

**CACHE BOARD OF DIRECTORS  
BOARD MEETING MINUTES**

*Tuesday, November 20<sup>th</sup>, 2012*

*63 South Main St.*

*Board Room, 2<sup>nd</sup> Floor*

*Liberty, NY 12754*

Board of Director Meeting called to order at 8:25am by **Rosa Mason, Chairperson.**

The meeting was held at the following location; 63 South Main Street, 2<sup>ND</sup> Floor,  
Liberty NY 12754.

**Board Members Present:**

Rosa Mason

Jesse Hinton

Sister Kevin John Shields, OP

Charles Olsen

**Members Absent:**

Anita Parkhurst - excused

Esther Harris - excused

Anthony Valle

**Others Present:**

Gladys Walker, Executive Director

Kim Ramos, Fiscal Officer

Allison Lattin, Program Analyst I (New York State, Department of State, Division of  
Community Services)

Lucy Brown, Bookkeeper

Walter Stein, Director, Family Development

**Community Concerns:**

There were no community concerns.

**Communications Received:**

There were no communications received.

**Approval of Minutes:**

August 22<sup>nd</sup> Special Board Meeting held. Chairperson, Rosa Mason entertained motion to accept the meeting minutes. **Motion moved by Sister Kevin John Shields, OP, 2<sup>nd</sup> by Charles Olsen. All Board Members approved. None opposed. Motion carried.**

September 18<sup>th</sup>, 2012 Special Board Meeting held. Chairperson, Rosa Mason entertained motion to accept the meeting minutes. **Motion moved by Sister Kevin John Shields, OP, 2<sup>nd</sup> by Charles Olsen. All Board Members approved. None opposed. Motion carried.**

**Presentation of Fiscal Package:**

Agency Wide Budget, Individual Department Budgets, Agency Balance Sheet, and the “CACHE Allocation Plan” presented by Fiscal Officer, Kimberly Ramos.

All packets and information provided to attending Board Members. Key notes at the bottom of the department budgets were brought to the attention of the Board Members. Cash flow has improved. The line of credit is being paid as expected in the amount of \$3,750.00 monthly (3 payments) and another \$10,000.00 was paid toward the principal balance as owed grant money was received. The current balance owed is \$23,750.00. The Fiscal Officer expects to have the loan paid off before the end of the agency fiscal year which is March 31, 2013.

A payroll service will be utilized beginning December 7<sup>th</sup>, 2012. Fiscal Officer, Kimberly Ramos, believes the service will be cost-effective. The payroll Service company will also complete tax filing for the agency.

There has been a significant increase in the agency’s food pantry assistance to consumers due to Hurricane Sandy. Also noted by Executive Director, Gladys Walker, within the food pantry there is a designated section for infant children that will provide two or more varieties of formula, cereal, water, and pampers. The agency is also increasing its assistance to the homeless by providing other essentials such as shower supplies and deodorant.

Rosa Mason entertained a motion to accept the Presentation of the Fiscal Package. **Motion moved by Charles Olsen and 2<sup>nd</sup> by Sister Kevin John Shields, OP. All Board Members approved. None opposed. Motion carried.**

**Committee Reports:**

Executive/Finance Committee: Jesse Hinton, Secretary of the Board of Directors, met with Executive Director, Gladys Walker and Fiscal Officer, Kimberly Ramos on November 16<sup>th</sup>, 2012 @ 2pm to obtain the most current finance report. Recorded minutes presented to the Board of Directors by Secretary, Jesse Hinton. Copy of minutes provided to all attending Board Members and attached hereto.

Chairperson, Rosa Mason entertained a motion to accept the Executive/Finance Committee Report. **Motion moved by Sister Kevin John Shields, OP., and 2<sup>nd</sup> by Charles Olsen. All Board Members approved. None opposed. Motion carried.**

Personnel Committee Report: No report available

Board Development/Planning Committee Report: No report available

CACHE Strategic Plan 2012-2014: Presented by Walter Stein, Director, Family Development. The Strategic Plan was provided to attending Board Members to follow during presentation. There were no concerns noted or any questions asked.

Walter Stein advised the Board that the Executive Director, Gladys Walker, has been very vocal regarding the importance of keeping to task with the Strategic Plan (addressing goals, milestones...etc.).

Chairperson, Rosa Mason entertained motion to approve the current Strategic Plan that has been completed to this point. **Motion moved by Jesse Hinton and 2<sup>nd</sup> by Charles Olsen. All Board Members approved. None opposed. Motion carried.**

**Esther Harris: Term expired in March of 2012. Esther Harris was not present during Board Meeting. Upon Esther Harris' return, such business will be addressed by the Board.**

BYLAW ADHOC Committee Report: Report next Board Meeting (January 2013) Sister Kevin Johns Shields, OP.

#### **Executive Director's Report**

Cost Allocation Plan: Presented by Executive Director, Gladys Walker and Fiscal Officer, Kimberly Ramos. The plan (2 pages) was provided to attending Board Members during the presentation. It was noted the Cost Allocation Plan will be utilized to distribute funds on items that apply to multiple grants. Fiscal Officer, Kimberly Ramos noted the Cost Allocation Plan will be included in the Fiscal Manual. The agency is now having staff do daily reports showing duties they perform and for which program. The plan will be sent to the New York State, Department of State, and Division of Community Services. There were no concerns noted during the presentation.

Chairperson, Rosa Mason entertained a motion to accept presentation of Cost Allocation Plan and the approval of Cost Allocation Plan to be included in the Fiscal Manual. **Motion moved by Charles Olsen and 2<sup>nd</sup> by Jesse Hinton. All Board Members approved. None opposed. Motion carried.**

Gladys Walker had mailed the 2013 Community Needs Assessment and the FFY 2013 Work Plan and Program Progress Report (PPR) and Budget to the Board. She reviewed each page of the Work Plan with the Board. Kim reviewed the Community Services Block Grant Budget with the Board. Kim explained the difference between administrative and direct cost and cited examples. Kim also reviewed the budget with the Board. Rosa Mason questioned a notation on the bottom page. The notation was removed. Gladys Walker reminded the Board that they received the 2013 Needs Assessment. She explained the Needs Assessment addresses the met & unmet needs of low income consumers. The CACHE Work Program addresses the unmet needs to be

addressed. The Strategic Plan ensures the agency has the resources to achieve the work plan.

Chairperson, Rosa Mason entertained motion to accept the Executive Directors presentation of the FFY 2013 Refunding Application & Budget and any upgrades. **Motion moved by Sister Kevin John Shields, OP., and 2<sup>nd</sup> by Charles Olsen. All four Board Members approved. None opposed. Motion carried**

CACHE's tenant applied for Empower Assistance and for Weatherization. Empower did not approve the application. Weatherization (New York State Division of Homes and Community Renewal) did finally approve the application. CACHE must sign an Owners Agreement and pay 25 % of the cost of the entire project. It is now expected to cost about \$ 11,782. CACHE will pay \$ 2,900. Gladys Walker presented the completed Owner's agreement and read the work to be completed at 56 Lincoln Place, Liberty, New York.

Chairperson, Rosa Mason entertained a motion to approve the agency's opportunity to participate in the Weatherization program and accepts the landlord contribution to be paid by CACHE. **Motion moved by Jesse Hinton, and 2<sup>nd</sup> by Charles Olsen. All Board Members approved. None opposed. Motion carried.**

**Old Business:**

Community Needs Assessment 2013

**New Business:**

Allison Lattin, Program Analyst I, New York State, Department of State, Division of Community Services addressed the Board as follows:

Ms. Lattin informed Board Members that there has been improvement and notable actions regarding correcting the recent statement of deficiencies. Also noted, Board Meeting minutes have improved.

**Other:**

No additional information was provided.

**Executive Session:**

There was no Executive Session held.

Motion to adjourn at 9:55am Moved by Charles Olsen, 2<sup>nd</sup> by Sister Kevin John Shields. None opposed. Motion Carried.