

Envision  
Creative Support for People with Developmental Disabilities

REGULAR MEETING OF THE BOARD OF DIRECTORS  
October 6, 2016

Members Present

Doug Seery  
Kathi Sargent  
Kelly Osthoff  
Linda Brainard  
Jamie Erskine  
Monica Wickstrom  
Laurie Hughes-Coffman  
Angela Henning  
Lesley Brooks

Members Absent

Erica Herman  
Angela Deabler  
Joanna Martinson

Others

Gary Perl  
Mary Lu Walton  
Kay Wells  
9 Staff Members

The meeting was called to order at 7:30 AM by the Secretary-Treasurer.

Roll call indicated attendance as above.

There were no agenda additions.

Motion was made and seconded (Wickstrom/Sargent) to convene an executive session of the board at 7:40 AM. Motion carried. Motion was made and seconded (Sargent/Brainard) to reconvene the public meeting of the board at 7:58 AM. Motion carried. Motion was made and seconded (Osthoff/Henning) that the Envision Board of Directors authorizes a one-time bonus payment in fiscal year 16-17 to all full time and part time employees whose date of hire is 10/6/16 or earlier, that full time employees receive \$150.00 and part time employees receive \$75.00, that Envision pay both the employee and employer tax liability for social security and Medicare, that the source of revenue be from the Envision investment funds and that the bonus payment be made to employees no later than 11/10/16. Motion carried. Motion was made and seconded (Osthoff/Brainard) that the Envision Board of Directors authorizes \$30,000 for bonus payments to all employees who meet the established bonus criteria as stated in the Envision Employee Handbook, that the additional criteria of length of employment be included in determining individual eligible employee bonus amounts, that Envision pay both the employee and employer tax liability for social security and Medicare, that the source of revenue be from the Envision investment funds and that the bonus payment be made to employees no later than 11/10/16. Motion carried.

Motion was made and seconded (Sargent/Erskine) to approve the minutes of the September 3, 2016 meeting as written. Motion carried.

Gary Perl of Morgan Stanley reviewed the agency investment portfolio. Following discussion, motion was made and seconded (Henning/Wickstrom) to enter into a Single Advisory Contract with Morgan Stanley. Motion carried with one abstention.

A copy of the revised Employee Handbook previously distributed to board members for consideration was discussed. Motion was made and seconded (Erskine/Henning) to approve the handbook with revisions. Motion carried.

Mary Lu requested authorization to withdraw an amount up to \$50,000 from the investment account to purchase a modified vehicle. Motion was made and seconded (Hughes-Coffman/Wickstrom) to approve the request. Motion carried.

Marty Kennedy reviewed the financial statement for the period ending August 31, 2016. Total revenue was \$1,027,546. Total expenses were \$1,102,350; leaving a net income of -\$74,803. Motion was made and seconded (Wickstrom/Brainard) to approve the statement as presented. Motion carried.

The financial data verification report was accepted.

Marty explained that there could be a potential cash flow issue due to a new state billing system and re-validation of Medicaid billing. The agency may need to draw on the line of credit from the investment account.

The fiscal year 15-16 financial audit field work has been completed and the audit will be prepared and reviewed at the November board meeting.

Mary Lu will meet with a potential board member in late October with membership proposal possible by January.

Mary Lu updated the board on the conflict free case management issue and Person Centered Organization events as well reviewed the Executive Director's report with legislative, state and local updates.

Department comments were given by Karen Colasacco, Susan Brennan, Beth Allen, Travis Colvin and Mary Lu Walton for Celeste Ewert.

There were no audience/public comments.

The meeting was adjourned.

A handwritten signature in blue ink, appearing to be "Susan Brennan", is written in a cursive style.