



2 Narrows Road, Suite C105, Westminister, MA 01473  
p: 978.632.2208 f: 978.668.5732

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## CAPS Collaborative Board of Directors Meeting

2 Narrows Road, Westminister, MA 01473

June 12, 2024

**ZOOM Meeting**

### Agenda

#### Approval of Minutes:

- May 8, 2024 (*voting item*)
- May 30, 2024 (*voting item*)

#### Fiscal Update

- 2024 Fiscal Update
- 2024 Annual Audit Schedule: Roselli, Clark & Associates, week of August 26th

#### Staffing (*voting item*):

- New Hires: **Samantha Davis**; Kelly Day Para
- Resignations: **Michael Prophet**, Senators Para; **Anna Gauthier**, TOD; **Summer Kai**, ASL Interpreter; **Lindsey Christoffersen**, OT/PT Coordinator; **Cheryl Keeter**, ASL Interpreter; **Amy Thomas**, DHHP Para; **David Cardoza**, Counselor Gateway.

#### Subcommittee Reports:

- Policy Subcommittee – *May 2, 2024; Policy Handbook & Director Candidate Review*
- Finance Subcommittee – *no formal meeting*
- Warrant Subcommittee – *on going every other week*
- Facilities Subcommittee – *no formal meeting*

#### Employee Handbook Revision 05/02/2024 (*voting item*)

#### Executive Director's Report

#### Meeting Dates FY 2024-2025

#### Adjourn