

Burrillville Extended Care(BEC)

Board of Directors

Minutes

11/29/04

1.) Called to Order and Attendance/Review Agenda:

**Meeting called to order by Amy Shangraw Ricci-Chair at
6:35 p.m.**

**Members Present-Amy Shangraw-Ricci, Cheri Hall, Juliette Lopez,
Jaqueline Zahn, Robert Wall and Dr. Van Dyke.**

Members Absent- and Mary Karmozyn

**Others Present: Cheri Hall, Recreation Director, Kelly Cournoyer and
Lisa Nault, Co-Directors.**

2.) Review Minutes of September 20, 2004 Meeting:

**Minutes of Regular September 20, 2004 Meeting were accepted.
Robert Wall made the motion. Seconded by Juliette Lopez. Motion
passed.**

3.) Old Business:

**a) Review of proposed amendment to Article 2 Section 2 for the
changing of the composition of the Burrillville Extended Care Board
of Directors. Currently the Board is composed of seven members.
The change would be to decrease to five members with three
constituting as a quorum. Including ex-officio members from the
town council and school committee.**

Jacqueline Zahn questioned a possible alternate be included on the committee. Judy Lopez stated that it will be hard as an alternate to come to each meeting.

Jacqueline Zahn stated the purpose is to verify the checks and balances when making important decisions. Amy Shangraw Ricci stated that this proposal should be put

on hold. The topic can be revisited in the future.

b) The Director reviewed the meeting held with the Town Solicitor Walter Kane, Attorney Richard Kyte, Town Manager Michael Wood, Finance Director John Mainville regarding the possible change to a 501C3 status. Walter Kane stated that a 501C3 within the department would not solve the employee issue. The Town Manager has indicated he has no objection to accept the three key people for benefits with reimbursement to the Town by BEC for the costs. The remaining employees would not be allowed to exceed 20 hours weekly on average over the course of the year.

A memo was comprised to be presented at the December 8, 2004 7:00 p.m. Town Council meeting regarding the three full time BEC employees being added a town employees for benefit purposes.

Kelly Cournoyer questioned the procedure changes regarding any invoices for payment. The Director stated all bills would be submitted to the Department for approval and then forwarded to the Treasurer's office for payment.

Jacqueline Zahn stated the first paragraph reads the total

membership will still be seven however three members would constitute a quorum. Jacqueline stated that Section five in Article four will also have to be changed because it read four members. Changes will be made prior to submittal to the Council for acceptance.

Robert Wall questioned why, on page two of the memo, current procedures for payroll services stipend, medical and wage reimbursement and the stipend for the use of

the school are mentioned. Cheri Hall responded that on numerous occasions council members have questioned if the BEC program is self supporting or supported by the town. Walter Kane has also suggested some history of the program be given for the new council members.

Amy Shangraw Ricci suggested the following change: "It should be noted that the program reimburses the school department for all wages and medical expenses on a quarterly basis and additionally a stipend is given for space within the school to maintain the program's self sufficiency. If the changes are approved, the town would take over the same role as the school department.

Kelly Cournoyer questioned if summer staff works over 20 hours per week would this make a difference. The Director stated that this applies to the average over the course of a year. Robert Wall

questioned if this is fiscal year or calendar year. The Director stated this would be fiscal year since all other accounting is done fiscally. The Director will verify. With this change, the benefits and payroll would be paid by the Town Finance Department versus the School Department. Consequently, July 1st would be a better starting date for the changes. The program would also continue to be an enterprise account.

Jacqueline Zahn recommended the deletion of information regarding the stipend payment to the school department for payroll services. The stipend for school space would continue. Management employees should be clarified as Co-Directors and Office Manager. Jacqueline Zahn requested the last line be made bold to emphasize the program being self supporting.

Amy Shangri Ricci reviewed all changes to be made.

Robert Wall made the motion to accept memo with the recommended amendments. Seconded by Juliette Lopez. Motion passed.

c) Changes to the proposed amendment to the ByLaws regarding the number of BEC Board members were reviewed. Corrections will be made prior to submittal to the Town Council.

Robert Wall made the motion to accept proposed amendments to the Bylaws to be accepted as amended. Seconded by Juliette Lopez.

Motion passed.

4.) New Business:

a) The Co-Directors, Kelly Cournoyer and Lisa Nault reviewed the current holiday plans for the BEC children including the Saturday, December 11th, shopping day for the parents with 18 signed up to date. Enrollment is good.

d) Program survey results will be reviewed at the next meeting.

e) Jacqueline Zahn asked the status on any late payments. The Co-Directors stated that since the late fee was instituted, late payments have decreased.

f) Dr. VanDyke was thanked by the Director for his dedication to the program with checking on medical supplies and even donating supplies when needed. They reviewed what medical supplies might be needed.

5.) Call to Adjourn:

Dr. VanDyke made the motion to adjourn at 7:35 p.m. Seconded by Robert Wall. Motion passed.

Recorded by

Carol L. Conway

Administrative Aid

Burrillville Parks & Recreation Department