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MAHB EXECUTIVE COMMITTEE MEETING

WEDNESDAY, 6:30PM EDT, MAY 26, 2021

AGENDA¹ --

- 6:15 PM - Arrivals and Welcome
- 6:30 PM Call to order and Roll-Call
- President's and Staff Reports
- *Theme: Rebuilding the Infrastructure*
 - Quick Review of Powers and Sullivan Financial Reports:
 - Posted on MAHB Website
- Review of FY 21 Contracts ending June 20, 2021
- AAFCPA Presentation

1. <https://www.mahb.org/executive-committee-meeting-documents/>

FORM PC, AUDIT REPORTS AND FORM 990^{1,2}

MAHB Form PC

Click here for a PDF copy of the [2020 Form PC](#)

MAHB Audit Reports

Click here for a PDF copy of the [2020 Financial Single Audit Report](#)

MAHB Form 990

Click here for a PDF copy of the [2020 990 Tax Return](#)

1. <https://www.mahb.org/governance-and-bylaws/>

2. *Note – Wet penned signatures will not appear for security reasons*

COMMENTS

- **MAHB Form PC** – As has been mentioned in previous years the Net Assets of \$629,298 in the 990 shows the actual cash in and out the door for the period from 7/1/19 – 6/30/2020. This is for the 990 Tax Return. The Financials are different.
- End of Year Bank Balances June 30, 2019 → June 30, 2020
 - \$234,928.24 → \$340,570.44 - Citizen's Bank – HMCC
 - \$147,116.20 → \$307,672.80 – BOA Checking
 - \$2,943.72 → \$ 28,633.49 – BOA Savings

Bank-Class	FY End 2019	FY End 2020	Change from 2019
HMCC	\$234,928.24	\$340,570.44	\$105,642.20
MAHB-Checking	\$147,116.20	\$307,672.80	\$160,556.60
MAHB-Savings	\$2,943.72	28,633.49	\$25,689.77
Total	\$384,988.16	\$676,876.73	\$291,888.57

The Financials are different.

The Financials show the amount you have committed to through accrued expenses. Going forward with the new Accounting Structure implement by AAFPCA, we should be able to get quarterly Financial Report – more to come next.

GRANTS/CONTRACT PROJECT
MANAGEMENT INFRASTRUCTURE
REBUILDING

Fiscal Year 2021 Contract Sources - Ending 6/30/2021 - May 23, 2021

Description	QB Class =MAHB Program MAHB/HMCC Program Pass-through Payments	QB Class =MAHB Program MAHB/HMCC Program (Non-Pass Through)	QB Class =MAHB Admin MAHB/HMCC Indirect/Admin	Total	MAHB Admin Percent Indirect	Notes
MTCP/Chronic Disease	\$ -	\$ 216,850.00	\$ 32,550.00	\$ 249,400	15%	
MTCP/Chronic Disease	\$ -	\$ 17,250.00	\$ -	\$ 17,250	0%	
MTCP/Chronic Disease	\$ -	\$ 77,800.00	\$ 10,950.00	\$ 88,750	14%	
Mini-Grant - CLPH	\$ -	\$ 21,250.00	\$ 3,750.00	\$ 25,000	18%	
Legal TA	\$ -	\$ 85,000.00	\$ 15,000.00	\$ 100,000	18%	
Affiliates Program - COVID-19	\$ -	\$ 44,500.00	\$ 5,500.00	\$ 50,000	12%	
Affiliates Program - COVID-19	\$ 75,000.00	\$ 0	\$ -	\$ 75,000	0%	MAHB-04-01 Ind/Admin from
Affiliates Program - COVID-19	\$ 457,099.40	\$ 10,963	\$ -	\$ 468,062	0%	MAHB-04-01
COVID-19 Technical Assistance	\$ -	\$ 356,000.00	\$ 44,000.00	\$ 400,000	12%	
Earmark Legislation 2021	\$ 255,000.00	\$ 0	\$ -	\$ 255,000	0%	
MV Shared Services	\$ -	\$ 28,875.00	\$ -	\$ 28,875	0%	
COVID-19 Vaccine Hesitancy -US						
COVID-19 Vaccine Hesitancy -NATO						
TOTAL	\$ 787,099.40	\$ 1,020,438.50	\$ 129,744.50	\$ 1,937,282	13%	
Revolving Accounts - Fiscal Year Carry Over Allowed						
Harvard Project-01 PCORI-Diabetes	\$ -	\$ 20,762.71	\$ 4,410.00	\$ 24,500.00	18%	
Harvard Project-02 ASPPH-PH Social Media	\$ -	\$ 95,200.00	\$ 29,750.00	\$ 119,000.00	25%	
Harvard Project 03 DOJ-Adolescent Online Safety	\$ -	\$ 43,478.26	\$ 7,500.00	\$ 50,000.00	15%	
American U Project 01- Vaccine Hesitancy - Move to revolving after 6/30	\$ -	\$ 134,950.50	\$ 14,994.50	\$ 149,945	11%	
Harvard Project - 04 NATO - Vaccine Hesitancy - Move to revolving after 6/30		\$ 27,000.00	\$ 3,000.00	\$ 30,000	11%	
Total Revolving (since start)		\$ 321,391.47	\$ 59,654.50	\$373,445.00	19%	
						Additional Income.
HMCC Account						
Emergency Preparedness Host	\$ 909,032.00	\$ 333,380.00		\$ 1,242,412.00		
Emergency Preparedness Host				\$ 55,650.00		Additional Revenues Unspecified.
	\$ 909,032.00	\$ 333,380.00		\$ 1,298,062.00		
	\$ 1,696,131.40	\$ 1,353,818.50	\$ 129,744.50	\$ 3,235,344.40		

Contracts/Grants/Project (e.g. Membership Drive)

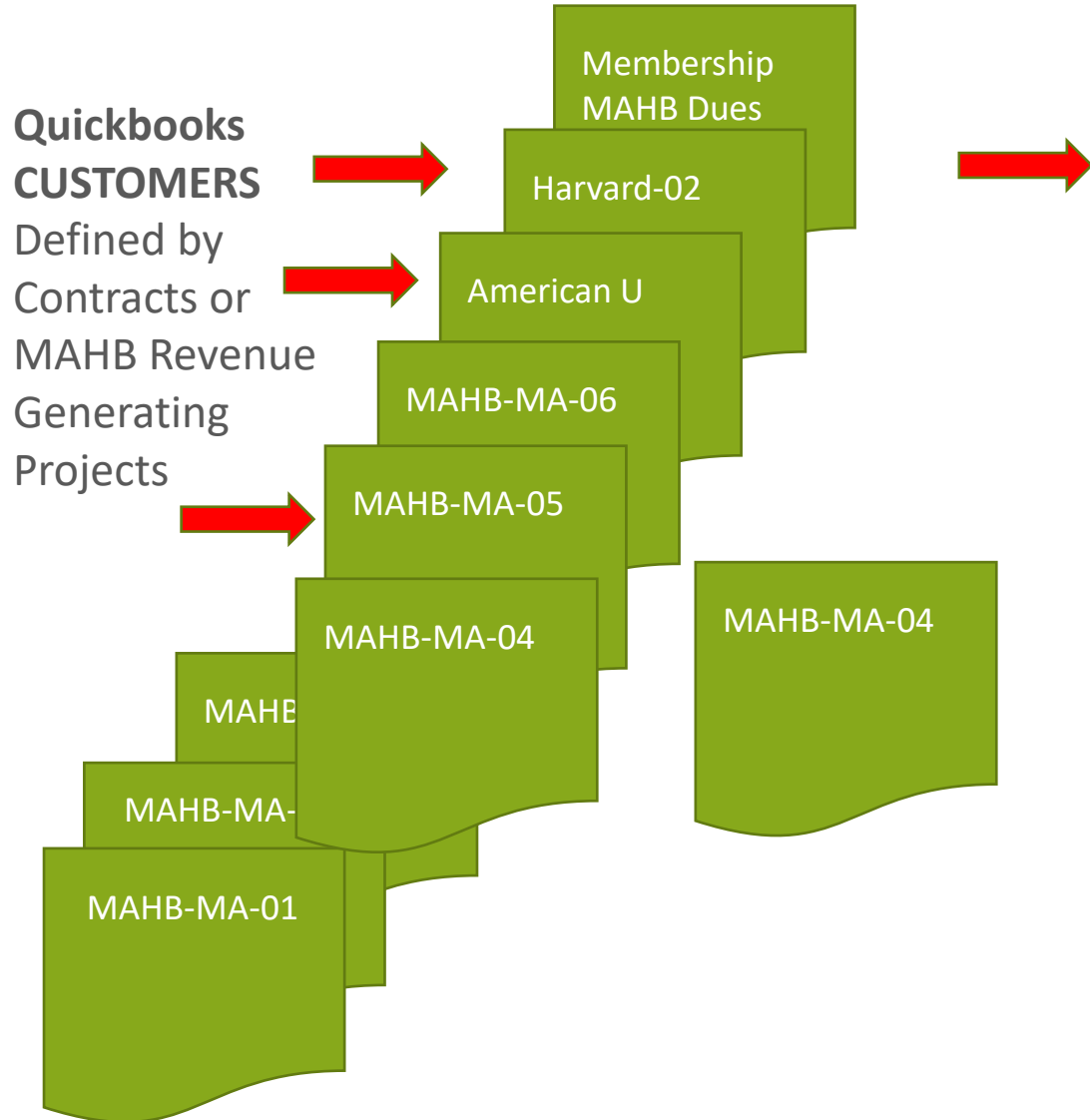
Management links to:

- Bookkeeping
- Accounting
- Financial Reporting
- Audits
- Quality Control

- Leverage automatic functions in Quickbooks and Integrated Apps (g.g., bill.com, ADP 360, Time Tracking, etc.

[Link To File](#)

Linking Contract Budgets through Quickbooks Customers, Classes and Locations



MAHB Contracts

MAHB-MA-01 (as billed by Sbarra)	MTCP/Chronic Disease
MAHB-MA-01-01 (amended 5/2021)	MTCP/Chronic Disease
MAHB-MA01-02 amended 5/2021)	MTCP/Chronic Disease
MAHB-MA-02 (as billed by Sbarra)	Mini-Grant - CLPH
MAHB-MA-03 (as billed by Sbarra)	Legal TA
MAHB-MA-04-01 (total dep 8/5/2020)	Affiliates Program - COVID-19
MAHB-MA-04-02 (total dep 12//16/2021)	Affiliates Program - COVID-19
MAHB-MA-04-03 (total dep 1/8/2021)	Affiliates Program - COVID-19
MAHB-MA-05 (As billed by Testa)	COVID-19 Technical Assistance
MAHB-MA-06 (total dep 3/25/2021)	Earmark Legislation 2021
MAHB-Sub-Dukes_01 (as billed - Testa)	MV Shared Services
American University (as billed - Testa)	COVID-19 Vaccine Hesitancy -US
Harvard-04 - NATO (as billed - Testa)	COVID-19 Vaccine Hesitancy -NATO

Quickbooks CLASS = MAHB Program MAHB Admin

CUSTOMERS	CLASS		
	Pass-Through	Direct	MAHB Admin Admin/Indirect
MAHB-MA-01	\$	- 216,850.00	\$ 32,550.00
MAHB-MA-01-01	\$	- \$ 17,250.00	\$ -
MAHB-MA01-02	\$	- \$ 77,800.00	\$ 10,950.00

AAFCPA PRESENTATION

AAFCPAs' MAS Engagement with Massachusetts Association of Health Boards



AAFCPAs Engagement Team



JOYCE RIPIANZI, CPA



AMY STAUNTON, CPA



MEGHAN O'NEIL, CPA

ADDITIONAL SENIOR ASSOCIATES AND STAFF ASSOCIATES, INCLUDING ANNA KOVALEVA AND ANNE DEEDY

Agenda



MIGRATION TO DATE



NEXT STEPS



OPEN DISCUSSION



Migration to Date

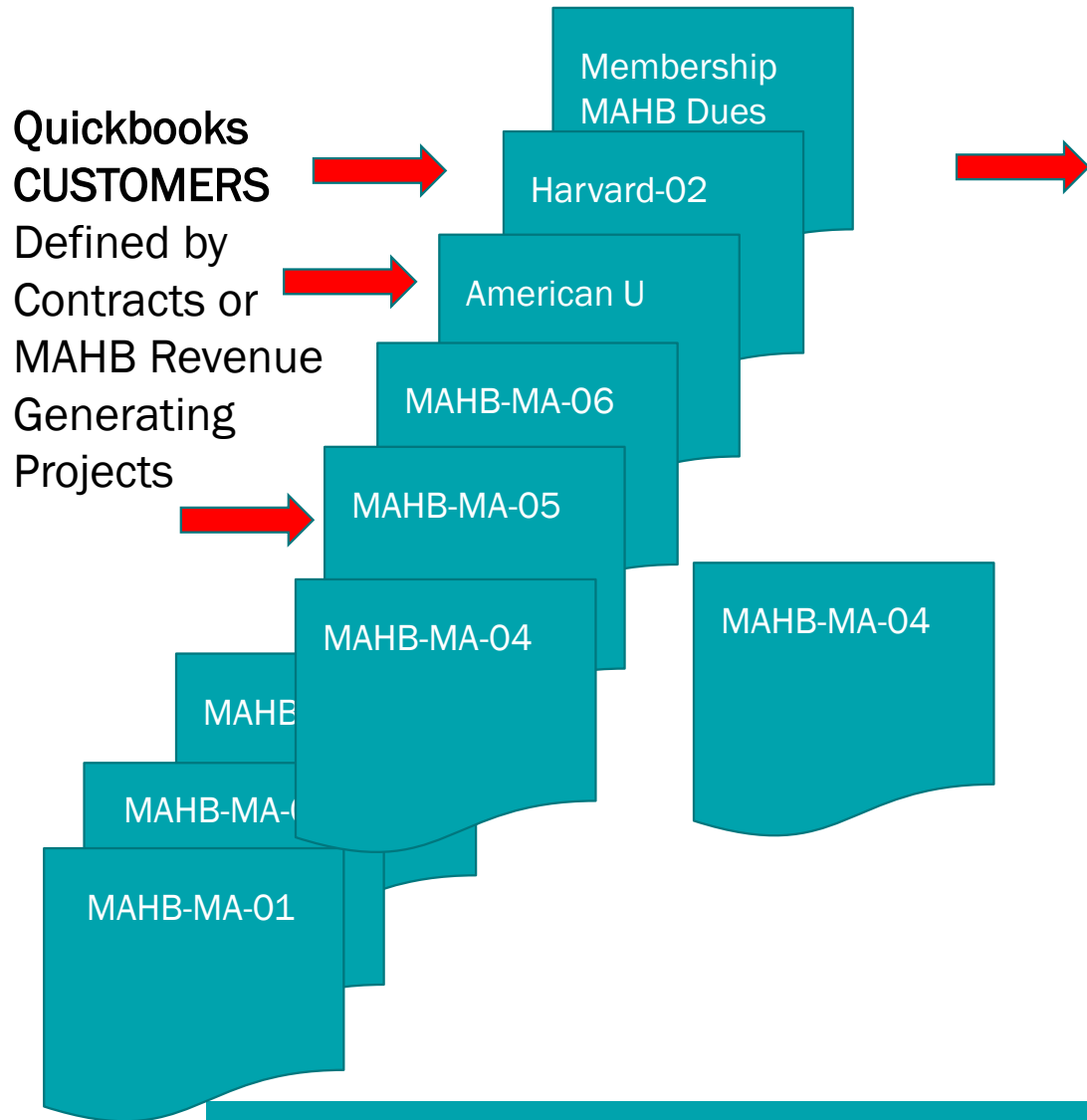


QuickBooks Online

- Migrated from QuickBooks Desktop to QuickBooks Online
 - Cloud based
 - Two Databases, MAHB and HMCC. merged into one file
- Added account numbers as required by August 2019, DPH Audit
- Reformatted expense accounts
- Implemented use of Quickbooks classes/customers/locations classifications
- Allows connecting contracts management and budgets



Linking Contract Budgets through Quickbooks Customers, Classes and Locations



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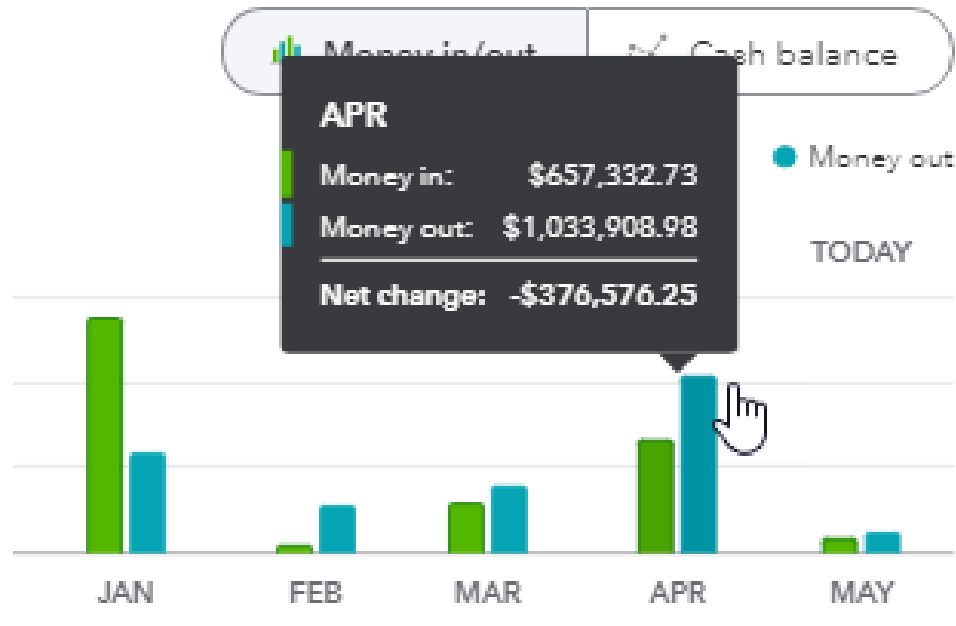


Automated Payments: Bill.com

- Implemented the cloud-based bill payment system
- Captures electronic approval for every invoice
- Sends a check or direct deposit
 - Check stock/stamps not needed
 - Manual signature not needed
- Syncs to QBO automatically
- Automatically tracks outstanding checks and reissues funds back to bank after 90 days
- Online storage of invoices, along with approval, searchable by vendor



Graphics, Banking and Credit Card Feeds



BANK ACCOUNTS

1120 Premium Money Mkt/Savi...	Reviewed	
Bank balance	\$50,650.54	Updated 6 hours ago
In QuickBooks	\$50,650.54	
2200 Credit Card - American Expr...	1 to review	
Bank balance	\$1,075.88	Updated 6 hours ago
In QuickBooks	\$812.91	
2201 Credit Card - Citizens EL x8...	5 to review	
Bank balance	\$19,605.06	Updated 6 hours ago
In QuickBooks	\$11,125.19	
1110 Citizens Bank	Reviewed	
Bank balance	\$459,720.03	Updated 6 hours ago
In QuickBooks	\$445,649.11	
2203 Credit Card - Citizens CL x7...	1 to review	
Bank balance	\$1,378.34	Updated 6 hours ago
In QuickBooks	-\$4,841.85	



Next Steps



Clean-up

- Continue to update all FY21 coding to proper expense account and with class/customer/location (as needed)
- Tie out audited financial statements to QBO
- Reconcile all balance sheet accounts and major expense accounts
- Assist within invoicing, billing, and compliance with budget contracts



Process Improvements

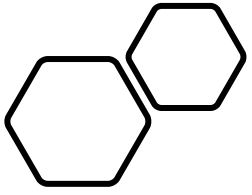
- Coding performed as transactions occur to keep numbers up to date
- Set up accruals to show spending already committed
- Improve grant tracking reports through use of customer function
- Assist with automating invoicing for membership drive



Monthly Accounting & Quarterly Reporting

- Monthly - process all accounting transactions
 - Includes coding of all transactions, bill payment processing, and reconciliation of accounts
- Quarterly - produce financial statements for management and the board
- Assist with other projects, as needed





Open Discussion

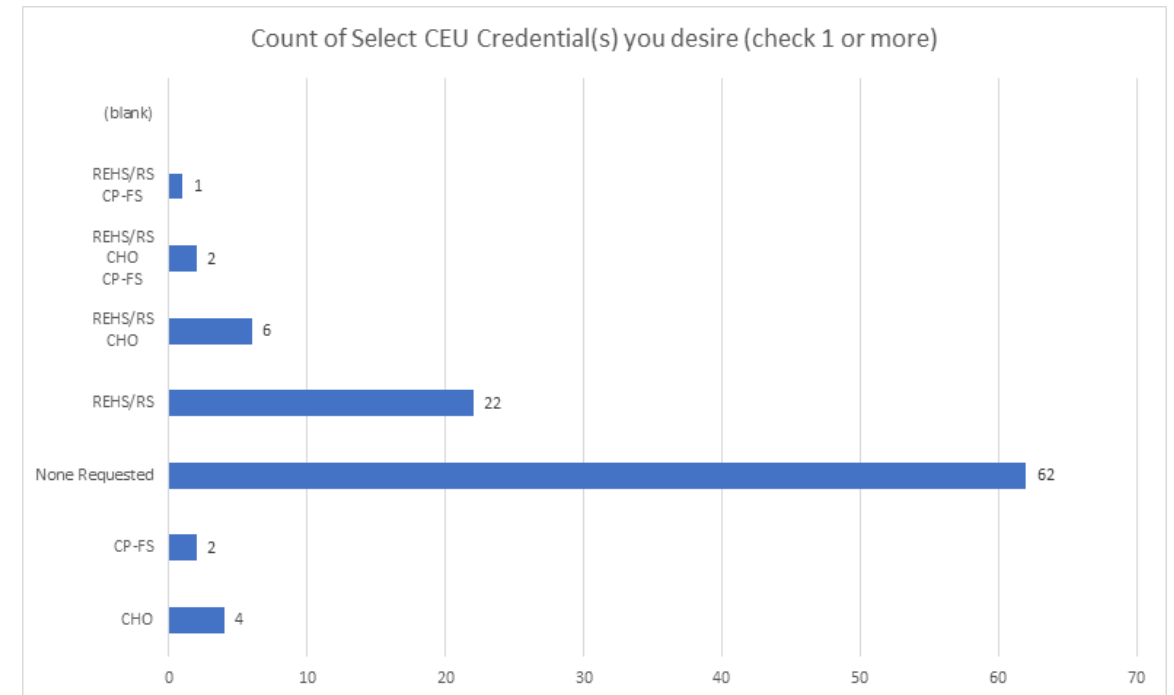
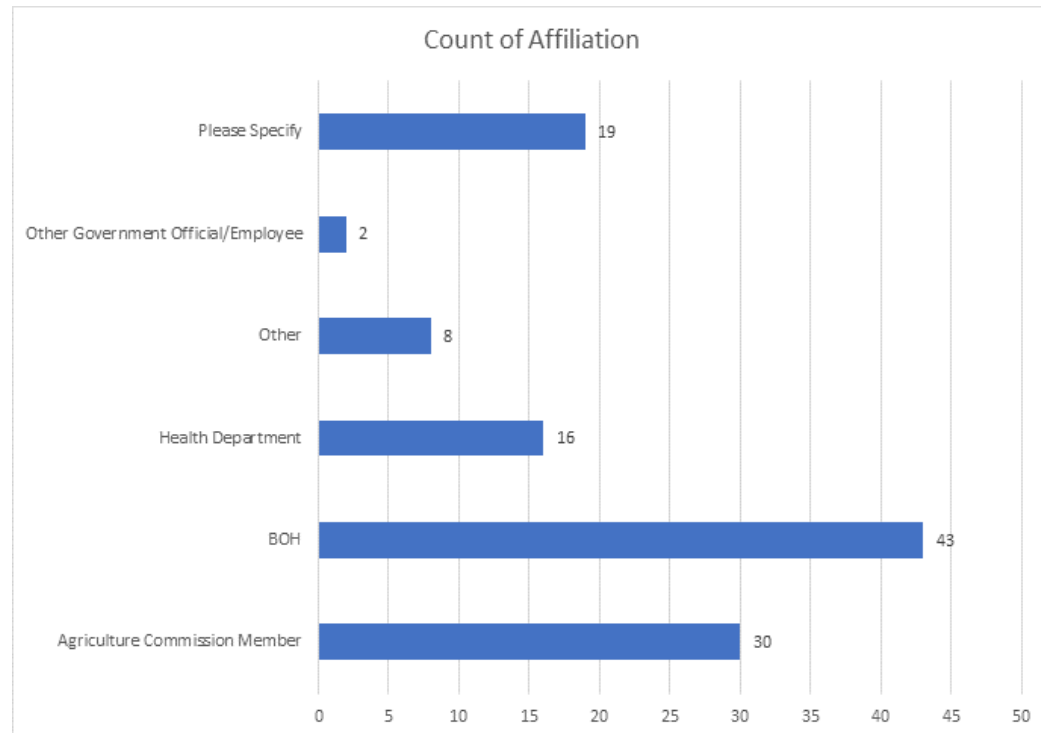


- i. Updates on Infrastructure Update, Membership Dues Collections
- a. **Executive Director's Report:** Review of COVID-19 Activities, Update on the multiple MAHB contracts, Certificate Program, and much, more.....
- b. **Mike's Report** on Legal TA, Shared Services Contract with Dukes Counting, New Excellence Grant Award to MV and Nantucket, New Budgets for Local Public Health, Special Session to be held May 27, 2021
- c. **Advice and discussion the following issues:**
 - i. Legal Handbook Distribution – to Charge or not to Charge
 - ii. Certificate Program Remote-Learning Session
 - iii. Hiring an outside firm to review the By-Laws (requested by Ray C who will explain the topic –

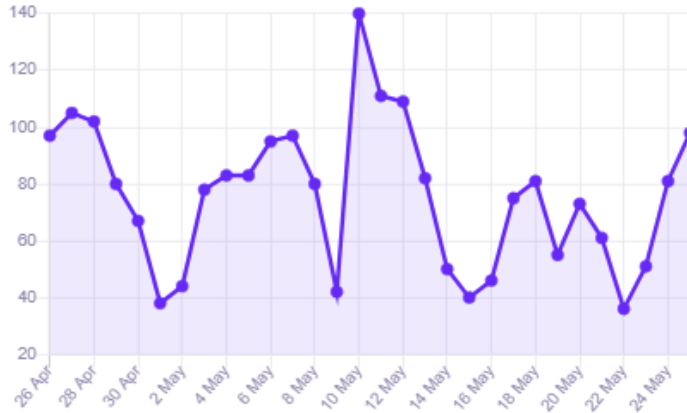
MAHB EXECUTIVE COMMITTEE MEETING AGENDA

WEBSITE FUNCTIONS
INFRASTRUCTURE REBUILDING

SPECIAL PROGRAM ON HEALTH REGULATIONS AND AGRICULTURAL ACTIVITIES IN MASSACHUSETTS



Sessions Pageviews



Sessions
2280

Pageviews
4080

Avg. Session Duration
1m 34s

Bounce Rate
63.2%

Top Posts/Pages

1. Massachusetts Association of Health Boards - Home	644
2. How To Report A Violation - MAHB	320
3. No Excess Deaths In Massachusetts Over the Past Six Months - M...	283
4. Boards of Health - Massachusetts Association of Health Boards	264
5. Special Program on Health Regulations and Agricultural Activities in ...	203
6. Special Program on Health Regulations and Agricultural Activities in ...	201
7. Massachusetts Association of Health Boards - Home	192
8. Resources - Massachusetts Association of Health Boards	149
9. Guidebook for Massachusetts Boards of Health - MAHB	143
10. COVID-19 Legal Public Health BOH Guidance - MAHB	135

WEBSITE DEVELOPMENT

New vs. Returning Visitors

New Visitors
73%

Returning Visitors
27%

Device Breakdown

Desktop Visitors
64%

Tablet Visitors
1%

Mobile Visitors
35%

[View All Reports →](#)

WEBSITE DEVELOPMENT: NEW TRAINING REGISTRATION SYSTEM – CAN ALSO TAKE CREDIT CARD PAYMENTS

Coming Soon – New Member Portal



Home About Boards of Health Resources Join Programs Contact

Special Program on Health Regulations and Agricultural Activities in Massachusetts

by Marcia Testa | May 5, 2021 | Agriculture, Legal Guidance, Training



Attention Board of Health and Agricultural Commission Members,

Did you know that Massachusetts law has been revised as of January, 2021, to provide that local Boards of Health may no longer pass any health regulation that impacts agriculture in a municipality that has an Agricultural Commission without first submitting that health regulation to the Agricultural Commission for its review?

Do you know when you can and cannot declare an activity to be a “nuisance” when there is an agricultural-based operation in the picture?

Are you concerned with environmental impacts of agriculture from a public health standpoint?

If you want to answers to these questions, [join MAHB's Panel Discussion and hear about the new “Right to Farm” law, and how this law affects your Board of Health jurisdictional authority and regulatory procedures.](#)



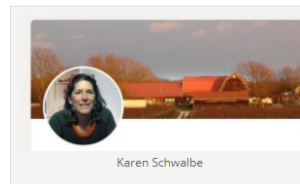
Cheryl Sbarra, JD, Executive Director, MAHB

Speakers for the Evening:

Heidi Porter, Health Director and Director of Health and Human Services, Town of Bedford

Karen Schwalbe, Chair of the Falmouth Agricultural Commission and Executive Director of the Southeast Massachusetts Agricultural Partnership

Cheryl Sbarra J.D., Executive Director and Sr. Staff Attorney, MAHB



Karen Schwalbe



Home About Boards of Health Resources Join Programs Contact

May 27th 7:00 PM – 8:30PM

Obtain CEU's (awarded through MHOA) for the following credentials: RS, REHS, CHO & CP-FS
[REGISTER NOW](#)

Fill out the form below and you will receive your Zoom link and password which you should copy and paste into your calendar. You will also receive a follow-up email with the connection information. Please join 15 minutes early between 6:45PM and 7:00PM to be admitted to the Session from the Waiting Room.

Name *

First Last

Town or Jurisdiction – Please Enter Below

Affiliation

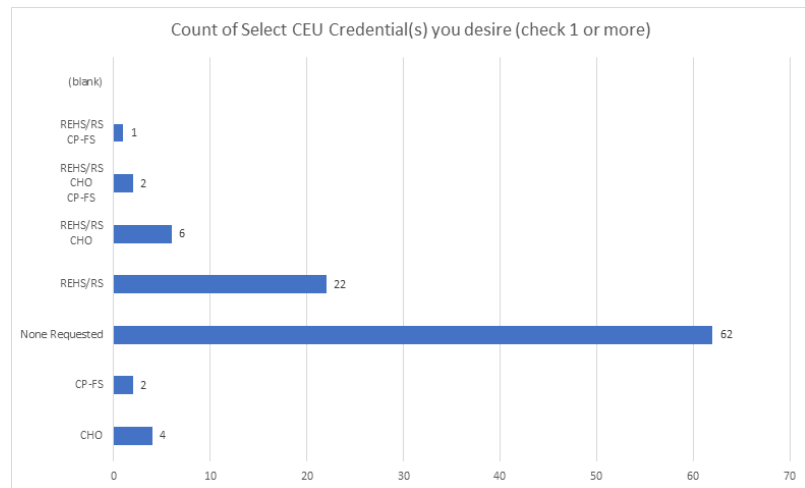
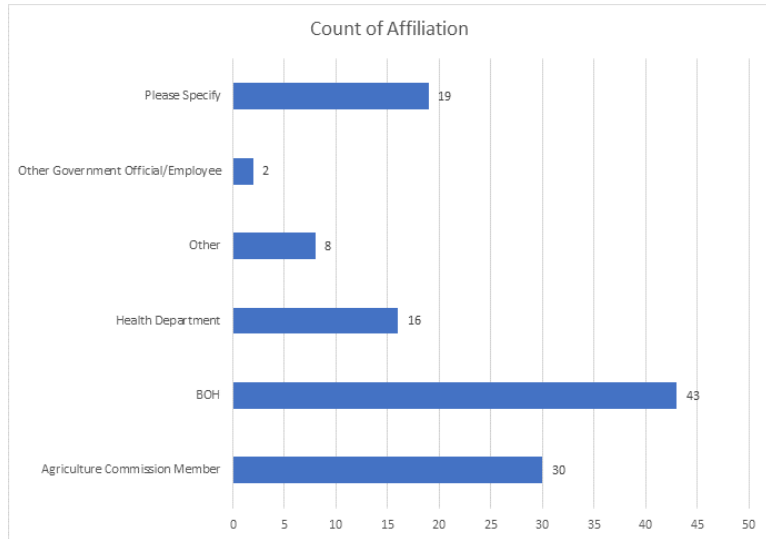
Select CEU Credential(s) you desire (check 1 or more)

- REHS/RS
- CHO
- CP-FS
- None Requested

Email *

Submit

WEBSITE DEVELOPMENT: NEW TRAINING REGISTRATION SYSTEM – CAN ALSO TAKE CREDIT CARD PAYMENTS



VOTE TO ADJOURN