

TLCHB-November 17, 2011 Board Meeting Minutes

Members Present: Tammy Holder, Kyle Grefe, Craig Gebers, Paul Tecpanecatl, Jane Moore, Ken Leslie, Margaret Miracola, Robert Franklin, Steve Anthony (late)

Staff/consultant: Deb Conklin

Excused Absence: Maria Gorny, Toby Fey

Meeting called to order at 3:10

Minutes: Minutes of October 20, 2011 reviewed & approved. Leslie/Gebers.

Treasurer's Report – Bank Reconciliation Statements for September 30, 2011 and October 31, 2011 reviewed and approved. Leslie/Gebers.

2009 and 2010 Audit presented by Leslie DeMarco. Single Audit required by the State. Issues to address: HUD 15 Day rule, submittal of audit by September to State and some internal control matters. DeMarco suggested that the board look at purchasing accounting software for grant management and financial record keeping. Audit approved by board. Motion made by Gebers/seconded by Moore. Approved 7-1 (Leslie)

Director's Report: Deb reviewed Budget report for period ending September 30, 2011 and gave status of HPRP, HEARTH Act & ESG.

Committee Report(s):

- Homeless Prevention- Jane Moore
- Sustainable Housing- Margaret Miracola

Board Development: In regards to the proposed By- Laws change to reduce the size of board, County Commissioner Tina Skeldon-Wozniak requested a meeting with Paul and Deb prior to the board vote. Paul and Deb agreed to the delay will be meeting with Tina and Peter Ujvagi early next week. Motion to amend the by-laws was then tabled until December. Election of officers will also take place in December.

Meeting Adjourned 4:38 p.m.

PZT