

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

December 19, 2019

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

Members Present:

Paul Hendel, Chairman
Tom Kuryla, Member
Jeffrey Martin, Member
Fred Miller, Member
Skip Draper, Member
Mike Bonnewell, Member
Laura Olinger, Member
Ed Urbanik, Treasurer
Kathy Blackburn, Member

Members Absent:

Bill Eick, Member

Also Present:

Jim Whipple, CEO/CFO OEDA
Diane Blanchard, OEDA Admin/MAP Manager
Nick Pusateri, Legal Counsel
Skip Helfrich, Leadership Orleans
Kelly Kiebala, Workforce Development

The meeting was called to order by Chairman Paul Hendel at 8:30 a.m.

I. Roll Call

Diane Blanchard called the roll of Board Members. A quorum of the Board was present.

II. Approval of Previous Board Meeting Minutes April 4, 2019

The April 4, 2019 Board meeting minutes were reviewed. A motion was made to accept the meeting minutes as presented, by Kathy Blackburn, seconded by Jeff Martin. Motion unanimously carried.

III. Leadership Orleans 2020-Presentation

Skip Helfrich discussed the Leadership Orleans Program with the Board. He reported this will be their 3rd season and 27 participants have enlisted. Leadership Orleans is an exciting year-long educational program focused on building leadership skills while exposing participants with awareness, experiences, knowledge and other individuals who work for the betterment of the community. The program is designed to assist the community in positive actions that will foster the future growth and development of what is known as “community.” Leadership Orleans’ mission creates the nucleus for investment in the community through continuing education, volunteerism and networking.

Mr. Helfrich further explained the Leadership Orleans offers some scholarships to the program, and he asked whether the Board would consider an LDC sponsorship or co-sponsorship of a scholarship, which may be granted to a member of the LDC’s next MAP class. The Board requested that Mr. Helfrich submit a written proposal to the Board for consideration.

IV. Financials

LDC Account Balance & Financial Statements

Jim Whipple and Diane Blanchard reported on the LDC financials. The HUD unrestricted account has a balance of \$5496.85, and the money market account has a balance of \$112,551.89. Jim noted that all of the funds are unrestricted. Jim also reviewed the Balance Sheet and Profit & Loss reports.

Motion to accept financial report made by Tom Kuryla, seconded by Fred Miller. Motion Passed.

Consideration of 2020 Operating Budget----Jim discussed the proposed 2020 LDC operating budget with the Board. He noted the LDC’s 2020 profits are likely to be equal to its expenses.

Motion to approve the 2020 Operating Budget made by Kathy Blackburn, seconded by Ed Urbanik. Motion Passed.

Roush CPA Engagement Letter---- Jim reported the LDC has been working with Roush CPA for many years and needed Board approval.

Motion to approve the Roush CPA engagement letter with changes needed to the date to January 8, 2020 made by Skip Draper, seconded by Jeff Martin. Motion Passed.

Consideration of EFPR Group CPA’s Engagement Letter to Provide Auditing Services for the 2020 Fiscal Year----A motion was needed to retain EFPR Group, CPAs PLLC to provide auditing services for the 2020

fiscal year, with the understanding that despite the 2019 dates in the letter, the engagement is meant to be for the 2020 fiscal year.

Motion to retain EFPR Group CPA's made by Kathy Blackburn, seconded by Ed Urbanik. Motion Passed.

V. **Legal**---Nothing reported.

VI. **Loans/Grants**

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

VII. **Operations Report**

Diane reported the Fall MAP class graduated on November 5th. 12 participants graduated. To date 518 participants have gone through the program. The proposed businesses from the Fall class were:

Paparazzi Jewelry Consultant

Upscale Overstock (An indoor yard sale business which opened in Medina on November 30th)

Drake's Home Improvement, a handyman service offering interior and exterior painting.

Relentless Construction in the Town of Barre.

Credit Clarity a credit repair counseling business.

D&H Welding & Repair

How Sweet It Is a bakery on wheels in Albion

B&R Trailer Repair & Fabrication business.

Quaking Hill Farms/Agribusiness

Chicken & Rib Food Truck.

Diane reported the Spring class starts on April 14th and ends on June 23rd.

Discussion on the Future of the Board's Makeup (By-Laws) –Jim opened up for discussion the possible restructuring of the LDC Board. Jim reviewed for discussion purposes a possible restructuring scenario involving a seven-member Board which would include one COIDA appointed representative, one County Legislature appointed representative and two Chamber of Commerce appointed representatives, with three “at-large” members. After some discussion, it was decided Jim and Paul would collectively provide further consideration to the future make-up of the Board and provide a recommendation to the Board at the next Board meeting. At the request of several Board members, Mr. Pusateri explained how LDC Board members were appointed and who controlled subsequent appointments of LDC Board members.

VIII. Projects---CFA Grant Application-Jim reported that he expected the State to announce whether the LDC's application was approved later that day, 12.19.19.

VIII Old Business---Nothing Reported

IX. New Business

Consider Meeting Schedule for 2020---Jim reviewed the meeting schedule for 2020 with the Board.

Motion to accept the 2020 meeting schedule made by Skip Draper, seconded by Tom Kuryla. Motion Passed.

X. Motion to Adjourn

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

Next meeting scheduled for February 6, 2020.

Respectfully Submitted,
Diane Blanchard