollment and, of the residential programs, has the strongest management team; however, they also have times of staffing shortages. This consistent problem is the result of several things; staff burn out –staff are covering excessive shifts; staff fear of infection; the ability to collect more on unemployment than this position pays; and, a hard job has gotten harder - the children have not been out of the house for nearly 5 months.
4. Family Support programs continue to receive referrals and have started doing some face-to-face supervised visitations. The Facilities Team created a small area, on the side of the Family Center building, that includes tables, chairs and umbrella coverings to accommodate up to 3 socially distanced visits. The area has designated and scheduled times for Family Support staff, access to disinfecting and cleaning supplies and an installed hand sanitizing station. Face coverings must be worn and visits will only take place outside in person; incimate weather will cause the visit to be either cancelled or it will take place online in a virtual chat room.
5. Foster care continues to provide support to families and children and the program continues to be sustainable. We have seen a decline in children in our programs, due to guardianships, adoptions and reunifications with biological family. We are in the process of having placements vetted for openings on our foster homes.

6. Schools have seen a drop in enrollment and June only has 11 billable days, thus the deficit experienced in all three educational programs for the month of June. We are anticipating a lower enrollment, than in past years, for the summer and the fall. Plans are being finalized as to what our educational programs will look like when the new school year starts, utilizing guidance from DESE.
7. Budgets are being created and meetings will be scheduled with Program Managers / Directors and the Interim ED for review of drafts

**Upcoming Meetings:** The next meeting, scheduled for August 25<sup>th</sup>, will be a virtual Microsoft Team meeting; I will send out an invitation to that meeting as it gets closer.