

**MINUTES/DRAFT
PPLCS BOARD MEETING**

10:00 AM

PPLCS BOARD MEETING ROOM

February 20, 2019

A. Call to Order 10:07 a.m.

B. Invocation led by Betty Treadwell

Present: Ruth Attaway, Rita Maupin, Susan Harris, Monette French, Betty Treadwell, Deborah Hynes

Excused Absence: David Corbin, Vicki Montford, Robert Hoff

Unexcused Absence:

Staff Present: Mary Balint and Cynthia De La Hunt

I. Motion was made by Deborah Hynes, seconded by Rita Maupin to approve the agenda with the addition of item **G.** Carpet cleaning at PPLCS office-Rita Maupin. Motion carried.

II. Agenda Items:

A. Motion was made by Deborah Hynes, seconded by Susan Harris to approve Minutes from the January 16, 2019 board meeting. Motion carried.

Item **B.** was addressed at the bottom of the agenda, to allow board members to process all the invoices as the meeting to continued.

C. Administrator's report

D. Deborah Hynes asked what the procedures are for the replacement of Board members who frequently miss meetings. The Administrator offered to research the question and bring any information found to the next meeting. The members agreed that in such situations the Chair should write a letter to the Board member asking if they were still interestd in serving on the PPLCS Board and reiterating the level of commitment and responsibility needed for such a role. The Administrator will draft a letter for the Chair to review and sign.

E. Motion was made by Rita Maupin, seconded by Susan Harris to (1) approve the Vice-Chair to sign the LSTA Innovation Grant Agreement, (2) permit Ms. Balint to use the PPLCS credit card for ~~matching~~ purchases and (3) to thank Ms. Balint for her efforts to secure the grant for PPLCS' member counties. Motion carried.

F. Motion was made by Deborah Hynes, seconded by Rita Maupin for the administrator to apply for a PPLCS Amazon credit account. Motion carried.

B. Motion was made by Susan Harris, seconded by Rita Maupin to pay bills as presented. Motion carried.

G. Motion was made by Deborah Hynes, seconded by Monette French to have the carpet cleaned in the PPLCS offices. Motion carried.

It was recommended that Ms. Balint contact the Jackson County BOCC first, as a courtesy, because PPLCS leases its office space from them.

III. Roundtable discussion

IV. Meeting adjourned at 11:29 a.m.

The next scheduled meeting of the PPLCS Board will be Wednesday, March 20, 2019 at 10:00 am CST at the PPLCS Meeting Room, located at 2862 Madison Street, Marianna, Florida.