

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

March 21, 2018

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

Meeting of the Directors

Call to Order: 9:00 AM

Election of Board Members: Motion to accept the following Board Members & terms by Tim O'Hearn; second by Carl Blowers to approve the following. Unanimously approved.

- Tom Gifford one-year term expiring 12/31/2018
- Carl H. Blower one-year term expiring 3/5/2019
- Tim O'Hearn two-year term expiring 12/31/2019
- Harriett Vickio two-year term expiring 12/31/2019

Election of Officers: Motion to accept the slate of Officers; second by Carl Blowers. Unanimously approved.

- President – Dennis Fagan
- Treasurer – Holley Sokolowski
- Secretary – Peggy Tomassi

Appointment of Committee Members: Motion to accept committee members as follows; second by Tom Gifford. Unanimously approved.

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

Approve 4<sup>th</sup> Quarter 2017 Financial Statements: No discussion. Motion to approve by Carl Blowers; second by Tom Gifford. Unanimously approved.

Presentation of Financial Audit: Jerry Mickelson from Insero & Co. presented the 2017 Financial Audit. No audit adjustments needed. Motion to approve by Tom Gifford; second by Carl Blowers. Unanimously approved.

Approval of 2018-2022 Budget: Revised 2018 budget due to rent amount change. Motion to approve by Carl Bowers; second by Tom Gifford. Unanimously approved.

Approval of 11-15-2017 Minutes: No discussion. Motion to approve by Tim O'Hearn, second by Carl Blowers. Unanimously approved.

Approve the following policies: (1) Mission Statement and Performance Measures; (2) Investment Policy; and (3) Disposition of Property Guidelines. Motion made by Carl Blowers; second by Kevin Murphy. Unanimously approved.

Approval of 2017 Annual Report w/ PARIS Report- Motion to approve made by Tom Gifford; second by Kevin Murphy. Unanimously approved.

Acknowledgement of Fiduciary Duties Statements- All statements signed by Board of Directors.

Annual Board Evaluation Review- Summary reviewed by all.

Building Operation Update: Tim stated that there is nothing new. Anticipating the parking lot repairs will be done in 2018. Building is fully occupied.

Motion to adjourn at 9:22 AM: Tim O'Hearn motioned to adjourn; Tom Gifford second.

Next meeting date is September 19<sup>th</sup> at 9:00AM in conference room #212 in the Schuyler County Courthouse Building.

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

September 19, 2018

Present: Dennis Fagan, Kevin Murphy, Tim O'Hearn, Holley Sokolowski, Peggy Tomassi, Harriett Vickio

Meeting of the Directors

Call to Order: 9:00 AM

Approval of 3/21/2018 Minutes: No discussion. Motion to approve by Tim O'Hearn, second by Harriett Vickio. Unanimously approved.

Approve 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> Quarter 2018 Financial Statements: No discussion. Motion to approve by Dennis Fagan; second by Tim O'Hearn. Unanimously approved.

Approval of 2019-2022 Budget: Motion to approve by Tim O'Hearn; second by Kevin Murphy. Unanimously approved.

Building Operation Update: Tim stated that there has been a shuffling of offices as Buildings & Grounds is moving to the Shared Public Works Facility freeing up space. As the Veterans Office needs additional room, they will be moving into the old B&G Offices. They are receiving quotes on repaving the parking lot. He figures the quotes will be in the amount of 80 – 250k depending on what they will have done. The recommendation is to not tear up the old parking lot but repave, reseal & stripe in Spring 2019 with Legislative approval. Schuyler County has brought back David Lisk, previous B&G Supervisor, for his guidance along with Ken Thurston as new Highway/B&G Supervisor. Building continues to serve us well.

Current Board Member Tom Gifford will not be renewing on the SCHSDC Board of Directors.

Motion to adjourn at 9:12 AM: Tim O'Hearn motioned to adjourn; Harriett Vickio second.

Next meeting date is March 21<sup>st</sup> at 9:00AM in the County Attorney's conference room in the Schuyler County Courthouse Building.