



**MAHB Executive Committee  
FY20 Executive Committee Board Meeting Minutes<sup>1</sup>  
June 11, 2020**

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

**Time:** 7:00PM – 9:00PM

**Present:**

**Executive Committee Members:** President Marcia Testa, Joan Jacobs, Treasurer and Acting Secretary/Clerk, Marcia Rising, John Dougherty, Edward Cosgrove, Laura Housman and Ray Considine.

**Associate Members:** Mike Hugo and David Alper

**Staff:** Cheryl Sbarra; Elaine LaCoursiere; Johanna Hayes

**Absent:** Christopher Quinn

**1. Greetings Introductory Remarks – All**

**2. Official Call to Order**

President Marcia Testa (Marcia T) called the meeting to order at 7:15 pm, June 11, 2020. The Agenda for the meeting can be found at [https://www.mahb.org/wp-content/uploads/2020/06/MAHB-Draft\\_V1\\_Agenda\\_06\\_11\\_2020-1.pdf](https://www.mahb.org/wp-content/uploads/2020/06/MAHB-Draft_V1_Agenda_06_11_2020-1.pdf)

**3. Approval of Minutes from February 26, 2019 Executive Board Meeting**

The Executive Committee approved the minutes of the previous Executive Committee regular meeting held on February 26, 2020 with a few suggested changes. These changes were made and filed.

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<sup>1</sup> Please note that text that appears in italics preceded by “Note for further clarification” has been inserted for clarification when transcription/recording was not clear or when reference to an undefined term was made.

#### 4. President's Report

**Marcia T** covered the following topics in her President's Report:

##### **MAHB Staff and Office Infrastructure Building**

**Marcia T** gave updates on the ongoing MAHB administrative, grants management, office, help desk, clerical services and activities, in addition to building organizational infrastructure, including paper and electronic documents and systems organization and needs assessments. Testa reported that filing, scanning and organizing of documents into electronic file folders was an ongoing activity.

Specific updates were given in the following areas:

- Contracts and project administration
- MAHB membership database and communications
- Annual certificate educational program organization
- Supporting MAHB website content, design, and development
- Providing public health epidemiology and public health technical assistance as part of the MAHB Help Desk Services
- MAHB office coverage for administration, reception, communications (email, web-based forms and telephone)

**Johanna and Marcia T** reported on the status of assembling the list of regular members (individuals comprising BOH and other *health boards, selectman acting in that capacity, health commissioners, or any other legal entity established under Mass. Gen. Laws* and member organizations (BOHs). While there was a database of the physical addresses of the Town Boards of Health, only a small proportion of the regular members were catalogued anywhere. The names and email addresses of the Health Directors was being developed, a in addition to an updated list of BOH members with accessible emails. The administrative and operational staff (Lynda Ritacco and Johanna Hayes) are spending a significant amount of their time determining members in *good standing*.

**Marcia T** reported that all grants and contracts (See Table 1) were ending as of June 30, 2020, and final reports and new contracts had to be executed assuming that awards

would be continued into FY21. While it was very certain that Cheryl's MAHB #1 (tobacco) and #3 (Legal TA) grants would continue, MAHB is waiting to hear about all other contracts.

**Director's Report (Policy and Law): Cheryl** gave a very detailed update on her COVID-19 technical assistance responsibilities. **Mike** gave an informative report the Equity Task Force activities.

### **Special Topics Presentations:**

Marcia T gave a lightening round special topics presentation on:

*MAHB Position Statements: On the Spectrum of Politics, Advocacy and Evidence: Case Study: COVID-19 Mortality Race/Ethnicity Disparities in Massachusetts – Does it exist?*

**Finance, Audits, Accounting Report:** The 2019 Tax 990 Form PC, Audit Reports completed on 2/26/2020 were discussed. **Ray** and **Ed** asked to see those reports. **M Testa** said that the reports would be posted on the MAHB web sites <https://www.mahb.org/governance-and-bylaws/> page. Testa followed up regarding the status of the compliance audit for Not-For-Profits suggested by **Ray** during the previous Executive meeting. She informed the group that Powers & Sullivan, the firm that undertakes the audits of all financial records is in the business of performing such audits, and Mike Nelligan (the MAHB financial auditor) considers not-for-profit auditing his special areas. **Marcia T** suggested that hiring that firm would be most cost-effective doing both audits at the same time. To a large degree, Mike Nelligan already performs that function, but to do it officially would require another service agreement.

**Cheryl** confirmed that this would be a good idea, but also reported her review of MAHB financials, rent amounts, cost-sharing agreements, vendor agreements as a follow up to previous special session meetings (e.g., April 4<sup>th</sup> meetings). She felt comfortable that MAHB's goal was to have at least \$100,000 "in reserve" in moving. "I feel comfortable

moving forward having the arrangement we have". Cheryl no longer has a concern with the lack of transparency that she expressed previously.

**Member Topics, Old and New Business - Open**

Exec Committee members were asked if they had any new business to discuss. **John** brought up the issue of why the State was not paying COVID-19 testing. **Johanna** described the testing in Randolph which MAHB managed to get \$40,000 to help them, also discussed Martha's Vineyard, and the ability to use CARE's Act Funding.

**The Open Meeting was adjourned.**

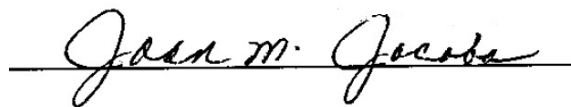
**Closed Meeting was convened.**

**Marcia T** recommended that **Cheryl** should be approved by the Board to fill the position of Executive Director. A motion was made to approve Cheryl as the new Executive Director at a salary of \$130,000. **John** made the motion and **Joan** seconded it. Marcia R., Ray, Laura, Ed, and Marcia T voted yes to the motion.

Other Closed Business. Bonuses and Accounting upgrades were discussed. Ray mentioned bringing on the account firm of AAFCPAs, located in Wellesley, MA.

**9:20PM Adjourned Closed Session**

Respectfully Submitted,

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

Clerk

**Table 1.** Listing of Grants and Contracts Ending 6/30/2020

<b>MAHB ID</b>	<b>Description</b>	<b>Anticipated Date of Amendment</b>	<b>Original Start Date</b>	<b>Current End Date</b>	<b>Amount to Date</b>
<b>MAHB-MA-##</b>					
MAHB-MA-01	MTCP/Chronic Disease	7/1/2020	7/1/2017	6/30/2020	\$871,868.25
MAHB-MA-02	Block/Mini-Grant - CLPH	7/1/2020	7/1/2017	6/30/2020	\$90,000
MAHB-MA-03	Legal TA	7/1/2020	7/13/2017	6/30/2020	\$150,000
MAHB-MA-04	Affiliates Program - COVID-19	7/1/2020	3/19/2020	6/30/2020	\$840,000
MAHB-MA-05	COVID-19 Technical Assistance	7/1/2020	3/24/2020	6/30/2020	\$250,000
<b>MAHB-HMCC Prime</b>					
MAHB-HMCC-01	HMCC-PHEP	7/1/2020	7/1/2015	6/30/2020	\$6,360,386
MAHB-HMCC-01_Amendment	HMCC-PHEP	7/1/2020	7/1/2015	6/30/2020	
<b>SubContracts</b>					
MAHB-Sub-Dukes_01	MV Shared Services	New Application	New	New	
<b>MAHB Ventures</b>					
MAHB-Membership	Annual MAHB Membership Dues	In Progress			
MAHB-Training_Cert	Annual MAHB Certificate Program	Anticipated Postponement			
MAHB-LegalHand	Legal Handbook Sales	In Progress			
<b>Other - Specify</b>					
MAHB-Fee-Charges	Elaine HMCC Fee for Service	Ongoing			