

Executive Board of Directors of the  
FLLAC Educational Collaborative  
Meeting Minutes for April 11, 2019

Voting Members Present:

Dr. Kathleen Burnham  
Ms. Paula Deacon  
Mr. Robert Jokela  
Dr. Mary Malone (Chair)  
Mr. Brad Morgan  
Dr. Shelia Muir  
Mr. Mark Pellegrino

Non-Members Present:

Dr. Richard Murphy  
Ms. Marsha Januskiewicz  
Ms. Terri Burchfield

Dr. Malone called the board meeting to order at 8:36 am. An announcement was made that this meeting was being recorded.

Approval of Minutes:

Mr. Pellegrino motioned to approve the minutes of March 14, 2019. Ms. Deacon seconded the motion. All in favor. Motion was passed.

Action Items:

**Vote to declare 98 Adams Street/LCE as a Unique Acquisition-**

Dr. Burnham motioned to designate 98 Adams Street in Leominster as a Unique Acquisition. Ms. Deacon seconded the motion. All in favor. Motion was passed.

**Vote to allow Executive Director to negotiate a lease for 98 Adams Street/LCE for an amount not to exceed \$.../year-**

Dr. Murphy asked that \$185,000 from the certified cumulative surplus funds (fund balance) be used to support the lease for 98 Adams Street. In May there will be a vote to amend the budget to reflect this use. Mr. Pellegrino motioned to allow Dr. Murphy to negotiate a lease for 98 Adams Street/LCE and not to exceed \$201,000. Mr. Morgan seconded the motion. All in favor. Motion was passed.

**Vote to modify Employee Benefit plan-**

Dr. Murphy explained that after reviewing several options, Ms. Burchfield has suggested that FLLAC modify the plan to remove the requirement that eligible employees have to participate in the FLLAC provided health care plan and that any plan offered could be either a 403b or 457 type plan. Dr. Muir motioned to modify the Employee Deferred Compensation Plan to allow for the plan to be either a 403b or a 457 plan and to remove the requirement that employees have to participate in the FLLAC health care plan to be eligible for the benefit. Mr. Morgan seconded the motion. All in favor. Motion was passed.

**Vote to approve RFP for Treasurer and Auditor Positions-**

Ms. Deacon motioned to approve the Treasurer's job description and advertise the position. Mr. Pellegrino seconded the motion. All in favor. Motion was passed.

Mr. Pellegrino motioned to approve the RFP for an Auditor for the 2019-2020 Audit and to post the position. Ms. Deacon seconded the motion. All in favor. Motion was passed.

Dr. Murphy told the board that he will bring resumes and proposals for the two positions to the next board meeting in May.

Executive Director's Report: None

New Business:

The board agreed to hold the next board meeting on May 30, 2019 at 98 Adams Street, Leominster. Ms. Deacon agreed to make arrangements for the room.

Adjournment:

Ms. Deacon motioned to adjourn at 9:10 am. Mr. Pellegrino seconded the motion. All in favor.

Respectfully submitted,

Marsha Januskiewicz

Recording Secretary