



Board of Directors Meeting

Zoom Meeting – Friday, January 22, 2021

In attendance:

Board Members: Gordon Quinn, Kandy Tranghese, Beth Simpson, Tom Duke, Pamela Fernandes, Ryan Barry, Meg Beturne, John Morse, Cathy Rossi, Mark Germain, John Pappas, Christopher Fager, Kimberley Broderick, Darcy Fortune Young, Jane Hetzel, and Debbie Frangie

Staff: Will Dávila, Kim Monson, Monique Vasquez, and Colleen Callan

The Board of Directors Meeting began at 8:06 a.m.

Gordon Quinn welcomed all. Gordon congratulated Monique Vasquez for receiving the *Finance Director* position. Gordon announced that Mike Talbot, *Past BOD President*, has resigned from the Board.

Gordon notes that going forward a mission moment, that highlights a client, situation, and the good work that CSH does will be announced at the beginning of each Board of Directors meeting. Will reads a mission moment concerning a Family Support client and the Secret Santa Program. This mission moment is included in the Board Portal.

Kim Monson, *Director of Residential*, provided an update on the Residential Program.

- They are currently restructuring the residential org chart, giving power back to the Program Managers and allowing them to have more ownership. Over the last few years, things have been centralized in Kim and Chris Langelier taking on a lot instead of the Program Managers. The managers are excited and willing to take on the challenge. They are working hard in getting staff numbers back up and stabilizing the programs before adding additional youth.
- Will ads that the amount of work that Kim and staff have done is tremendous, as it is almost an entire rebuild of the program. It also comes at a good time, as Chris is working on the PQI process, improving standards for future accreditation, policy and staff development.
- Tom Duke inquired on how the staff and children are dealing with the pandemic. Kim noted that the staff is getting tired, it is challenging, and it is taking a toll. Management is trying to do the best in providing them guidance, training, and incentives. The children are doing fine as they are so resilient.

Gordon asked for a motion to approve the Consent Agenda, including the minutes from the December 4, 2020 Board of Directors meeting, Financials and the minutes from the Finance, Personnel/ Human Resources, and Community Relations Committees. The motion was made by Tom Duke; Kandy Tranghese seconded and all approved.

Monique Vasquez, *Director of Finance*, introduced Bob Suprenant and Patrick Leary from the MP Group to provide an update on the FY20 financial highlights, which have already been reviewed with the Finance and Audit Committees.

- Balance Sheet – Working Capital jumped traumatically due to the PPP Loan. CSH did seek forgiveness on the loan and did receive forgiveness in early December 2020. The PPP loan was left as a liability for the year. Next year it will be shown as other income and shown as a good year for the organization.
 - Equity as of June 30, 2020 is \$6,465,00; June 30, 2019 is \$6,078.00.
 - Working capital increase of \$1,563,000.
 - Long-term reduction of debt; investment increase of 3%.
 - Days in working capital was 96.
- Income Statement –
 - Sources of revenue:
 - Department of Children and Families 60% \$6,405,00
 - Local Government 38% \$4,091,000
 - Other 2% \$242,000

 - Program fees 100% \$10,738,000

 - Total revenue and support:
 - Programs 87% \$9,126,000
 - Administration 38% \$1,313,000
 - Fundraising 1% \$58,000

 - Total expenses \$10,497,000
 - Net change in assets: \$387,000
- UFR filed on time.
- CSH does not qualify for the 2nd round PPP Loan. To qualify, there must be a 25% reduction in gross receipts from 2019 to 2020.
- CSH is looking at employee retention credits for assistance in 2021.

Auditors will be available in the evening of January 22, 2021 at 8:00pm to answer further questions.

Monique provided a further update on finance.

- As we move into quarter 3, there is an operating loss of \$229,000, due to the decrease in census.
- As of November 18th, there are 18 youth in residential, 94 youth in Family Support Springfield and Cape, 72 students in the schools, and 27 youth in foster care.
- For November, they came under the projected loss of \$27,000.

There were no updates from Pam Fernandes on behalf of the Community Relations Committee.

Kandy Tranghese noted that on behalf of the Board Nominating/Governance there were no updates except that they are looking to move the next meeting up due some movement on the Board.

John Morse on behalf of the Human Resources Committee, made announcements from the State of MA.

- PFML – Mandatory statewide insurance program. The Committee voted to affirm that they are compliant with the law and approve the document included prior to the meeting. With this program, an employee can receive pay, stay on the CSH health plan and return to work under a series of circumstances, to include having a child, having a family member with serious health conditions, pre- and post-deployment activities, childcare issues associated with deployment. The program is funded in combination between the employer and employee. Under this program, the employer has a fairly limited role and set of responsibilities. It will be up to CSH to calculate the premiums that the employee has to pay and to provide the appropriate forms. All other administration aspects are completed by the insurance company.
- A motion was made by John Morse to affirm that CSH is participating in the program and the policy is approved. The motion was seconded by Pam Fernandes and all approved.
- John further noted that there was a minimum wage increase to \$13.50, which went into effect as of January 1, 2020. All staff under \$13.50 has seen the increase as required by the State.
- John reminds the Board Members that the Human Resources Minutes can sometimes be personal and sensitive nature. He asks that documentation be shredded when done reviewing.

Gordon Quin did not have anything to report on the Executive Committee.

The next Board of Directors Zoom Meeting will be on Friday, March 26, 2021 at 8:00 a.m.

There was no Executive Committee Meeting held.

Gordon asked for a motion to adjourn the Board of Directors meeting. The motion was made by Tom Duke; John Morse seconded and all approved.

The Board of Directors meeting was adjourned at 8:50 a.m.