

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

March 17, 2021

Present at the virtual meeting: Tim O'Hearn, Holley Sokolowski, Peggy Tomassi, Danielle Burns, Jim Howell, Ken Wilson, Carl H. Blowers, Kevin Murphy, Leslie Spurgin, Evan Cleveland

Meeting of the Directors

Call to Order: 9:00 AM

Election of Board Members:

Ken Wilson-one-year term

Holley Sokolowski-two-year term

Kevin Murphy- two-year term

Motion to approve by Tim; second by Carl. Unanimously approved.

Election of Officers:

President-Carl Blowers

Treasurer-Danielle Burns

Secretary-Peggy Tomassi

Motion to approve slate by Tim; second by Holley. Unanimously approved.

Appointment of Committee Members:

Audit & Finance – Jim Howell, Kevin Murphy, Holley Sokolowski

Governance – Jim Howell, Kevin Murphy, Holley Sokolowski

Motion to approve by Tim; second by Ken. Unanimously approved.

September 22nd & December 28, 2020 Meeting Minutes:

Motion to approve by Tim; second by Carl. Unanimously approved.

2020 3rd & 4th Quarter Financial Reports

Motion to approve by Tim; second by Carl. Unanimously approved.

2020 PARIS and Annual & Measurement Reports:

Motion to approve by Holley; second by Ken. Unanimously approved.

Acceptance of 2020 Financial Report: Presentation of audit by Evan Cleveland of Insero.

Motion to approve by Tim; second by Holley. Unanimously approved.

2021-2025 Budgets:

Motion to approve 2021 & pre-approve 2022-2025 budgets by Tim; second by Ken.

Unanimously approved.

Policies:

Review & approve the following policies without change-

1. Mission Statement and Performance Measures
2. Investment Policy
3. Disposition of Property Guidelines

Motion to approve by Tim; second by Holley. Unanimously approved.

Fiduciary Duty Statement & Annual Board Evaluation:

The Board has completed the Fiduciary Duty Statements and completed the Board Evaluation. The summary will be forwarded to the board & submitted to the ABO.

Building Operation Update

Tim shared that this is the 15th year at the building! The county has replaced the roof top units. The roof is slated to be replaced in 2022. Due to the AR Plan, we are seeking to do additional capital projects for 2021-2022 to include the parking lot.

Danielle thanked Holley & Peggy for all their help on completing the refinancing of the bond.

Motion to adjourn at 9:26 AM: Tim motioned to adjourn.

Next meeting date is September TBD 2021.

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

September 23, 2021

Present at the virtual meeting: Tim O'Hearn, Jim Howell, Ken Wilson, Carl H. Blowers, Kevin Murphy, Lorry Johnson

Meeting of the Directors

Call to Order: 8:58 AM

March 17, 2021 Meeting Minutes:

Motion to approve by Tim; second by Kevin. Unanimously approved.

2021 1st & 2nd Quarter Financial Reports

Motion to approve by Tim; second by Kevin. Unanimously approved.

Approval/Pre-Approval of 2022-2026 Budgets: Tim reported the budgets provided were what Peggy Tomassi submitted for the required PARIS submission. Tim indicated there is nothing unique or outstanding. Due to refinancing it provided approximately a \$50,000 - \$60,000 savings depending on the year which directly impacts the County share. Tim also reported the 2022 budget was proposing to keep rent flat due to the good fiscal year the County has had, as well as the fact that tenants are all Human Services agencies that have taken their own hits due to the pandemic. This is a small gesture the County can make. Leases are one-year leases. Kevin moved to approve the budgets; Tim seconded. Unanimously approved.

2022 Lease Agreements: Carl indicated that this topic was already covered under the budget discussion. No further discussion held

Building Operation Update: Tim reported one roof top unit has been replaced. Will be replacing roof and additional units. All County buildings will have the parking lots paved. Project paid for through County reserve funds. Will also be adding a generator to both the County Courthouse Complex and Human Services Complex.

Other: No other discussion items.

Motion to adjourn at 9:26 AM Kevin moved to adjourn the meeting at 9:07am, Tim seconded. Unanimously approved.

Minutes by Lorry Johnson.

Next meeting date is March TBD 2022.