

CACHE BOARD OF DIRECTORS MEETING

Minutes, Tuesday, July 20, 2010

The **Special Meeting** of the CACHE BOARD of Directors was **called to order** by Charles R. Olsen, Jr. **at 8:10 a.m.** The Special Meeting was requested by Ester Harris to approve the Community Services Block Grant (CSBG) for the period 10/1/10 to 9/30/10. Sister Kevin John Shields, OP & Charles R. Olsen, Jr. concurred.

The following **Board Members were present:**

Sister Kevin John Shields, OP, Esther Harris, & Attorney Charles R. Olsen, Jr.

Others present:

Attorney Josephine V. Finn , Gladys Walker, Executive Director, & Katherine Schaefer, Fiscal Officer.

Community Concerns: None

Communications Received: 1) A memo was received from Delores Franco, Esq, Director, Division of Community Services, NYS Department of State, advising that effective immediately, Ms. Frances Hanna is assigned as CACHE's Program Analyst. 2) A letter of resignation was received from Renard Wade. A letter of thanks for his service will be sent from the Board.

Approval of Minutes: Sister Kevin made a motion to accept the minutes dated May 18, 2010. The motion was seconded by Esther Harris. The motion carried.

Presentation of the Financial Report: The report was included in the packet.

Committee Reports:

Executive /Finance Committee: None

Personnel Committee: None

Board Development/Planning Committee: None

Executive Director's Report: The report was included in the packet.

Old Business: Strategic Plan discussion will take place at next meeting.

New Business: The Community Services Block Grant (CSBG) for the period 10/1/2010 to 9/30/2011 in the amount of \$ 228,872 with a carry-over-balance (COB) of about \$ 25,000 is renewable. We anticipate the COB will be used to train Katherine Schaefer's replacement while retaining Katherine to orient the person to the position. Gladys Walker discussed the budget for 2009 - 2010 and stated the budget for 2010 - 2011 would be essentially the same. There will be no increases in salaries and hopefully expenses would stay in the ballpark. The work program and budget in the amount of \$ 253,000 was discussed . Gladys discussed the CSBG National Goals and the

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national performance indicators that were addressed in the work program and budget. The Board and Gladys agreed we forgot last year to include a valuable community partner – Catholic Charities.

Esther Harris moved and Charles Olsen 2nd to accept the Community Services Block Grant for 10/1/10 to 9/30/11 in the amount of \$ 253,000 (includes COB of \$ 25,000). The motion was carried.

Other: Will be discussed in Executive Session.

Executive Session: Sister Kevin moved and Charles Olsen 2nd to go into Executive Session. This discussion should be brought to the attention of the full Board. At 9:13 a.m. the Board came out of Executive Session after discussing an employee complaint and potential litigation.

Adjourn: Esther Harris moved to adjourn. The meeting was adjourned at 9:13 a.m.