



**Executive Board Meeting  
February 15, 2021**

**Minutes**

Members present by Zoom: Fred Thumm, Lee Cattaneo, Peter Carbee, Matt Levin, Bill Powell

Others present by Zoom: staff members Lisa Liotta (General Manager) and Cathleen Gent

1. Chair Fred Thumm called the meeting to order at 5:30 PM.
2. Agenda Revisions – The chair requested no changes to the order of agenda items.
3. Approval of Meeting Minutes: December 15, January 6, and January 19 -- *Motion to approve all sets of minutes by Lee Cattaneo, seconded by Peter Carbee.* Cathleen Gent requested one change on the January 6<sup>th</sup> minutes to change “2020” to “2021” in the title. *Voting: all in favor as edited for January 6 minutes – unanimous.*
4. ECO AmeriCorps Grant Application – Cathleen Gent and Lisa Liotta reviewed Gent’s memo -- providing a brief overview of the ECO AmeriCorps program -- and noted that CVSWMD has benefited from the services of ECO AmeriCorps members for the past four years and that funding for the position is in the FY22 budget. Staff reviewed the general parameters of the expected tasks to be presented in the forthcoming application for the ECO AmeriCorps program. CVSWMD pays an annual stipend for the member services. For the upcoming grant year, CVSWMD’s stipend amount will be \$8,000. *Motion by Matt Levin, seconded by Peter Carbee to approve the stipend amount as recommended by staff. Voting: all in favor – unanimous.*
5. General Manager Orientation and Succession Activities – Lisa Liotta and Cathleen Gent briefly reviewed the status to date for the general manager orientation and related activities. Staff will update the Executive Board at the next meeting on orientation activities.
6. Treasurer Resignation and Recruitment - Cathleen Gent reported that Kathie Felch is not available to continue serving as CVSWMD’s Treasurer, due to other professional work responsibilities. Her appointment is due in April. Since the Treasurer reports to the Board, staff are bringing the matter to the Executive Board to begin the process of filling the position. The EB discussed the challenge of filling the position by April, and Cathleen Gent said she would see if Kathie Felch could continue briefly beyond April 1. In addition, Cathleen Gent said there may be interest in the position among current staff. *Motion by Matt Levin, seconded by Peter Carbee to appoint a treasurer search committee with Lisa Liotta, Peter Carbee, and Lee Cattaneo and to direct staff to post the position for internal candidates as soon as possible, for application review by the treasurer search committee by the earliest date possible. Voting: all in favor – unanimous.* Cathleen Gent said she or Lisa Liotta will notify the Executive Board if any special meetings are needed to handle the matter of hiring a new treasurer. *Matt Levin offered a motion, seconded by Peter Carbee, to authorize the hiring committee to direct staff to conduct an external search in the event of an unsuccessful internal process. Voting: all in favor – unanimous.* Lisa Liotta and Cathleen Gent may also prepare a

revised job description for the bookkeeper position, depending on any additional tasks to be taken on. They may also reach out to Gallagher and Flynn to review the bookkeeper job description and grade.

7. Financial Audits – Staff reported that the FY20 audit materials have been presented to the external auditors. She has requested that the final FY20 audit be completed for presentation to the full Board in April. The auditors are not certain they can meet that deadline, given COVID-19 challenges. Staff also reported that proposals per the FY21 audit Request for Proposals are due by February 26<sup>th</sup>. Fred Thumm and Peter Carbee volunteered to serve on the committee to review the proposals, along with Lisa Liotta, Cathleen Gent, and the bookkeeper. Staff will also send proposals to Bill Powell for comment.
8. Past Due Accounts Receivable – Staff brought two matters to the EB, including a request to consider changing the policy related to invoices and overdue receivables as well as to approve writing off some old past due account balances. The Executive Board first discussed the proposed changes to the policy regarding overdue receivables and requested that staff bring recommendations to the Financial Oversight Committee for the March meeting. With respect to writing off bad debt for a total of six accounts, the Executive Board took action. *Motion by Bill Powell, seconded by Matt Levin, to recommend to the full Board of Supervisors that a total of \$8,215.50 be written off as bad debt, using line item #1101 – Allowance for Doubtful Accounts -- to cover the bad debt. Voting: all in favor – unanimous.* Staff will also bring this matter to the Financial Oversight Committee for their recommendation to the full Board. Cathleen Gent noted that staff are on top of reaching out to current past due receivables and that the three customer accounts being written off stem from the Business Organics Program, which ended in 2017.
9. HHW Facility: Preparations for Board Meeting  
Staff briefly reviewed the memo containing the elements that will be reviewed at the March Board meeting. The Executive Board briefly discussed preparations for that meeting.
10. Executive Board Job Description – Matt Levin briefly discussed the process that he and Cathleen Gent have undertaken to update the EB job description. Cathleen Gent noted that all committees should be finalizing their job descriptions, and at least a few have been completed. The Executive Board decided to take up the job description review in June. Matt Levin will send out the most recent version (December 2020) in advance.
11. New and Old Business – Cathleen Gent and Lisa Liotta briefly discussed their work to assess having a COVID-19 vaccination policy. Staff will bring this matter again to the Executive Board at the March meeting.
12. Adjourn – *At 7:11 PM, Bill Powell made a motion to adjourn the meeting, seconded by Lee Cattaneo. Voting: unanimous in favor of adjournment.*



Respectfully submitted by Cathleen Gent