

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Special Meeting

February 8, 2008

Present: Tom Gifford, Tim O'Hearn, Peggy Starbuck, Peggy Tomassi

Guests: Jerry Gapp

Meeting of the Member

Call to order - 11:00AM

Resolution Requiring Board Action -

Member Resolution 1/2008-02

Amendment to section EIGHT of the Articles of Incorporation.

Motion to approve: Tom Gifford

Motion to adjourn - Tom Gifford

Adjourned: 11: 01 AM

Meeting of the Directors

Call to Order: 11:02 AM

Acceptance of the Certificate of Amendment of the Certificate of Incorporation: Motion: Tim O'Hearn  
Seconded: Peggy Starbuck. Unanimously approved.

The auditors and Lisa Buckley are compiling information to configure a fiscal system within the Quick Books program. The completed budget will be presented at the next meeting.

Motion to adjourn: Tim O'Hearn; Second- Peggy Starbuck.

Adjourned: 11:08AM

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Special Meeting

March 5, 2008

Present: Carl Blowers, Tom Gifford, Tim O'Hearn, Peggy Starbuck, Peggy Tomassi

Guests: Jerry Gapp, Jerry Mickelson, Andrea O'Hara

Meeting of the Directors

Call to Order: 1:06PM

Re-appointment of Carl Blowers for one year term: Motion made by Tim O'Hearn; Second-Peggy Starbuck.

Approval of Minutes: Motion made by Tim O'Hearn to accept both meeting minutes from December 5, 2008 & February 8, 2008 meeting; Second-Peggy Starbuck. Unanimously approved.

Financial Report: Jerry Mickelson & Andrea O'Hara of Ciaschi Dietershagen Little Mickelson & Company, LLP, reviewed the audit report of the SCHSDC financial statements for the period ending December 31, 2007. The policies for the internal controls over financial reporting were found to be deficient. Policies for the segregation of duties, oversight over bank accounts, and preparation of financial statements will be adapted with the assistance of the auditing firm. Tim O'Hearn will provide the auditing firm a corrective action plan on the findings and will submit to Board members at the next meeting. The auditing firm will prepare the form 990 to submit to the state.

Approval of Financial Report with comment addition: Motion made by Tim O'Hearn; Second-Peggy Starbuck. Unanimously approved.

Approval of 2008 Budget: Handout of proposed budget given to all present. This is an amendment of a previous copy given to Board Members. Motion made by Tim O'Hearn; Second-Peggy Starbuck. Unanimously approved.

Approval of invoice from Ciaschi Dietershagen Little Mickelson & Company, LLP: Motion to pay the invoice for annual audit of \$5,000 (progress bill) - Carl Blower; Second- Tim O'Hearn. Unanimously approved.

Next meeting: Wednesday, May 7, 2008 at 1:00pm in conference room #115 of the HSDC.

Motion to adjourn: Carl Blowers; Second- Peggy Starbuck.

Adjourned: 2:18PM

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Special Meeting

June 4, 2008

Present: Carl Blowers, Tom Gifford, Tim O'Hearn, Lisa Buckley, Peggy Tomassi

Guests: Jerry Gapp, Jerry Mickelson, Andrea O'Hara

Meeting of the Directors

Call to Order: 1:05PM

Approval of Minutes: Motion made by Carl Blowers to accept meeting minutes of the March 5, 2008 meeting; Second-Tim O'Hearn. Unanimously approved.

Approval of Financial Report: Motion made by Tim O'Hearn; Second- Carl Blowers. Unanimously approved.

Tenant Improvement Account: Remaining funds in the Tenant Improvement Account were transferred to the County and the account was closed. As there was an overpayment during the acquisition of the property, a refund of \$49,587 from Stewart Title was made to the Corporation. These funds are to be transferred to the County as a 2007 receivable.

Building Update: The building is at 100% utilization. The HSVC Roof Unit needed to be replaced. This was the responsibility of the County.

Audit Financial Report: A Corrective Action Plan was submitted and approved by the Auditing Firm. Carl Blowers inquired about having the policies & procedures in standard format. The CDLM Firm will draft an organizational chart, policies to present at the next meeting. They have prepared the CHAR500 & 990 for signature to be sent to the State.

PARIS is not accepting new corporations at this time. They will keep our information on file for when they open it up for registration. Harris Beach Firm received the letter acknowledging the Corporations Tax Exempt Status.

Next meeting: Wednesday, September 3, 2008 at 1:00pm in conference room #115 of the HSDC.

Motion to adjourn: Carl Blowers; Second- Tim O'Hearn.

Adjourned: 1:30PM

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Special Meeting

September 3, 2008

Present: John VanDenhurk, Tom Gifford, Tim O'Hearn, Lisa Buckley, Peggy Tomassi

Meeting of the Directors

Call to Order: 1:04PM

Approval of Minutes: Motion made by Tim O'Hearn to accept meeting minutes of the June 4, 2008 meeting; Second-Lisa Buckley. Unanimously approved.

Approval of Quarterly Financial Report: Motion made by Tim O'Hearn; Second- Tom Gifford. Unanimously approved.

Form 990: The IRS is charging the SCHSDC a penalty under IRC (Internal Revenue Code) section 6652(c) stating our Form 990 was filed late. After discussion with the IRS, it was determined that our Form 990 was filed within the time allowed and that our request for an extension was approved with an incorrect date stated on the document. A letter stating the correct extension date of August 15, 2008 was received.

Next meeting: Wednesday, December 3, 2008 at 1:00pm in conference room #115 of the HSDC.

Motion to adjourn: Tim O'Hearn; Second- Lisa Buckley.

Adjourned: 1:21PM

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Special Meeting

December 3, 2008

Present: Carl Blowers, Tom Gifford, Tim O'Hearn, Lisa Buckley, Peggy Tomassi

Guests: Jerry Gapp

Meeting of the Directors

Call to Order: 1:02PM

Approval of Minutes: Motion made by Tim O'Hearn to accept meeting minutes of the September 3, 2008 meeting; Second-Tom Gifford. Unanimously approved.

Approval of Quarterly Financial Report: Motion made by Tim O'Hearn; Second- Tom Gifford. Unanimously approved.

Building Operations Update: Tim O'Hearn stated no updates to be reported.

SCHSDC Web Link: <http://schuylercounty.us/schsdc.html>

2009 Meeting Dates: March 4<sup>th</sup>, June 3<sup>rd</sup>, September 2<sup>nd</sup>, and December 2<sup>nd</sup> at 1:00pm in conference room #115 of the HSDC. Additional meetings to be scheduled if needed. Scheduled meetings will be posted.

Resolution Requiring Board Action -

Director Resolution 2/2008-01

Resolving terms for Directors:

Carl Blowers 3/3/10; John VanDenhurk 2/17/2011

Motion to approve-Tim O'Hearn; Second-Tom Gifford. Unanimously approved.

2009 Budget – The budget was handout out for review and discussion. Motion to accept the budget as presented: Tom Gifford, Second-Tim O'Hearn. Unanimously approved.

PARIS (Public Authority Reporting Information System) – The SCHSDC will be required to submit financial information to the NYS Comptrollers Office beginning in April 2009 using the PARIS system. Training will be required of designated users. The Comptrollers Office will be forwarding more information to LDC's.

Next meeting: Wednesday, March 4, 2009 at 1:00pm in conference room #115 of the HSDC.

Motion to adjourn: Tom Gifford; Second- Tim O'Hearn.

Adjourned: 1:19PM