



**Executive Board Meeting
Special Meeting
January 19, 2021**

Minutes

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

Others present by Zoom: General Manager Cathleen Gent

Chair Fred Thumm called the meeting to order at 6:48 PM.

At 6:50 PM, Peter Carbee made a motion to enter executive session as the Personnel Committee for the purpose of discussing contract negotiations and that premature general public knowledge would clearly place the public body or person(s) involved at a substantial disadvantage. The motion included Cathleen Gent as being present. Seconded by Bill Powell and the Personnel Committee entered executive session.

At 7:10 PM, Bill Powell made a motion to exit executive session, seconded by Matt Levin.

Motion offered by Matt Levin, seconded by Bill Powell, to recommend that the Board of Supervisor approve the contract and appoint the finalist for the General Manager position at the Board's next meeting. Voting in favor: unanimous.

The Executive Board then discussed the length of time Cathleen Gent should remain on the CVSWMD payroll. She will stay on until April 16, 2021. After that time, she will serve as a consultant if needed, to assist the new General Manager with specific projects. The Executive Board noted that the amount of \$4,500 is for a non-budgeted item (Cathleen's contract), and that they have authorization to approve that amount, per the Financial Policies and Procedures document.

Motion offered by Peter Carbee, seconded by Bill Powell, to approve the contract for professional services for Cathleen Gent, to begin consulting services on April 17, 2021 to conclude on August 31, 2021, for a total amount not to exceed \$4,500. Voting in favor: unanimous.

Operations Coordinator Position - The Executive Board reviewed the revised Position Description for the Operations Coordinator. Cathleen Gent explained that she and Lisa Liotta will be hiring for that position very shortly, with the work focusing on HHW collections, special collections (including MSP) and any reporting and other support needed by the Operations Manager. Motion offered by Matt Levin, seconded by Lee Cattaneo, to approve the revised job description for the Operations Coordinator position. Voting in favor: unanimous.

Adjourn – *At 7:25PM, Bill Powell made a motion to adjourn the meeting, seconded by Lee Cattaneo. Voting: unanimous in favor of adjournment.*

Cathleen Gent

Respectfully submitted by Cathleen Gent, General Manager