

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

May 4, 2011

Present: Lisa Buckley, Tom Gifford, Peggy Tomassi, Jerry Gapp, Kelsey Jones, Stewart Field, Dennis Fagan

Guests: Andrea O'Hara, Jerry Mickelson,

Meeting of the Directors

Call to Order: 1:05PM

Approval of December 1, 2010 Minutes: Tabled due to lack of quorum.

Review & Approve 4th Quarter 2010 Financial statements: Tabled made due to lack of quorum.

2010 Financial Audit – Jerry Mickelson of CDLM reviewed the 2010 Financial Audit with no findings. Lisa Buckley will research if funds can be placed in an interest bearing account and will notify the Board. Approval tabled due to lack of quorum.

Building Operation Update – Building continues to be fully utilized.

PAAA Training Requirements – Training opportunities will be forwarded upon knowledge of them.

2011 Scheduled Meetings: November 2nd, 2011 at 1:00pm in room #115 of the HSC.

Motion to adjourn: Tom Gifford

Adjourned: 1:29PM

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

November 2, 2011

Present: Carl Blower; Lisa Buckley, Tom Gifford, Tim O'Hearn, Peggy Starbuck, Peggy Tomassi, John VanDenhurk

Meeting of the Directors

Call to Order: 9:03AM

Approval of December 1, 2010 & May 4, 2011 Minutes: Motion by Tom Gifford; second by Carl Blower. Unanimously approved.

Approve 4th Quarter 2010, 1st, 2nd, 3rd Quarter 2011 Financial statements: Motion by Tim O'Hearn; second by Tom Gifford. Unanimously approved.

2010 Financial Audit – The 2010 Financial Audit was distributed to Board members. Presentation by CDLM&C was given at the last meeting. Motion to approve by Tim O'Hearn; second by Tom Gifford. Unanimously approved.

Building Operation Update – Tim O'Hearn reports that the building continues to be fully utilized. The County deferred paving the parking lot due to budget constraints but plans to have it done next year. Patching has been completed in areas of immediate need. The slippery areas have been corrected. Air quality testing was conducted to ensure compliance and was found to be within limits.

Sub Lease Agreements 2012 & 2013 – All agreements remain the same this year and have gone out to the respective agencies who lease space in the HSDC. Review of expenses (electric, heat, & maintenance) in relation to rents will be done and discussed at next meeting to determine whether an increase in 2013 is warranted.

2012 Budget – review of expenses for legal/accounting/insurance will be done & reviewed. Change of the Legal/accounting/insurance line from \$15,000 to \$10,000. Surplus of funds in account will be forwarded to Schuyler County. Motion by Carl Blower; second by Tom Gifford. Unanimously approved.

Whistleblower Policy – Amend the current Whistleblower Policy and replace with the ABO *Whistleblower Access and Assistance Program* guidance. Motion by Carl Blower; second by Tom Gifford. Unanimously approved.

Election of Board Members – Tim O'Hearn for a 2 year term to expire 12/31/13; Peggy Starbuck for a 1 year term to expire 12/31/12; Carl Blowers for a 1 year term to expire 3/5/13. Motion to accept all three Board Members & terms by Tom Gifford; second by John Vandenhurk. Unanimously approved.

Resignation of Jerry Gapp – An email was received stating Jerry Gapp's resignation from the Audit & Finance / Governance Committees. Motion to accept by Tim O'Hearn; second by Carl Blowers. Unanimously approved with regrets.

Audit & Finance / Governance Committee Vacancy – motion to accept the appointment of Kevin Murphy to these committees by Tom Gifford; second by Peggy Starbuck. Unanimously approved.

PAAA Training Requirements – Training opportunities will be forwarded to Board Members upon knowledge of them. Should a board member have taken training and are in receipt of a certificate of completion, please forward to Peggy Tomassi.

2012 Scheduled Meetings: May 2, 2012 & November 7, 2012 at 9:00AM in room #115 of the HSC.

Motion to adjourn: Carl Blower; second by Peggy Starbuck

Adjourned: 9:31AM