

ADVISORY BOARD

Wednesday, January 7, 2026, | 4:00 PM – 5:30 PM

Meeting Minutes

Summary of Attendance

Attended meeting via Zoom:

- Board Members:
 - Carrol Stripling
 - Faisal Akhter
 - Peter Lewis
 - Preston Anderson
 - Cynthia Snyder
 - Alex O'Reilly
 - Theresa Demeter
 - Brenda Farwell
 - Gazel Tan
 - Lori Guilfoyle
 - Heidi Shepherd
 - Julia Colson
 - Jennifer Ramirez Robson
- Staff:
 - Michael Bailey
 - Jenna Franklin
 - Shayna Pepin
- Guests:
 -

Attended meeting on-site:

- None

Welcome and Icebreaker

- None

Meeting Summary

- The meeting started with the discussion of 2 motions so that there wasn't risk of losing quorum
- The motions were discussed, edited, and passed by the board
- Michael Bailey brought the board into Executive Session
- The meeting adjourned

Approval of Consent Agenda

- Did not occur

Public Comment

- Was not called for

Subcommittee Report Outs

- Did not occur

January Presentation: None

Staff Updates

- Did not occur

Board Business

- Michael proposed that we bring forward 2 motions he had drafted before the board might lose quorum. Michael shared his screen and offering context for the motion. Proposed motions on shared screen:
 - o Motion 1: A motion recognizing the importance of internal controls and causing the administrators of the levy to put into place interim guidance on all major activities and functions that without proper internal controls could create legal, financial, equity, safety, or reputational harm within 90 days of this motion being passed. This motion includes the delivery of a monthly report on progress, barriers to success, and newly identified risk. This motion also mandates that the administrators develop training and a process for supporting adherence to any new policies prior to that policy being rolled out.
 - o Motion 2: A motion causing the administrators of the levy to ensure all staff and contract managers managing VSHSL MOAs, MOUs, and Contracts are trained on the full lifecycle of contract administration, including the use of Agiloft for solicitations and other contract functions, before Q3 2026 (July 1, 2026).
- Michael stated that he wants to create these motions to give him protection within the Department to have more coverage on building systems in place for his Division
- Pete Lewis motioned to approve
- Heidi seconded the motion to approve
- Discussion commenced.
- Pete stated that as the maker of the motion he wants to make an amendment that would state in motion 1 that this motion includes the delivery of the monthly report. And in motion 2, change to ‘recommending’ and to remove the specific software.
- Heidi seconded the motion.
- Pete called to question the motion – that we approve motion 1 and 2 as amended
- Cindy seconded that
- Heidi prompted all in favor
 - o In favor: all attendees
 - o Opposed: None
 - o Abstaining: None
- Final motions:

- A motion recognizing the importance of internal controls and causing the administrators of the levy to put into place interim guidance on all major activities and functions that without proper internal controls could create legal, financial, equity, safety, or reputational harm within 90 days of this motion being passed. This motion includes the delivery of a monthly report on progress, barriers to success, and newly identified risk. This motion also recommends that the administrators develop training and a process for supporting adherence to any new policies prior to that policy being rolled out.
- A motion recommending the administrators of the levy ensure all staff and contract managers managing VSHSL MOAs, MOUs, and Contracts are trained on the full lifecycle of contract administration before Q3 2026 (July 1, 2026).
- Michael proposed that we move to executive session to cover potential litigation. The board and Michael moved into executive session.
- Board returned from executive session.
- Michael encouraged folks to look at the meeting packet.
 - Heidi suggested in the packet that we add a checklist of what to do
 - Alex suggested developing an outreach approach
 - Michael said he will personally promote open seats
- Discussed keeping the same time for February but adjusting the timing for future months.

Meeting adjourned at 5:24 pm

VSHSL Advisory Board

Minutes taken by <<Shayna Pepin, staff>>