

*SCHUYLER COUNTY HUMAN SERVICES
DEVELOPMENT CORP. MEETING
May 1, 2013 1:00PM
Conference room #115*

AGENDA

I. Director Meeting:
Call to order

1. Approval of November 7, 2012 Minutes
2. Approve Amendment of Rental Payments to LDC by County resolution #3/2009-1
3. Review & Approve 4th Quarter 2012 & 1st Quarter Financials
4. Presentation of 2012 Financial Audit by CDLM Requiring Approval
5. Annual Review and Approval of (1) Mission Statement and Performance Measures, (2) Investment Policy, (3) Disposition of Property Guidelines
6. Building Operation Update
7. Approval of Budgets
8. Acknowledgement of Fiduciary Duties by Directors
9. Acknowledgement of Board Evaluations
10. Next meeting November 6th, 2013 1:00pm in conference room #115

II. Other –

Adjourn

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

May 1, 2013

Present: Carl Blowers, Dennis Fagan, Tom Gifford, Tim O'Hearn, Lisa Snyder, Peggy Tomassi, Andrea O'Hara

Meeting of the Directors

Call to Order: 1:05PM

Approval of November 7, 2012 Minutes: Motion to approve by Tom Gifford, seconded by Carl Blowers. Unanimously approved.

Approve Amendment of Rental Payments to LDC by County resolution #3/2009-1 –

Whereas, Schuyler County (County) and the Schuyler County Human Services Development Corporation (LDC) have entered into a lease agreement for the rental of the Schuyler County Human Services Building,

Whereas, the County and the LDC have entered into a sub-lease agreement for unused space rented as part of the lease agreement mentioned above,

Whereas, the LDC has entered into sub-lease agreements for the unused space mentioned above,

Whereas, the County and the LDC would like to formalize the calculation of the County's rent, Be it Resolved, based on the agreements mentioned above, the rental payments to be made by County are to be calculated as follows:

The base rent per Schedule C of the County's lease agreement is to be reduced by the balance in the LDC's ~~savings account~~ **CCTC NOW account or operating bank accounts** at April 25th and October 25th of each year, less \$1,000 to be kept in the savings account to pay operating expenses,

Be it further resolved, that such rent payments are due to the LDC from the County no later than April 25th and October 25th of each year.

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

Approve 4th Quarter 2012 & 1st Quarter 2013 Financial Statements: Motion to approve Tim O'Hearn; seconded by Carl Blowers. Unanimously approved.

Approval of 2012 Financial Audit as Presented by CDLM – Motion to approve by Tim O'Hearn; seconded by Carl Blowers. Unanimously approved.

Review & Approval of (1)Mission Statement and Performance Measures, (2)Investment Policy, (3)Disposition of Property Guidelines- Motion to approve by Carl Blowers; seconded by Tom Gifford. Unanimously approved.

Building Operation Update: Tim O'Hearn stated the Legislature is considering paving of the parking lot. Currently doing patch jobs to areas in need of immediate repair. HVAC Unit may potentially need replacement. Question of security in the building off normal business hours. Video surveillance is directly viewed by dispatch. Building is used as intended; 7 days per week.

2013 Budget: Motion to approve by Tom Gifford; seconded by Carl Blowers. Unanimously approved.

Acknowledgement of Fiduciary Duties by Directors- All but one has been completed.

Acknowledgement of Board Evaluations- The summary of the Board Evaluations was read by Committee Member Tim O'Hearn. The summary has been sent to the ABO.

Next Meeting: November 6, 2013 at 1:00PM in room #115 of the HSC.

Motion to adjourn: Tim O'Hearn; seconded by Tom Gifford.

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

November 6, 2013

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

Meeting of the Directors

Call to Order: 1:08PM

Approval of May 1, 2013 Minutes: Motion to approve by Gary Whyman, seconded by Tim O'Hearn. Unanimously approved.

Approve 2nd & 3rd Quarter 2013 Financial Statements: Motion to approve Tim O'Hearn; seconded by Carl Blowers. Unanimously approved.

2014-2017 Budget: Motion to approve by Gary Whyman; seconded by John VandenHurk. Unanimously approved.

Building Operation Update: Tim O'Hearn stated the building continues to serve the community well. There is space available in a portion of the Cooperative Extension space. Watershed Department will move back into the Shared Public Works Facility once renovations are completed. The parking lot has been patched in areas of need. The Highway/B&G Depts. will continue to review the parking lot to keep on top of problem areas.

Sub-Lease Agreements 2014 – All subleases are fully executed and in place for 2014.

2014 Board – Motion to accept the following Board member terms by Tim O'Hearn; seconded by Gary Whyman. Unanimously approved.

- Tom Gifford 12/31/2014
- Tim O'Hearn 12/31/2015
- Gary Whyman 12/31/2016
- Carl Blowers 3/5/2015

PAAA Trainings – Board Members are required to “participate in such continuing training as may be required to remain informed of best practices, regulatory and statutory changes relating to the effective oversight of the management and financial activities of public authorities and to adhere to the highest standards of responsible governance”. As a best practice, the ABO recommends that directors participate in the refresher training upon re-appointment to the Board.

Training opportunities can be found at <http://www.abo.ny.gov/training/onlinetraining.html>.

2014 Meeting Dates – May 7th & November 5th at 1:00pm in conference room #115 of the HSC.

Next Meeting: May 7th, 2014 at 1:00PM in room #115 of the HSC.

Motion to adjourn at 1:20pm: Tim O'Hearn; seconded by Gary Whyman.