

MINUTES

The Regular Monthly Board Meeting was called to order at 4:02 pm, on Monday, February 16, 2021, at 109 Market Street, Coudersport.

Board Members present: Jeff Wilcox- Boardroom, Shawn Wolfinger, Dennis Goodenough, Loren Fitzgerald and Ellen Russell-(Zoom Meeting),

Board Members absent: None.

Others present: John Wright- Boardroom, Rick Duzick, Paul Heimel-P.C. Commissioner, H. Kines-Leader Enterprise-(Zoom Meeting), Amanda Hoffman, and Brian Thompson, (Conference room phone).

1. OPENING

1.1.The Chairman called the meeting to order at 4:02 p.m.....Mr. Wilcox

1.2.The Secretary called the roll Mr. Fitzgerald

1.3.Approval of the January 2021 meeting minutesMr. Wilcox

The January 2021 regular monthly meeting minutes were approved as submitted. Motion by Loren Fitzgerald, second by Ellen Russell, all in favor, motion carried.

1.4.Approval of the January 2021 bills.....Mr. Wilcox

The January 2021 bills were approved as paid. Motion by Shawn Wolfinger, second by Dennis Goodenough, all in favor, motion carried.

1.5. The meeting was open to the public for comments or questions. There were none offered by the Public.

2. ITEMS OF DISCUSSION

2.1.Personnel..... Mr. Wright

2.1.1. The Board did not go into Executive Session to discuss any new personnel changes or committee updates.

2.1.2. Mr. Wright and Mr. Duzick discussed the effort to bring the Accounting Dept. back to a regular schedule after the down time due to illness.

2.2.General Administration..... Mr. Wright

2.2.1. Mr. Wright discussed the impact that covid has had on the Housing Voucher Department and how the staff has improved the daily operation of the program

both in-house and remotely. Cathy Buchsenschultz has been working on updating our website to meet recent requests for Agency information. We will be contacting Tenmast for assistance with any future needs.

2.2.2. Mr. Wright stated that PA Senate Bill 190 offered funding to the County for covid related expenses. He has been discussing with the County Commissioners the selection of an Administrator of the funds.

2.3. Business and Finance.....Mr. Wright

2.3.1. Mr. Wright and Mr. Duzick discussed with the Board the timeframe of the current audit and our submission of documents as needed to the Auditor. The audit completion process is continuing to be on-time. The March 31, 2021 deadline should be met.

3. OTHER BUSINESS.....Mr. Wilcox/ Mr. Wright

3.1.1. Mr. Wright stated that the Agency’s remote work process has improved as both Shannon and Dawn are continuing to complete work from home and process needed tasks at the office. The overall completion of work requirements of the Agency are returning to normal as Management and staff continue to resume their regular schedules.

4. CLOSING

4.1. Motion for adjournment.....Mr. Wilcox

There being no further business, Loren Fitzgerald made a motion and a second by Dennis Goodenough, adjourned the meeting at 4:16 pm. All were in favor.

Loren Fitzgerald, Secretary