

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

March 4, 2009

Present: Tom Gifford, Tim O'Hearn, Lisa Buckley, Peggy Starbuck, Peggy Tomassi

Guests: Andrea O'Hara & Jerry Mickelson of Ciaschi Dietershagen Little Mickelson & Company, LLP

Meeting of the Directors

Call to Order: 1:05PM

Approval of Minutes: Motion made by Tom Gifford to accept meeting minutes of the December 3, 2008 meeting; Second- Tim O'Hearn. Unanimously approved.

Approval of Revised 4<sup>th</sup> Quarterly Financial Report of 2008: Motion made by Tim O'Hearn; Second- Tom Gifford. Unanimously approved.

Financial Audit Report: Andrea O'Hara & Jerry Mickelson of Ciaschi Dietershagen Little Mickelson and Company, LLP gave an overview of the 2008 Financial Audit. Motion made by Tim O'Hearn to accept the Audit Report; Second- Tom Gifford. Unanimously approved.

Financial Policies: Policies & procedures on Budgeting, Capital Asset, and Electronic Funds Transfer were reviewed. Motion made by Tim O'Hearn to approve the policies & procedures; Second- Peggy Starbuck. Unanimously approved.

Resolution # 3/2009-01: Rental Payments to LDC by County: Motion made by Tim O'Hearn to approve; Second by Tom Gifford. Unanimously approved.

Resolution # 3/2009-01: Rental payments to LDC by County

Whereas, Schuyler County (County) and the Schuyler County Human Services Development Corporation (LDC) have entered into a lease agreement for the rental of the Schuyler County Human Services Building,

Whereas, the County and the LDC have entered into a sub-lease agreement for unused space rented as part of the lease agreement mentioned above,

Whereas, the LDC has entered into sub-lease agreements for the unused space mentioned above,

Whereas, the County and the LDC would like to formalize the calculation of the County's rent,

Be it Resolved, based on the agreements mentioned above, the rental payments to be made by County are to be calculated as follows:

The base rent per Schedule C of the County's lease agreement is to be reduced by the balance in the LDC's savings account at April 25<sup>th</sup> and October 25<sup>th</sup> of each year, less \$1,000 to be kept in the savings account to pay operating expenses,

Be it further resolved, that such rent payments are due to the LDC from the County no later than April 25<sup>th</sup> and October 25<sup>th</sup> of each year.

**Building Operations Update:** Tim O'Hearn stated that there have been occurrences of falls of the entry ways to the building. To rectify this problem, the County is considering ways to redo the floors of the entry ways. The building remains 100% occupied and the tenants are pleased with their space.

**Next meeting:** Wednesday, June 3, 2009 at 1:00pm in conference room #115 of the HSDC.

**Motion to adjourn:** Peggy Starbuck.

**Adjourned:** 1:31PM

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION  
Minutes of the Meeting  
June 3, 2009

Present: Carl Blowers, Lisa Buckley, Jerry Gapp, Tim O'Hearn, Peggy Tomassi

Guests:

Meeting of the Directors

Call to Order: 1:03PM

Approval of Minutes: Tabled due to lack of quorum.

Approval of 1<sup>st</sup> Quarterly Financial Report of 2009: Tabled due to lack of quorum.

Building Operations Update: The County is conducting a *Request For Proposal* for auditing services to include the LDC, SCIDA and STASC.

Next meeting: Those present discussed upcoming meetings. Meetings will be held two times each year in March and December. The next meeting will be Wednesday, December 2, 2009 at 1:00pm in conference room #115 of the HSDC.

Motion to adjourn: Peggy Starbuck.

Adjourned: 1:31PM

Unapproved.

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

December 2, 2009

Present: Carl Blowers, Lisa Buckley, Dennis Fagan, Jerry Gapp, Tom Gifford, Peggy Starbuck, Peggy Tomassi

Guests:

Meeting of the Directors

Call to Order: 1:05PM

Approval of Minutes: Motion made by Carl Blower to approve the March 4<sup>th</sup>, 2009 & June 3<sup>rd</sup>, 2009 meeting minutes. Second by Peggy Starbuck. Unanimously approved.

Approval of 2<sup>nd</sup> & 3<sup>rd</sup> Quarterly Financial Report of 2009: Discussion of placing the debt service in the years financial reports as a current liability. Motion made by Peggy Starbuck to approved the 2<sup>nd</sup> & 3<sup>rd</sup> Quarter Financial Reports for 2009. Second by Carl Blower. Unanimously approved.

Board Member Terms: As the terms for Peggy Starbuck (exp. 12-31-09) & Carl Blowers (exp. 3-5-10) expire prior to the next meeting, the following motions were made:

1. Motion by Tom Gifford to approve another term for Peggy Starbuck, second by Carl Blowers. Unanimously approved.
2. Motion by Tom Gifford to approve another term for Carl Blowers, second by Peggy Starbuck. Unanimously approved.

Budget for 2010: Revenue/Expenses equaling \$422,213. Motion made by Tom Gifford; second by Carl Blowers to approve the 2010 budget. Unanimously approved.

Building Operations Update: Dennis Fagan inquired about the issue with the entry way to the HSC. Peggy Tomassi will inquire and relay back to the board.

Next meeting: April 21<sup>st</sup> and December 1<sup>st</sup>, 2010 at 1:00pm in room #115 of the HSC.

Motion to adjourn: Tom Gifford

Adjourned: 1:29PM