

**CACHE BOARD OF DIRECTORS
BOARD MEETING MINUTES**

*Tuesday, January 15th, 2013
63 South Main St.
Board Room, 2nd Floor
Liberty, NY 12754*

Board of Director Meeting called to order at 8:20am by **Rosa Mason, Chairperson**.
The meeting was held at the following location; 63 South Main Street, 2ND Floor,
Liberty NY 12754.

Board Members Present:

Rosa Mason
Esther Harris
Jesse Hinton
Sister Kevin John Shields, OP
Charles Olsen
Anita Parkhurst (via phone conference during for approval of the minutes and CORE review)
Anthony Valle (via phone conference for approval to move into special meeting)

Members Absent:

N/A

Others Present:

Gladys Walker, Executive Director of C.A.C.H.E
Kim Ramos, Fiscal Officer
Josephine Finn, Attorney for C.A.C.H.E

Approval of Minutes:

Agenda called out of order @ 8:22 a.m. to review and approve the Executive / Finance Committee minutes taken on November 16th, 2012. Chairperson, Rosa Mason entertained a motion to take the agenda out of order. **Motion moved by Charles Olsen, 2nd Sister Kevin John Shields. All Board Members approved (6/6). None opposed. Motion carried.** There were no issues nor concerns regarding the minutes. Chairperson, Rosa Mason entertained a motion to accept the November 16, 2012 Meeting Minutes. **Motion moved by Charles Olsen, 2nd Esther Harris. All Board Members approved (6/6). None opposed. Motion carried.**

Board Meeting Minutes taken on November 20th, 2012. Chairperson, Rosa Mason entertained motion to accept the meeting minutes. **Motion moved by Charles Olsen, 2nd Sister Kevin John Shields, OP. All Board Members approved (6/6). None opposed. Motion carried.**

Old Business:

Comprehensive Organizational Review & Evaluation (CORE):

Anita Parkhurst encouraged Board Members to review the CORE report and comment in sections as needed and begin discussing corrective actions before anticipated time of the needed response.

Executive Director, Gladys Walker encouraged Board Members to also focus on the summary report provided in the CORE. Rosa Mason commented that some recommendations noted in the CORE were addressed in the 2012 – 2014 Strategic Plan. Rosa Mason further explained that the CORE will make the agency stronger and the Board of the Directors more knowledgeable in knowing what needs to be done. Also discussed was the value of outside resources – the Community Action Association of New York and CFO for Hire, accounting consultants.

Kim Ramos, Fiscal Officer discussed the progress made with the assistance of the CFO for Hire (accounting consultants). Kim Ramos informed the Board of Directors that the consultants taught her how to generate reports she needs using our (QuickBooks) software which she was previously unaware of. She has been learned how to apply these reports as a tool to perform task. She also explained she was able to consolidate the chart of accounts from 24-25 pages to approximately 3 pages using a classified system, which refers to the way she reports grants and expenditures for each grant. Kim Ramos said the margin of error has decreased with the implementation of the new system which was available in QuickBooks but previously not used by the agency until CFO for Hire introduced the fiscal office to this option.

Sister Kevin John Shields commented on the Executive Director Gladys Walker and Kim Ramos' professionalism demonstrated during the CORE.

Community Concerns:

Chairperson, Rosa Mason entertained motion to place agenda back into order @8:35am. **Motion moved by Sister Kevin John Shields, and 2nd by Ester Harris. All Board Members approved (5/5). None opposed. Motion carried.** Board Members recognized that Board Member, Anita Parkhurst was no longer participating in the meeting. There were no community concerns.

Communications Received:

Gladys Walker received a call from Robyn Gerry, former Board Member, for the period 2000 to 2012. Robyn Gerry hired Fisher Mears Associates to build CACHE Inc. a new website. Board members will send their thanks via email.

Walter Stein, Director of Family Development, will be point person in ensuring the website is developed appropriately and to the approval of the Board Members.

A letter was received from Steven Vegliante, Supervisor, Town of Fallsburg. Mr. Vegliante requested a seat on the Board of Directors representing the public sector. The Board Secretary, Jesse Hinton, read the letter. Chairperson, Rosa Mason entertained a motion to seat Steven Vegliante, Supervisor, Town of Fallsburg in the Public Sector for the term **2013-2016. Motion moved by Jesse L. Hinton, and 2nd by Sister Kevin John Shields, OP. All Board Members approved (5/5). None opposed. Motion carried.**

Presentation of Fiscal Package: Agency Wide Budget, Individual Department Budgets, Balance Sheet for period ending 12/31/12, Line of Credit Reconciliation, and CACHE Tax Calendar.

Presentation provided by Fiscal Officer, Kim Ramos. Fiscal Package passed out to Board Members to review and follow along. The Line of Credit balance is in the amount of \$16,250.00 from \$50,000.00. The agency will continue to pay towards the current balance monthly in the amount of \$3,750.00 as agreed by the Board of Directors.

Agency Budget: Quarter 3, expensed more than received (money remains outstanding from HPNAP and EFFR Budget-should be paid by the end of January/13 and or early February/13). CSBG- Entering new contract year. We are waiting for approval for 2013. Spending remains on track. Kim Ramos will be meeting with field representative on January 23rd (update is expected on this day regarding approval). The Food Pantry-Emergency food fund relief for Hurricane "Irene" has ended. Spending is on track to close out contract by June of 2013. Also noted, the agency has received a notice of "Cost of Living Increase" in the amount of \$15,000.00 from the Department of Health (food pantry). The funds will be spent on food, one-time incentive to staff members, and maintenance on agency walk-in freezer.

Domestic Violence: Criminal Justice funds were received in the amount of an additional \$10,000.00. The funds have been applied to furnishing the legal office with a desk and chairs; a computer; copier/ scanner/ and fax; and a one-time incentive to the director (ran the department alone for 2 months until staff hired. The Residential Bed Nights Program received an increase in funds due to increased participation in the safe dwelling. The funds will be applied to remodeling and purchasing furniture for the Safe Dwelling. Kim Ramos informed the Board Members that as more people are accepted into the program, a request from the director of Safe Passage for hiring per diem workers will be considered. Chairperson of the Board, Rosa Mason asked if children were also being accepted into the program and if their needs were taken care of. Executive Director,

Gladys Walker informed the Board of Directors that there was indeed an increase in the number of children entering the program in which the essentials are being provided upon their arrival (i.e. clothes, blankets/linens, food...etc.). Mrs. Walker also informed the Board of Directors that not all victims are low-income. A contribution is encouraged if the victim can afford it. The program also receives support from the community who donate blankets, toys, clothes...etc.

Family Development Program: Numbers are reported to be low within the Advocate Program. Walter Stein, Director, Family Development, commented on the report in which he believes that the program has struggled in the past and continues to struggle. Mr. Stein plans to meet with the Director of the program (Sullivan County Division of Family Services) to brainstorm ideas of how to save the program and make it better before the program is discontinued, as the needs in the community are evident and the cost of the program is minimum. Mr. Stein informed the Board of Directors that the numbers of cases are at the lowest it's ever been.

Thrift Shop: The shop continues to assist low-income clients. The rent increased \$30.00 per month effective October of 2012.

Tax Calendar: The Chairperson of the Board stated the Tax Calendar is useful in helping the Board follow when reports are due and fees and taxes paid. Executive Director, Gladys Walker went on to review the Tax Calendar with the Board of Directors. Rosa Mason entertained motion to accept Presentation of Fiscal Package. **Motion moved by Charles Olsen and 2nd by Esther Harris, OP. All Board Members approved (5/5). None opposed. Motion carried.**

Committee Reports:

Executive/Finance Committee: No report available

Personnel Committee Report: No report available

Board Development/Planning Committee:

Chairperson of the Board, Rosa Mason, asked Board Members Sister Kevin-John Shields, OP and Esther Harris to sit on the Nominating Committee. Both Board Members agreed. Rosa Mason entertained motion to accept the Nominating Committee members as slated. **Motion moved by Jesse Hinton and 2nd by Charles Olsen. All Board Members approved (5/5). None opposed. Motion carried.**

A clerical error was noted with the term of Esther Harris being seated within the

minutes provided during a previous Board Meeting. In order to correct the clerical error, Board Chairperson, Rosa Mason entertained a motion to re-seat Esther Harris retroactively for the term of March 2012-March 2015. **Motion moved by Charles Olsen and 2nd by Sister Kevin-John Shields, OP. All Board Members approved (5/5). None opposed. Motion carried.**

Board Members discussed various ways to schedule committee meetings as indicated within the CACHE Strategic Plan. Board Members agreed to acknowledge a Chairperson within their respective committee to coordinate meetings. Suggested by CACHE Attorney, Josephine Finn to look into free online service to better assist committee members with availability of meeting as needed. The website goes as follows: www.freeconferencecall.com. The Chairperson of each committee would have to establish an account and inform committee members of when to meet while providing access code. Chairperson of the Board, Rosa Mason, encouraged Board Members to also use face-to-face meetings if the website proves to difficult or unmanageable due to the availability of the committee members.

CACHE Strategic Plan: Presented again (previously presented 2 times) by Family Development Director, Walter Stein. There were no concerns noted during the presentation. Also noted by Executive Director, Gladys Walker, the Strategic Plan addresses many of the CORE's recommendations. Rosa Mason entertained motion to the final document of the CACHE Strategic Plan 2012-2014. **Motion moved by Esther Harris and 2nd by Sister Kevin-John Shields, OP. All Board Members approved (5/5). None opposed. Motion carried.**

The Board discussed the need to approve meeting by phone. In order to allow phone meetings the bylaws have to be amended. The By-Laws allow 2/3 of Board Members present for a Regular or Special Meeting to approve amendments. Board Member, Anthony Valle was contacted via phone conference and was informed by Rosa Mason, Chairperson, of Board members intent to amend the By-Laws to allow phone conferencing. Chairperson, Rosa Mason entertained motion to amend the By-Laws by which committee members can hold meetings via phone/audio conference so long as all members can hear at the same time. **Motion moved by Charles Olsen and 2nd by Sister Kevin-John Shields, OP. All Board Members approved (6/6). None opposed. Motion carried.** After vote, Board Member Anthony Valle ended phone conference and participation with any further Board Business.

Executive Director's Report

The report was provided to Board Members for further review. All information within the report was presented throughout the Board Meeting. Noted by the Executive Director within her report was the CACHE Communication plan (which is making progress); and in-service training provided to staff by CACHE Attorney, Josephine Finn on December 12th, 2012. Attorney Finn trained on "Cultural Diversity" and "Sexual Harassment" All staff attended the training. Attorney Finn met with the Directors in a separate meeting to further discuss the two topics.

New Business:

N/A

Other:

N/A

Executive Session:

There was no Executive Session held.

Motion to adjourn at 9:49am Moved by Charles Olden, 2nd by Sister Kevin John Shields. None opposed. Motion Carried.