

# SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

## Minutes of the Meeting

March 24, 2022

Present at the virtual meeting: Tim O'Hearn, Jim Howell, Fonda Chronis, Holley Sokolowski, Josh Brittingham, Carl H. Blowers, Kevin Murphy,

### Meeting of the Directors

Call to Order: 9:30 AM

1. Election of Board Members

Fonda Chronis-two-year term 1/1/2022-12/31/2023

Tim O'Hearn-one-year term 1/1/2022-12/31/2022

Motion to approve new Board Members by Holley; seconded by Fonda. Unanimously approved.

2. Election of Officers

President-Carl H. Blowers

Treasurer-Josh Brittingham

Secretary-Peggy Tomassi

Motion to approve the slate of officers by Fonda; seconded by Holley. Unanimously approved.

3. Appointment of Committee Members

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

Governance – Jim Howell, Kevin Murphy, Holley Sokolowski

Motion to approve slate by Fonda; seconded by Holley. Unanimously approved.

4. September 23, 2021 Meeting Minutes-no discussion.

Motion to approve 9/23/2021 meeting minutes by Fonda; seconded by Kevin. Unanimously approved.

5. 2021 3<sup>rd</sup> & 4<sup>th</sup> Quarter Financial Reports-no discussion.

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

6. PARIS and Annual & Measurement Reports – no discussion.

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

7. 2021 Financial Audit – Evan Cleveland from Insero presented. No discussion.

Motion to approve by Holley; seconded by Fonda. Unanimously approved.

8. 2022-2026 Budgets-it is recommended that the LDC maintain 2 years of administrative funds. Therefore, the amount allocated to Schuyler County increased this year.

Motion to approve by Tim; seconded by Fonda. Unanimously approved.

9. Policies

(1) Mission Statement and Performance Measures

(2) Investment Policy

(3) Disposition of Property Guidelines.

After review, motion to approve by Kevin; seconded by Holley. Unanimously approved.

10. Fiduciary Duty Statement & Annual Board Evaluation – Board members should complete & return to Peggy and submit to the ABO.
11. Building Operation Update- Fonda reported the parking lot at the HSC has been completed. In the upcoming year the HSC will have a new generator for the entire building along with a new roof & exterior painting.
12. Other -No other discussion items.

Motion to adjourn at 9:58 AM Kevin moved to adjourn the meeting; Tim seconded. Unanimously approved.

Next meeting date is September TBD 2022.

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

September 14, 2022

Present at the meeting: Kevin Murphy, Holley Sokolowski, Fonda Chronis, Tim O'Hearn, Josh Brittingham, Jim Howell, Peggy Tomassi.

Meeting of the Directors

Call to Order: 9:03 AM

1. March 24, 2022 Meeting Minutes-(handout) no discussion.  
Motion to approve by Fonda; seconded by Holley. Unanimously approved.
2. 2022 1<sup>st</sup> & 2<sup>nd</sup> Quarter Financial Reports- (handouts) due to the new bond, the payment was a month behind. Motion to approve by Tim; seconded by Fonda. Unanimously approved.
3. 2023-2027 Budgets – (handout) Motion to approve 2023 & pre-approve 2024-2027 by Kevin; seconded by Holley. Unanimously approved.
4. 2023 Lease Agreements – renewing agreements have been distributed at the \$12.50 sq. ft. rate. Awaiting receipt of 2.
5. Building Operation Update- Fonda reported the HSC capital projects being done by Schuyler County are in motion. Painting of the building & placement of a new roof generator are being done. Initial quotes of these projects came in almost doubled.
6. Other -No other discussion items.

Motion to adjourn at 9:10 AM by Holley; Fonda seconded. Unanimously approved.

Next meeting date is March TBD 2023.