

CACHE BOARD OF DIRECTORS
Minutes, Tuesday, November 16, 2010

The **Regular Meeting** of the CACHE Board of Directors was **called to order at 8:20 A.M.** by the Chairperson, Robyn Gerry.

The following **Board Members** were **present**:

Sister Kevin John Shields, OP
Rosa Mason

Robyn Gerry
Dorothy Larry (phone)

Attorney Charles R. Olsen, Jr.

Others present:

Gladys Walker, Executive Director

Katherine Schaefer, Fiscal Officer

There were **no community concerns.**

The following **communication** was **received**: A letter was written to the Editor in the "Sullivan County Democrat" newspaper. The letter was written by Ms. Jo A. Katz and she spoke about how pleased she was to have received Weatherization. She said her home is a lot warmer.

Approval of Minutes: There was **no quorum for September 21, 2010.** Sister Kevin made a motion to **accept the minutes of July 20, 2010.** The motion was 2nd by Rosa Mason. Motion carried.

Presentation of Financial Report:

Summary Balance Sheet as of October 31, 2010 was enclosed in the package which was mailed. It is noted that a negative balance results when Kathy puts money into accounts receivables and the auditors remove the amounts and place them in income. There was/is no negative balance.

There were **no Committee Reports.**

Executive Director's Report:

Rosa made a motion to take the agenda out of order and move to **New Business** to discuss Weatherization. The motion was seconded by Charles Olsen, Jr. The motion was carried.

The Board discussed the problem Weatherization is having controlling the inventory. All Weatherization staff need to understand and be more involved in accurately performing their duties. A more through system of checks and balances need to be maintained. The Board of Directors reviewed and discussed the "Weatherization Inventory Reconciliation" presented by the Executive Director which was suggested by CACHE's program & fiscal state representatives. Charles Olsen, Jr. moved to accept and Rosa Mason 2nd the motion. The motion carried. The reconciliation will be added to the CACHE Fiscal Manual.

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Other:

Kathy Wright-Austin, Community Services Block Grant (CSBG), Program Analyst addressed the Board of Directors. She said funds should reach CACHE by mid-December. The 2011 contract has changed in that when fiscal reports are submitted for spend downs the Project Progress Review (PPR) must also be submitted. The PPR is a program report detailing the progress of the work program.

Sister Kevin John Shields, OP left the meeting at 9:05 A.M.

Executive Director's Report continued:

Cash flow has been a problem. CSBG funds as previously stated should be received by late December. Sullivan County Division of Family Services funds are also due the agency.

The ad for Fiscal Officer will be placed in December. The goal is to complete the process and hire a replacement for Katherine Schaefer - who is retiring - by February.

The cost of the agency audit is still very reasonable. The Executive Director and Fiscal Officer compared the current price with the last bids received.

The agency has stopped the practice of compensatory time allocated when over 40 hours are worked. The agency is paying - per NYS Department of Labor – overtime to all staff who worked over 40 hours and were given comp time. If staff used the hours they will be paid ½ time and if not yet used they will be paid time and ½. Administration is only approving overtime for Weatherization and then only as a last resort.

There was no **Executive Session**.

The meeting was adjourned at 9:23 A.M.