**Board Meeting – October 26, 2016**

**Board Members In Attendance**: Paul Zinni (Avon), Jennifer Mueller-Fischer (Canton), Patty Lally (Holbrook), Tim Farmer (Sharon), and Maggie Rizzi (Stoughton)

**Other Attendees**: Rosalie O’Connell (Charms Executive Director), Paulajo Gains (DESE Representative), Marc Richards (TMS, Business Department), Gretchen Conlon (Charms Administrative Assistant), Deb Bromfield (Special Education Director, Canton)

**Meeting Minutes**

Meeting minutes from September 28, 2016 were presented. A motion to accept the September 28th minutes was made by Dr. Lally and seconded by Dr. Mueller-Fischer.

**Personnel Updates**

* School Nurse resigned as of November 1, 2016
  + Training of the new agency nurse began in October.
  + Ms. Rothwell is familiar with our program and students as she has subbed in the past and has received updates on students.
  + There will be some savings on the Charms end as Ms. Rothwell is only scheduled to work on school days.

**FY17 Budget Overview**

* Audit FY16
  + In progress
  + To be reviewed at the December 7, 2006 meeting.
* Putting line items in for closing costs
  + Misc. revenue from prior year surplus listed in expenses
  + Additional closing costs listed
* Proceeding as planned with the budget
* The revenue to date is on target.
* There are no significant changes at this time.
* Mark Richards will continue to monitor and update with any changes
* Long term commitment contracts will be contacted about closing.
* **Vote:**  To approve current FY17 budget as presented.
  + Dr. Mueller-Fischer made the motion to accept the updated FY17 budget. Dr. Lally seconded, unanimous vote to accept updated FY17 budget.

**Collaborative Agreement Amendment**

* Amendment Information shared with Board.
  + Will need DESE approval once Board votes to accept.
  + Ms. Gaines has reviewed the language and finds it appropriate.
  + Motion to vote on amendment language will be scheduled for December 2016 meeting.

**Charms Dissolution**

**Retiree Insurance Information**

* Mr. Richards and Mrs. O’Connell reviewed the information with Ms. Catignani by telephone conference.
* Ms. Catignani shared the following information about options with the board:
* Charms should contact GIC to see if there are any options offered by them to keep retirees on a plan with them
  + These would be self-funded
  + If that is not an option, then retirees must purchase private insurance MediGap plan to cover what Medicare does not
* Districts could offer to cover the insurance cost
  + Difficult to find districts willing to take over
  + This was not recommended
  + The collaborative could pay an estimate, but the premium could change over time leaving a higher liability on the district
* Offer money toward the purchase of new Healthcare
  + Typical timeframe offered is 3-6 months
  + Must be given an unencumbered amount which they are free to do with what they wish
  + Retirees must provide proof of new coverage 1 month prior to close in order to receive reimbursement
  + We can provide notice to retirees before the 1st of the year
  + Can we set an amount pre-tax for the reimbursement?
    - Ms. Catignani indicated that money can be provided for insurance but retirees could use money as they wish.
  + We may want to think about making an exception for the more expensive family plans. Possibly offer more reimbursement
    - Would these retirees have an option through an agency for coverage?
      * Ms. Catignani indicated that there could be options available
  + We will try to get the notice out to the retirees with all options by December
  + Under 65 retirees – Same options as the 65+ retirees
    - Will need to get private, self-funded insurance
    - Possibly offer higher reimbursement because they are on a family plan
    - Make others aware of the difference or make the reimbursement the same for all
* GIC is less rigid and therefore may be able to work with us more
* Ms. Catignani, Mr. Richards and Mrs. O’Connell will research information in order for board to review at the next meeting.

**Current Employees Insurance Information**

* Insurance
  + COBRA will only be in effect as long as a program exists (June 30, 2017)
    - Normally given 18-36 months of coverage, but if insurance goes away due to closure, so does coverage for current employees
    - Can we work with GIC to delay end 1 month out or more?
  + Communicate end date to employees once established
  + When does regular coverage start for an employee hired in the summer?
    - Typical on the start of school year or later
  + Can we get them coverage to September 1 to cover them through the summer and hopefully to their next opportunity
  + Ms. Catignani – We may want to look into how many employees are accessing insurance and if they have the option to move to a spouse or alternative insurance option
    - We may have to prepay premiums if GIC is willing to delay the end date
  + Mr. Richards will check with GIC first to see what they have for options before making any decisions
  + When will insurance end?
  + What options are available to current employees?
  + Mr. Zinni would like options available by the next board meeting and **vote** placed on the agenda
  + Mr. Richards ill work with Mrs. O’Connell and Mr. Paquette to have everything cleaned up and prepared to vote by next meeting
  + Ms. Catignani will prepare a letter and a **vote** will be added to the agenda

**Other Closing Costs to Consider**

* + Vacation Pay – Employees are entitled to vacation payout for any unused vacation time
    - Should be low cost and paid out at closure
  + We should be adequately prepared for extra costs by using the surplus
  + Mr. Richards will begin to show $800,000.00 surplus in the budget to clearly see what is available
  + Mr. Zinni has stated it is not important that the districts make any money back, but more important to take care of current employees as well as retirees
    - However, does not want any surprise liabilities to fall on the districts at the close
    - Mr. Zinni indicated that surplus should be used to keep programs going over this school year.
    - Impressed with the employees’ loyalty to the program and thinks the surplus can be used for fair treatment
  + Refer to options handout from Ms. Catignani for any further clarification
* The plan will be clearer when options are determined.

**Dissolution Options**

* 3 Collaboratives have expressed interest in assisting with the dissolution
  + BICO – Has offered to help with placements
  + North River is visiting on October 31, 2016
  + SSEC – Interested in taking over the programs as is
    - Hank Perrin, Executive Director of SSEC, visited the programs and is very interested in taking the programs over as is.
    - Would keep all the programs in place
    - SSEC board is meeting December 9th and will further discuss this.
    - Mrs. O’Connell is visiting SSEC on 10/27.
    - They would like to make a decision before the holidays
    - Staff would be determined based on number students and their needs, in hopes of keeping current staff
    - Randolph may have space to house students if Canton is no longer an option
    - This is not considered a merge. SSEC would establish the programs under SSEC.
    - SPED department would need to be notified of new programs
    - Any hard assets to sell?
      * SSEC would like to take over everything completely
    - Mr. Famer inquired about the Charms vans.
      * We have 4 vans, one of which is a lease that SSEC could take over on their own if they choose to do so
    - Mr. Perrin has asked to review Charms financial documents.
      * Is there anything legal that should be confidential?
      * Mr. Richards will take out any names of employees and just give general titles with salary information
      * Approval to have SSEC review financial information.
    - Mr. Perrin has asked to attend next board meeting
      * Mr. Zinni - Not a problem, but maybe just for a scheduled portion of the meeting
        + Perhaps make part of the meeting Executive session for more sensitive material
        + Mr. Zinni – Suggested a meeting between Canton Administration and Mr. Perrin to discuss space.
        + Mrs. O’Connell will set up a meeting with Canton Administration.
  + As a note: Retirees will NOT transfer over
    - Not worth asking SSEC to absorb

**Information Letter To Districts**

* Letter to districts on hold until we have more information on next steps.
  + Most districts do not need clarification until March or April
  + Send an FYI that we are in talks with other collaborative.
* Who decides on final collaborative takeover?
  + Who could sustain the collaborative?
  + If SSEC is ready for a takeover, North River may not be disappointed
* Mrs. O’Connell will update timeline of dissolution.

**New Business**

* Holbrook has voted to dissolve the Charms Collaborative Agreement.
  + Letter from chairperson attesting to the vote and minutes are needed
    - Can use Mrs. O’Connell’s template letter

Motion to adjourn was made by Dr. Lally and seconded by Dr. Rizzi.