

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

April 21, 2010

Present: Lisa Buckley, Tim O'Hearn

Guests: Andrea O'Hara

Meeting of the Directors

Call to Order: 1:03PM

Approval of December 2, 2009 Minutes: No quorum. Tabled until next meeting.

Review & Approve 4th Quarter 2009 and 1st Quarter 2010 Financial statements: Andrea O'Hara reported that the net income was \$3,700 for 2009. No quorum. Tabled until next meeting.

2009 Audit – Ciaschi, Dietershagen, Little, Mickelson Corp.: Andrea O'Hara gave overview of 2009 Audit. No quorum. Tabled until next meeting.

Building Operation Update

Adopt policies: need approvals: No quorum. Tabled until next meeting.

- Investment and Deposit Policy and Procedures
- Procurement Policy
- Travel Policy
- Whistleblower Policy
- Defense and Indemnification Policy
- Compensation, Reimbursement and Attendance Policy
- Code of Ethics
- Disposition of Property Guidelines

Mission Statement – No quorum. Tabled until next meeting.

Arbitrage Rebate Calculation:

Tim O'Hearn reported that the Bank of New York contacted him regarding the arbitrage reporting. They offered to do the report for a cost of \$4,000 to see if we owe money. Under Federal Law a report is due every five years and you have one year to pay the debt. Do the auditors feel the \$4,000 fee is reasonable? Lisa Buckley stated that they earned an amount of \$9,000 in interest for 2008 and it is under \$8,500 for 2009. Tim said they would also file the IRA documents for us. Andrea O'Hara with check with Jerry at the firm. Tim said he will be receiving a proposal in writing from the Bank of New York soon. Andrea stated in 2007 they did earn some interest, so there is a chance that the report finding would be positive and money would be owed. She also said most of the interest earned was used to pay off the bonds though. Tim said since there is no ability to get approval today by the corporation, he will ask this meeting be rescheduled so action can be taken on this.

Other – SCHSDC website <http://www.schuylercounty.us/schsd.html>

-PARIS has been completed for 2009.

-PAAA training requirements – records show the following:

- Tim O'Hearn (May 30, 2008)
- Tom Gifford (April, 2006)
- Carl Blowers (April, 2006)
- John VanDenhurk
- Peggy Tomassi (March 26, 2010)
- Lisa Buckley (March 26, 2010)
- Peggy Starbuck (March 26, 2010)

Next regular scheduled meeting: December 1st, 2010 at 1:00pm in room #115 of the HSC.

Motion to adjourn:

Adjourned: 1:13PM

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Minutes of the Meeting

May 3, 2010

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

Guests:

Meeting of the Directors

Call to Order: 1:04PM

Approval of December 2, 2009 Minutes: Motion to accept Tom Gifford, second by Peggy Starbuck. Unanimously approved.

Approval of April 21, 2010 Minutes: Motion to accept with notation that we had not yet received the letter from BNY Mellon as of yet by Tom Gifford; second by Peggy Starbuck. Unanimously approved.

Review & Approve 4th Quarter 2009 and 1st Quarter 2010 Financial statements: Motion to accept Tim O'Hearn; second by Peggy Starbuck. Unanimously approved.

2009 Audit – Ciaschi, Dietershagen, Little, Mickelson Corp.: Motion to accept Tim O'Hearn; second Peggy Starbuck. Unanimously approved.

Building Operation Update – Building continues to be fully utilized. The costs of utilities are cut in half from previous usage. Deterioration of portions of the front sidewalk and curb are being evaluated by the B&G Dept. There were previous concerns on the air quality within the building. PESH pleased with results and actions taken to review the concern. Tests showed air quality was within normal limits.

Adopt policies: need approvals: Motion to accept each of the 8 policies by Tim O'Hearn; second by Carl Blowers. Unanimously approved.

- Investment and Deposit Policy and Procedures
- Procurement Policy
- Travel Policy
- Whistleblower Policy
- Defense and Indemnification Policy
- Compensation, Reimbursement and Attendance Policy
- Code of Ethics
- Disposition of Property Guidelines

Mission Statement – Motion to accept by Carl Blowers; second by Peggy Starbuck. Unanimously approved.

Arbitrage Rebate Calculation: There will be no action taken this year.

Next regular scheduled meeting: December 1st, 2010 at 1:00pm in room #115 of the HSC.

Motion to adjourn: Tom Gifford

Adjourned: 1:34PM