

Canton Human Services Initiatives, Inc

Minutes

7/9/2009

Board Members Present: Fred Hanss Michael Haycook, ~~Karen St. Hilaire~~ (Excused), ~~Bob McNeil~~ (Excused), James Smith.

Others Attending: Ruth Ayen

Location: Human Services Center Second Floor Meeting Room.

The meeting was called to order by President Fred Hanss at 3:10 p.m.

Ruth Ayen gave the board a tour of the building. The Board met with representatives of each department in the CHS building and was given a quick departmental orientation and a tour of their facilities.

Overall, the condition of the building was excellent. It was clean and well maintained. Two problems were identified: the door buck on the rear northeast entry door is rusted and in need of scraping and re-painting. The Board also learned that the HVAC system does not provide adequate air circulation on the south side of the building. This is likely a design glitch as maintenance has made numerous attempts to repair the system or rebalance it without success.

Ruth Ayen also advised that there is a quarterly meeting of Department Heads and the Buildings and Grounds Department to discuss maintenance and upkeep issues. The Board would like to receive a copy of the minutes of these meetings in the future.

There was discussion of the need for the security system in the lobby.

Several Department Heads indicated that serious threats and other incidents had prompted the County to install a security system. Each Village of Canton Police cruiser is now equipped with a keycard to provide building access in the event of an emergency. It was acknowledged that even with all of the security measures in place that a determined person could carry out violent acts and that little can be done to prevent this.

Chair Hanss adjourned the meeting at 4:15 p.m. as there was no further business.