



**MAHB Executive Committee
FY22 Executive Committee Board Meeting Minutes
November 15, 2021**

Location: <https://harvard.zoom.us> meeting

Time: 6:15PM – 8:30PM

Present: Marcia Testa, Christopher Quinn, Joan Jacobs, Ray Considine, Cheryl Sbarra, David Alper, Marcia Rising

Executive Committee Members Present (Voting Members): Marcia Testa, President; Christopher Quinn, Vice President; Joan Jacobs, Secretary/Clerk; Marcia Rising, Treasurer; John Dougherty and Ray Considine.

Non-Voting Members/Attendees: Mike Hugo, Cheryl Sbarra and Elaine LaCoursiere, David Alper and Guests Amy Staunton and Meghan O’Neil from AAFCPA.

Absent: Edward Cosgrove, Laura Houseman

1. Greetings Introductory Remarks – All

2. Official Call to Order

Marcia Testa (Marcia T) called the meeting to order at 6:30 pm, November 15, 2021.

The Agenda for the meeting can be found on the MAHB Executive Committee Quarterly Meetings page – November 15, 2021 Agenda.

3. Approval of Minutes from May 26, 2021 Executive Board Meeting

Marcia T reviewed the minutes, and the Executive Committee approved the minutes of the previous Executive Committee regular meeting held on May 26, 2021.

4. Reports – President and Staff

a. President and Staff

Infrastructure Progress Reports: AAFCPA Progress, Financial, Grant and Contracts, Membership

President Marcia T gave an overview on building the finance and operational infrastructure, particularly touching upon the progress that has been made with the accounting system as outlined below. – *Please refer to M Testa Powerpoint Presentation Slides available on the MAHB Executive Committee Webpage covering the following areas:*

- i. Accounting- Structure and Reporting
 1. New AAFCPA Accounting System
 2. Contract and Grants Management System
 3. Suggestions for types of reports you would be interested in
- ii. Grants and Contracts Management – Classes, Customers and Locations
- iii. Membership System - System Implemented on October 1, 2021

Several comments were made about the new systems described above by Ray and answer by Marcia T. In particular, it was explained to Ray that the current assets reported were not actually retained assets or capital, but the money on hand at a cross-sectional point in time, most of which was obligated as prepayments (HMCC and Harvard grants) for services yet to be rendered. It was further explained that all non-membership funds are received as part of contracts. For the State of MA contracts (including HMCC), all unspent funds must be returned to the State at the end of the fiscal year. One can not “keep” those unspent funds, as that would be a contract breach. The only income that is unrestricted in that way are the membership due which amounts to approximately \$25,000 per year, and the Admin obtained on the direct expense portions of the contracts ranging between on the average between 10% and 15%.

Marcia R, Treasurer, stated she thought that MAHB could not have a Saving Account as shown in the BOA statements. Marcia T explained that this was misinformation given MAHB regarding the HMCC funds deposited in the Citizen’s bank account, and while

probably not correct for the HMCC funds certainly did not apply to MAHB funds which actually should be invested to yield a stable financial return.

Executive Director's Report: Cheryl Sbarra gave a detailed review of COVID-19 Activities as well as an update on the multiple MAHB contracts. She also covered the Certificate Program which will be sponsored by the DPH Minigrant awarded in the amount of \$25,000 and a number of New Proposals.

5. Proposed Revision to Bylaws - Bylaws Discussion

- a. Cheryl Sbarra led the discussion of the revision of the current bylaws stating I sent a copy of the bylaws to Sharon Lincoln, stating “
01:27:05.670 --> 01:27:17.310 Cheryl Sbarra: As, let me just preface this by saying I sent the incorrect draft to the Attorney that we hired to review the bylaws, however. She explained that the draft she sent was very similar to another more recent draft that should have sent.

There was a lengthy discussion trying to determine which set of drafts of bylaw changes to review. The draft reviewed by Attorney Sharon Lincoln is posted on the MAHB Executive Committee Meetings webpage. Issues came up including:

- Former BOH members being Members – Sharon Lincoln stated that this could lead to an Executive Committee, none of which were Regular Members, since a Regular Member had to be a BOH current member. Hence, the Executive Committee would not be represented of the Membership.
- Questioning the original 1 vote – to 1 BOH and 7 Executive Meeting Members vs. a Quorum of 45 regular members – language is

A major point of concern raised by Board and the

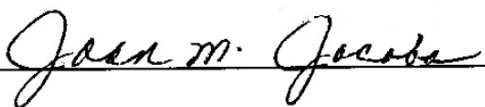
6. **Other Topics** – Editorial cited below was sent as background for *Public health advocates have asked the Legislature for about \$50 million a year from the relief money for training and building data collection systems.*

Boston Globe editorial -

https://edition.pagesuite.com/popovers/dynamic_article_popover.aspx?artguid=1b6ac773-6ab9-480f-a54f-b06ca1f3fba8&appid=1165

- a.
7. **Old and New Business** – Marcia T mentioned that the Executive Committee would be surveyed for the Next Special Meeting Session and Executive Committee Meeting
 8. **Adjournment** - The Meeting adjourned at 8:35 PM

Respectfully Submitted,



A handwritten signature in cursive script, reading "Jason M. Jacobs", is written over a horizontal line.

Clerk