

ADVISORY BOARD

Thursday, December 4, 2025, | 5:00 PM – 5:10 PM

Meeting Minutes

Summary of Attendance

Attended meeting via Zoom:

- Board Members:
 - Carrol Stripling
 - Peter Lewis
 - Preston Anderson
 - Alex O'Reilly
 - Brenda Farwell
 - Gazel Tan
 - Nancy Colson
 - Lori Guilfoyle
 - Julia Colson
 - Jennifer Ramirez Robson
- Staff:
 - Michael Bailey
 - Shayna Pepin
 - Marjan Didra
 - Traci Adair
 - Taylor Gaston

Meeting Summary

- Quorum reached
- Lori G made a motion to amend the motion
- Seconded
- Call the question to amend.
- Michael interjected his reasons for the way it is written: He has no oversight of PME and Fiscal staff, and so he had asked for this level of detail. As he is requesting the information, it is appropriate to share with the board.
- Motion for amendment rescinded
- Vote taken
- 9 Yay
- 1 Nay: Lori Guilfoyle
- Motion passed
- Motion as follows:

Quarterly Reporting Motion – Summary for Board Consideration

As reflected in recent conversations with the Board Chairs, a motion is being introduced

for Advisory Board consideration. This motion will require a motion, a second, and a vote.

The proposed action would require the Division Director of the Adult Services Division, or an appropriate designee, to provide the Advisory Board with a quarterly report on a mutually agreed-upon date each quarter, starting with the performance period of Q1 2026.

These quarterly reports, which will be completed by staff funded by VSHSL Funds (i.e., the Evaluation, and Planning and Administration budget lines items), will include:

- Procurement timelines and status updates
- Contract awards and contract timeline information
- Contractor-level spend and burn-rate data
- Contractor-level performance information
- Complementary result-area-level metrics and trends

The intent of this motion is to strengthen transparency, support the Board's oversight role, and ensure consistent, actionable updates on VSHSL implementation.

If adopted, staff and the Board Chairs will work together to finalize the reporting schedule and refine the format to ensure the information is clear, useful, and aligned with the Board's needs.

VSHSL Advisory Board

Minutes taken by <<Traci Adair and Shayna Pepin, staff>>