Maplewood Manor LDC Minutes
March 16, 2016 – 1:00 p.m.

Present: Chairman Wright; Committee Members Kinowski, Richardson, Wood and Endres; Spencer Hellwig, Administrator; Justin Miller, Miller Mannix.

Chairman Wright called the meeting to order and welcomed all in attendance.

On a motion made by Ms. Endres, seconded by Mr. Wood the minutes of the October 21, 2015 meeting were approved unanimously.

Mr. Hellwig said the following committees and Officers are the same as supported by the Committee last year. A request was made to approve them for another year.

Board Offices:

Arthur Wright, Chair
Willard Peck, Vice Chair
Edward Kinowski, Treasurer
Thomas Wood, Secretary

Corporate Officers:

Spencer Hellwig, Chief Executive Officer
George Martin, Chief Financial Officer
Chris Sansom

Audit and Finance Committee

Helen Endres
David Meager
Thomas Richardson

Governance Committee

Edward Kinowski
Willard Peck
Thomas Wood

On a motion made by Mr. Richardson, seconded by Ms. Endres the above Offices, Officers and Sub-committees were approved unanimously.

Mr. Hellwig outlined of the following reports:

Annual Report
Audit Report
Procurement Report
Investment Policy

- Internal controls establish how the assets and finances are going to be managed and deposited, as well as the contracts that are entered into.

- The organization chart has not changed and is consistent in what was just approved, in terms of the offices and officers

- The mission statement performance is the same and is placed on line. The authority's budget office has a public authority's information system and this report is entered into that system and is accessible by anyone who wants to look at how the organization is setup and what the finances are.

Mr. Miller said he would look into what town, county and school taxes have accrued on the property. A demand could then be put out for any outstanding taxes owed.

A motion was made by Mr. Kinowski, seconded by Mr. Richardson to authorize the Administrator to work with Legal Counsel to file a demand for payment of any outstanding taxes owed on the nursing home property. Unanimous.

On a motion made by Mr. Kinowski, seconded by Mr. Richardson the meeting moved into Executive Session for the purpose of contract issues. Unanimous.

On a motion made by Mr. Kinowski, seconded by Mr. Richardson the meeting returned to open session.

Mr. Hellwig said the procurement policy requires the county to report anything in excess of $15,000.

A motion was made by Mr. Kinowski, seconded by Mr. Wood to approve the reports as outlined. Unanimous.

Mr. Hellwig said nothing has changed in the insurance Contract. He said there is a $1 million limit.

A motion was made by Mr. Richardson, seconded by Ms. Endres to approve authorizing the renewal of the Directors and Officers Insurance Contract. Unanimous.

On a motion made by Mr. Kinowski, seconded by Mr. Richardson the meeting was adjourned unanimously.

Respectfully submitted,
Chris Sansom