

**SANDUSKY COUNTY LAND REUTILIZATION CORPORATION
BOARD OF DIRECTORS
SPECIAL MEETING MINUTES**

Tuesday, November 23, 2021 at 1:00 p.m.

Sandusky County Land Bank office
2511 Countryside Drive, Suite C, Fremont, Ohio

The special board meeting was called to order by John Havens, Chairman

The sign in sheet was distributed for signatures with the following Board Members present as well as other guests:

Kimberley Foreman	Brian Woods, Land Bank Coordinator
Scott Miller	Barbara Caudill, Secretary
Charles Schwochow	<u>Guests</u>
John Havens	Heather Whitcum
Bob Gross	
Tim Freeman	
Paul Fiser – Phone In	

Executive Session. John Havens moved that the Board adjourn to Executive Session for the purpose of discussion and consideration of the appointment, employment, and promotion of the officers of the Corporation as it relates to the Code of Regulations Article VI, Section 6. (O.R.C. Section 121.22(G) (1)). Seconded by Tim Freeman. Motion carried by voice vote without objection. The Executive Session began at 1:03 p.m.

Charles Schwochow made a motion to come out of Executive Session, seconded by Scott Miller. Executive Session ended at 2:03p.m.

The Board determined that further investigations/discussions are warranted for the following:

- Authorize the Secretary/Treasurer along with a Statutory Member to sign checks with a limit of \$1,000 before requiring Board approval;
- Research costs to hire an outside Accounting firm to perform accounting services for the Corporation, such as bank reconciliations, monthly reporting, and other fiscal accounting functions; and
- Establish an Executive Director position with the responsibilities as reviewed and amended in the Code of Regulations. The Executive Director position would then be posted for hire and the Land Bank Coordinator position would be dissolved.

The Board asked Brian Woods, John Havens, and Barbara Caudill to investigate into these areas and report their finding back to the Board.

Also discussed and agreed, that all public comments will be heard only at the end of the meetings with a 5 minute limit unless asked for comment by a Board member. Public notice of this decision will be posted on the Land Bank website as well as on each future agenda.

Adjournment. There being no additional business to come before the Board, Bob Gross moved that the meeting be adjourned. Motion seconded by Kimberley Foreman. Motion carried by voice vote without objection.

Meeting Attestation

Thereby certify that the minutes related to the Board of Directors' special meeting November 23, 2021 set forth above are the minutes approved by the Board of Directors at their regular meeting of December 14, 2021.

Attested: Barbara Caudill Dated: 12/14/2021
Barbara Caudill, Sandusky County Land Reutilization Bank Administrative Assistant