



**Dutchess County-Poughkeepsie Land Bank
Meeting of the Board of Directors
February 28, 2024
DRAFT - Minutes**

Present: Angela DeFelice (Vice-Chair), Kari Rieser (Treasurer), Susan Fortunato (Chair), Brian Martinez, Jacob Reckess, Heidi Seelbach, Eoin Wrafter (Secretary)

Excused /Absent:

Staff: Amy Gigliuto

Others: *member of the public*

The meeting was called to order at 5:34 PM by Chairperson Fortunato, with a quorum of Directors present.

1. **Roll Call/Introductions:** Chair Fortunato opened the meeting and asked the secretary to do a roll call.
2. **Public Comment (Agenda Items Only):** None.
3. **Approval of Minutes:** Minutes of the January 10, 2024 Board Meeting were approved as presented. The motion was passed unanimously. (DeFelice\Martinez)
4. **Finances**
 - a. **Financial Statements:** The monthly financial statements as of January 31, 2024 were reviewed and presented to the Board.
 - i. Adjustments: none this month.
 - ii. Cash: \$229,122.47 (\$18,363.67 Checking \$210,758.80 Money Market)
 - iii. Revenue: \$100,000 (Dutchess County 2024) Other Revenue: \$758.12 (interest on funds in Money Market account)
 - iv. Expenditures: \$15,533.18
Total Operating expenses: \$385.53 (Google & Quickbooks) Dues & Subscriptions: \$1,630 (\$1,500 NY Land bank Assoc. dues \$130 NYCON dues) Professional Services: \$4500.00 (audit) Personnel: \$9,017.65 *The personnel expenses will be reimbursed with the Land Bank Initiative funding
 - v. Accounts Receivable: \$200,000 (Dutchess County 2023 & 2024 (rec'd 2/2/24)
 - vi. Accounts Payable: \$6,748.04
 - vii. The DCPOK Land Bank is operating at a profit of \$85,224.94 Year To Date
The Financial Statements were approved as presented.
 - b. **2023 Audit:** The board discussed the [Draft Financials](#) & [Revised Management Letter](#). The board requested that the auditor present the financials and management letter to the Audit committee for their review and recommendation to the board for its March meeting.

5. **2024 Officers:** Per the bylaws the Board must select officers at its Annual meeting in March. The officers of the Corporation shall consist of a Chairperson, Vice-Chairperson, Secretary, and Treasurer. Chairperson Frounato called for any nominations to be given to her by March 15th.
6. **[Sexual Harassment Policy:](#)** Vice Chair DeFelice expolained that the Governence Committee had reviewed the proposed Sexual Harassment Prevention Policy which is based on the Model Policy from NYS and that the committee was making a recommendation to the Board to adopt it. Chair Fortunato called for a vote, all in attendance voted in favor.
7. **Property Acquisition:** The board had a discussion about the Tyler vs Hennepin Case and its impacts on the property transfer process from Foreclosing Governmental Units. The board discussed how there is a lack of clarity on the process going forward and that it would be ebay to wait and see if the governor's proposal that was part of her 2024 budget proposal is adopted or not. The board discussed moving forward with getting an attorney on board to help us with the required documents when properties are identified.
8. **Community Outreach Update:** Executive Director Gigliuto gave an overview of the Public Input session that was held on February 26th which had 22 people in attendance, each completed one of our surveys. Amy is working on scheduling the next meeting at Christ Church.
9. **Executive Director Report:** see [report](#)
10. **Member Comments/Announcements:** None
11. **Public Comment:** None
12. **Adjournment:** A motion to adjourn was made by Wrafter, seconded by Reiser. The board voted unanimously in favor. Meeting adjourned at 6:52 PM.