

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

March 9, 2016

Present: Maria Beylo, Carl Blowers, Dennis Fagan, Tom Gifford, Jim Howell, Tim O'Hearn, Peggy Tomassi, Harriett Vickio

Meeting of the Directors

Call to Order: 1:02PM

Approval of September 16, 2015 Minutes: Motion to approve by Tim O'Hearn, seconded by Carl Blower. Unanimously approved.

Approve 3<sup>rd</sup> & 4<sup>th</sup> Quarter 2015 Financial Statements: No discussion. Motion to approve by Tim O'Hearn; seconded by Carl Blowers. Unanimously approved.

Annual Review and Approval of (I) Mission Statement and Performance Measures; (II) Investment Policy; and (III) Disposition of Property Guidelines: Motion to approve by Carl Blowers; seconded by Tom Gifford. Unanimously approved.

Elections:

Election of Board Members –

Tom Gifford 1 Year Term Expired 12/31/15 / New Term 12/31/16

Tim O'Hearn 2 Year Term Expired 12/31/15 / New Term 12/31/17

Carl Blowers 1 Year Term Expired 3/5/16 / New Term 3/5/17

Election of Officers –

President – Dennis Fagan

Treasurer – Maria Beylo

Secretary – Peggy Tomassi

Appointment of Committee Members –

Audit & Finance – Jim Howell, Kevin Murphy, Harriett Vickio

Governance – Jim Howell, Kevin Murphy, Harriett Vickio

Motion to move slates of Board Members, Officers & Committee Members by Tim O'Hearn; seconded by Tom Gifford. Unanimously approved.

2015 Financial Audit – Jerry Mickelson handed out the 2015 Financial Audit prepared by Inero & Co. LLP. Revenues exceeded the expenses. Motion to approve by Carl Blowers; seconded by Tom Gifford. Unanimously approved.

2016-2020 Budgets: Motion to approve by Tom Gifford; seconded by Carl Blowers.

Annual PARIS Report - Draft had been sent to the Board via email. No further discussion. Motion to approve by Tim O'Hearn; seconded by Tom Gifford. Unanimously approved.

Building Operation Update: Tim O'Hearn stated status quo with tenants. There has been a few falls this past year which is being looked at by the Buildings & Grounds Dept. Parking lot will be patched this year with the potential of being evaluated for replacement. There is 1,000 sq. ft. space available that used to be occupied by Cooperative Extension.

**Other:**

Peggy Tomassi stated the Acknowledgement of Fiduciary Duties forms have been signed and the Governance Committee has reviewed the Summary of the Board Evaluation. No further discussion required.

**Motion to adjourn at 1:26pm:** Tom Gifford

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

September 14, 2016

Present: Carl Blowers, Tom Gifford, Tim O'Hearn, Holley Sokolowski, Peggy Tomassi, Harriett Vickio

Meeting of the Directors

Call to Order: 1:06PM

Treasurer Position Vacant – Maria Beylo retired her position at Schuyler County therefore leaving the position of Treasurer vacant for the LDC. Motion to accept Holley Sokolowski as the new LDC Treasurer by Carl Blowers; seconded by Tom Gifford. Unanimously approved.

Approval of March 9, 2016 Minutes: No discussion. Motion to approve by Tom Gifford, seconded by Carl Blower. Unanimously approved.

Approve 1<sup>st</sup> & 2<sup>nd</sup> Quarter 2016 Financial Statements: No discussion. Motion to approve by Tim O'Hearn; seconded by Carl Blowers. Unanimously approved.

2017-2021 Budgets – Motion to approve the budgets as presented; Carl Blowers. Seconded by Tom Gifford. Unanimously approved.

Arbitrage Calculation – Bank of NY Mellon was commissioned to conduct the Arbitrage Calculation. The report came back fine. We are required to conduct this review every 5 years.

Building Operation Update: Tim O'Hearn stated status quo with tenants. There is approx. 1,000 sq. ft. of space available in an area CCE used to occupy.

Motion to adjourn at 1:16pm: Tim O'Hearn motioned to adjourn; Tom Gifford seconded.