

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

May 2, 2012

Present: Dennis Fagan, Tom Gifford, Tim O'Hearn, John VanDenhurk, Peggy Tomassi

Others in attendance: Jerry Mickelson, Andrea O'Hara

Meeting of the Directors

Call to Order: 9:06AM

New Board Member: Nomination to appoint Gary Whyman as Board Member by Tim O'Hearn; seconded by Tom Gifford. Unanimously approved.

Approval of November 2, 2011 Minutes: Motion to approve by Tom Gifford, seconded by John VanDenhurk. Unanimously approved.

Approve 4<sup>th</sup> Quarter 2011 Financial statement: Motion to approve with correction to current asset balance relating to depreciation of bond by Tom Gifford; seconded by John VanDenhurk. Unanimously approved.

Approval of 2011 Financial Audit: Jerry Mickelson & Andrea O'Hara of CIASCHI Firm found no material adjustments. A change to current asset amount is due to depreciation in amortization schedule. Motion to approve 2011 Financial Audit by Tom Gifford; seconded by John VanDenhurk. Unanimously approved.

Building Operation Update: Tim O'Hearn stated there is nothing to report. Building continues to provide services to which the building was built for. Parking lot is in need of repaving and the county is looking into getting this done.

Lease Agreements: For 5 years, there has not been an increase in rents. After reviewing the Cost Allocation Plan it appears that an increase in square footage is needed to accommodate appropriate costs. For the 2013 budget, the cost per square foot will be \$10.50. Any new leases will be at \$11.00 per square foot. Motion to approve by Tom Gifford; seconded by John VanDenhurk. Unanimously approved.

2013 Budget: Motion to approve by Tom Gifford; seconded by John VanDenhurk. Unanimously approved.

Other: Tim authorized the required Arbitrage Calculation due to the IRS this year. There is an approximate \$4,000 fee to have this done. Tim does not anticipate any issues with the results of the report.

All data has been entered into the PARIS program. The Annual Report can now be found on the website. Motion to approve the Annual Report by Tim O'Hearn; seconded by Tom Gifford.

Review of the following policies:

- ✚ Review of Mission Statement & Performance Measures
- ✚ Investment Policy
- ✚ Disposition of Property Guidelines

Motion to accept as written without change by Tim O'Hearn; seconded by Tom Gifford.

Next Meeting: November 7, 2012 at 9:00AM in room #115 of the HSC.

Motion to adjourn: Tim O'Hearn; seconded by John VanDenhurk.

Adjourned: 9:37AM

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

November 11, 2012

Present: Carl Blowers, Dennis Fagan, Tom Gifford, Tim O'Hearn, John VanDenhurk, Lisa Snyder, Peggy Tomassi, Gary Whyman

Meeting of the Directors

Call to Order: 1:05PM

Approval of May 5, 2012 Minutes: Motion to approve by Tim O'Hearn, seconded by Tom Gifford. Unanimously approved.

Approve 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Quarter 2012 Financial Statements: Motion to approve Tim O'Hearn; seconded by Gary Whyman. Unanimously approved.

2013 Budget: Motion to approve by Tim O'Hearn; seconded by Tom Gifford. Unanimously approved.

Arbitrage Calculation: Received letter stating compliance.

Building Operation Update: Tim O'Hearn stated the Legislature deferred paving the parking lot for an additional year. Building is used as intended to; 7 days per week. Continue to provide general maintenance.

Lease Agreements: All lease agreements are in place for 2013.

2013 Board of Directors: Election of Board Members: Gary Whyman's term to expire 12/31/2013; Carl Blowers term to expire 3/5/2014; John van den Hurk's term to expire 2/17/2015 – Motion to accept Board Members with terms by Tim O'Hearn, seconded by Tom Gifford. Unanimously approved.

PAAA Trainings: Under the requirements of the ABO, board members are required to have the PAAA training. Upcoming training opportunities will be forwarded to the Board of Directors.

2013 Meeting Dates: May 1<sup>st</sup> & November 6<sup>th</sup> in room #115 at 1:00PM.

Next Meeting: May 1, 2013 at 9:00AM in room #115 of the HSC.

Other: Discussion to seek out better percentage rate for the bond.

Motion to adjourn: Carl Blowers; seconded by Tim O'Hearn.

Adjourned: 2:03PM