



Financial Oversight Committee Meeting

Tuesday, April 28, 2020

Meeting Conducted Remotely

Minutes

1. Chair Bill Powell called the meeting to order at 5:50 PM. All members of the Financial Oversight Committee and others participated by teleconference: with Committee members Fred Thumm, Steve Micheli, and Tad Nunez in attendance. Board member Peter Carbee and General Manager Cathleen Gent were also present.
2. **Agenda Revisions** – Peter Carbee requested a discussion about town per capita assessments. The chair agreed to take that up later in the meeting.
3. **Approval of the minutes of February 25** –*Fred Thumm made a motion to approve the minutes of February 25, seconded by Steve Micheli. Bill Powell requested a small change to the minutes. The motion passed unanimously, with that change reflected.*
4. **FOC Monthly Reports** – 1) P&L report: Budget to Actual; 2) P&L FY20 Compared with FY19; 3) Balance Sheet with FY19 Comparisons; 4) Detail for Checks Over \$1,000 – February to April 2020; 5) A/R Past Due (30+ days). Cathleen Gent led a general review of all the reports, with particular discussion about income and expenses for FY20, the balance sheet, and the A/R past due report.
5. **Discuss Projections for End-of-Year FY20 Budget** – Cathleen Gent discussed the COVID-19 impacts on the budget, current staffing, and expected income and expenses. At this time, she projects income to meet expenses for the remaining months of the year. With respect to COVID-19, the FOC discussed whether to continue covering all staff salaries beyond May 15th (the current date authorized by the Board of Supervisors for covering 100% of staff salaries). Cathleen Gent said that, since the Board decision in April, two staff have been furloughed/laid off and that, by May 15th, all but two staff are expected to be working their full allotments of hours. One staff member has child care responsibilities and cannot work a full-time schedule. One staff member has to be at the office to complete tasks and cover all her hours. FOC members expressed interest in being fair to all staff members in terms of compensation and COVID-19 based complications. *Steve Micheli made a motion, seconded by Fred Thumm, to recommend to the full Board of Supervisors that all staff be paid for 100% of their regular hours for the next three pay periods between May 16 and June 26. The motion passed unanimously.*
6. **Discuss FY21 Budget Considerations** – Cathleen Gent reviewed the current preliminary FY21 budget and noted that the full Board will need to approve a final budget in June. She discussed the longer-term impact of COVID-19, especially on income, as well as staffing and projects associated with the HHW facility, which will not open until FY22. She said staff are attempting to keep expenses down whenever possible. Peter Carbee suggested that CVSWMD may want to consider reducing the municipal per capita assessment level with a corresponding reduction in the Municipal Services Grant program in FY22, since there are already applications received for FY21 funding. This idea will be discussed by the full Board during deliberations for the FY21 budget.
7. **Adjourn** – *At 6:58 PM, Fred Thumm made a motion to adjourn, seconded by Steve Micheli. The motion passed unanimously.*

Respectfully submitted,

Cathleen Gent, General Manager