

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

March 20, 2024

Present at the meeting: Shawn Rosno, Carl Blowers, Holley Sokolowski, Joshua Brittingham, Kevin Murphy, Evan Cleveland, Samantha Baker

Meeting of the Directors

Call to Order: 9:30 AM

1. Election of Board Members

Tim O'Hearn – one-year term 1/1/2024-12/31/2025

Motion to approve by Shawn Rosno; seconded by Holley Sokolowski.

Unanimously approved.

2. Election of Officers

President – Carl Blowers

Treasurer – Josh Brittingham

Secretary – Samantha Baker

Motion to approve the slate of officers by Kevin Murphy; seconded by Holley Sokolowski.

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 Shawn Rosno; seconded by Holley Sokolowski.

Unanimously approved.

4. September 20, 2023, Meeting Minutes – no discussion.

Motion to approve by Holley Sokolowski; seconded by Shawn Rosno.

Unanimously approved.

5. 2023 3rd & 4th Quarter Financial Reports – no discussion.

Motion to approve by Holley Sokolowski; seconded by Shawn Rosno.

Unanimously approved.

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

Motion to approve by Holley Sokolowski; seconded by Shawn Rosno.

Unanimously approved.

7. 2023 Financial Audit – Evan Cleveland from Inero presented. No audit findings or issues.

No recommendations.

Motion to approve by Shawn Rosno; seconded by Kevin Murphy.

Unanimously approved.

8. 2024-2028 Budgets – no discussion.

Motion to approve by Shawn Rosno; seconded by Holley Sokolowski.

Unanimously approved.

9. Policies

(1) Mission Statement and Performance Measurers

(2) Investment Policy

(3) Disposition of Property Guidelines

No changes made in 2023. Motion to approve by Holley Sokolowski; seconded by Shawn Rosno. Unanimously approved.

10. **Fiduciary Duty Statement & Annual Board Evaluation** – Board members should complete and return to Sam to submit to the ABO.
11. **Building Operation Update** –The overall condition of the building is good. In the past two years we have replaced the roof, installed a new generator which provides back up power to the entire complex (the old one did not), and the exterior of the building was painted. In 2021 we replaced all the roof top HVAC Units. As far as tenants go, we have had no change.
Additional info: In the fall of 2021 the parking lot was paved. Sealing and striping will happen this year. Preventative maintenance is part of the Buildings & Grounds Department's daily functions, including cleaning and painting. Some doors need to be replaced this year, but other than that the building is in good shape.
12. **Other** – No other discussion items.

Motion to adjourn at 9:43AM Shawn Rosno moved to adjourn the meeting; Holley Sokolowski seconded. Unanimously approved.

Next meeting date is March 2025. Date to be determined.