

**The Orleans County Local Development Corporation
Board of Directors Meeting**

December 8, 2022

**121 N Main St., 2nd Floor, Albion, New York
Board Room
8:30 a.m.**

Directors Present:

Kathy Blackburn, Secretary
Laura Olinger, Treasurer
Bill Eick, Director
Jeffrey Martin, Vice Chairman
John Misiti, Chairman
Fred Miller, Directory

Directors Absent:

Skip Draper, Director

Also Present:

Michael Dobell, CEO/CFO OEDA
Diane Blanchard, OEDA Admin/MAP Manager
Kevin Zanner, Hurwitz Fine P.C., Legal Counsel

The meeting was called to order by Chairman John Misiti at 8:30 a.m.

I. Roll Call

Diane Blanchard called the roll of Board members. Six Board members were present, constituting a quorum of the Board.

II. Approval of Previous Board Meeting Minutes October 6, 2022

The October 6, 2022 Board meeting minutes were reviewed by the Board. A motion was made to accept the meeting minutes as presented by Kathy Blackburn, seconded by Bill Eick. Motion unanimously carried.

III. Financials

Review and Consider the Acceptance of the Monthly Financials

Michael Dobell presented the OCLDC financial report for the period ending November 30, 2022. The HUD unrestricted account balance as of 11/30/2022 has a balance of \$15,528.58 and the money market account has a balance of

\$85,008.49. Michael also reviewed the OCLDC Balance Sheet and Profit & Loss reports.

Motion to accept the financial report made by Jeffrey Martin, seconded by Kathy Blackburn. Motion unanimously carried.

IV. Legal---No report.

V. Executive Session—None.

VI. Loans/Grants

Loans Aging Report--- Diane Blanchard reviewed the loan aging report with the Board.

2022 Microenterprise Grant Update---Diane reported that the LDC was awarded a \$300,000 OCR grant to fund the Microenterprise Assistance Program. The release of funds was approved. Five businesses have applied for grant funds.

VII. Operations

Diane reported the Fall MAP class graduated on November 15th. Ten participants received their graduation certificates. To date, 567 participants have gone through the program.

Christine Nenni-Best of Tymes Rentals
Jennifer Walker-Party Bus
Brandi DiMatteo-Event Planning and Party Equipment and Furniture Rentals
Charlie Ricci-Heavy Equipment and Golf Cart Rentals
Tracie Fleischhut-Rustic Country Store on Rt 104 in Albion
Gabrielle Joyner-Holistic Wellness Center
Diago Russell- Hometown Lawn Care in Medina
Dan Rosentreter-Coffee Pot Café in Medina
Jordan Gawne-Bakery in Medina
Mandee Heinsler-Barre Boutique

Diane also reviewed with the Board a one-page report included in the Board packet that identifies all the businesses that received funding from Grant No. 857ME37-15 and a short summary of the operating status of each business. The summary shows that the grant program has helped many start-ups and existing businesses remain in business and grow.

VIII. Projects- None.

IX. Old Business-None.

X. New Business

Consider the adoption of the 2023 Operating Budget

Michael Dobell presented the proposed 2023 budget with the Board. After some discussion, a motion to approve the 2023 budget was made by Kathy Blackburn, seconded by Bill Eick and unanimously carried.

Consider engagement letter with Roush CPA

Michael Dobell reviewed the Roush CPA engagement letter with the Board. After some discussion, a motion to approve the 2023 Roush CPA engagement letter was made by Jeffrey Martin, seconded by Kathy Blackburn and unanimously carried

Consider the adoption of the 2023 meeting schedule

A motion was made by Fred Miller to adopt the 2023 meeting schedule, seconded by Laura Olinger and unanimously carried.

Consider the engagement letter with EFPR Group

Michael reported that the cost to retain the EFPR Group to perform the 2022 audit has increased substantially and he is seeking quotes from other auditing firms.

Motion to Adjourn

Motion to adjourn subject to Chairman's recall made by Kathy Blackburn, seconded by Jeffrey Martin. Motion unanimously carried.

Next meeting scheduled for February 9, 2023.

Respectfully Submitted,

Diane Blanchard