

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

**March 29, 2022**

**121 N Main St., 2<sup>nd</sup> Floor, Albion, New York  
Board Room  
8:47 a.m.**

**Directors Present:**

Paul Hendel, Chairman  
Jeffrey Martin, Vice Chairman  
Skip Draper, Director  
Kathy Blackburn, Secretary  
Laura Olinger, Treasurer  
Bill Eick, Director

**Directors Absent:**

Fred Miller, 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 Paul Hendel at 8:47 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 February 3, 2022**

The February 3, 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 Skip Draper. Motion unanimously carried.

**III. Financials**

**Consider the Acceptance of the 2021 Audited Financial Statements and Audit Report for OCLDC**

The 2021 Audited Financial Statements were presented. The auditors are issuing an unmodified (i.e., clean) opinion. The Chairman noted that the Audit Committee made a recommendation that the Board of Directors approve the

2021 Audited Financial Statements as presented. A motion to approve the 2021 Audited Financial Statements and Audit Report was made by Jeff Martin, seconded by Skip Draper and unanimously carried.

**IV. Legal---**No report.

**V. Executive Session**—None.

**VI. Loans/Grants**—No report.

**VII. Operations**

Diane reported on the Microenterprise participants who have gone through the course since 2002.

To date 544 participants have gone through the MAP Program since 2002.

223 of those participants started a variety of businesses in Orleans County which is 41%.

124 of those participants who joined the classes were already in business which is 23%.

99 of those participants who went through the program started a new business which is 18%.

88 of those participants who started businesses are still in business which is 39%.

**VIII. Projects-** None.

**IX. Old Business**

**Leadership Orleans –Discussion on Scholarship**

Michael reported on a proposal for the OCLDC to fund a scholarship for the Leadership Orleans program. The Leadership Orleans is a year-long leadership development program for Orleans County that focuses on building leadership skills while exposing participants to the necessary knowledge, experiences and people that make the community work. Natasha Wasuck/The Lockstone is a participant. Michael noted that the OCLDC would cover \$975.00 of the \$1900.00 cost of the program for this year only. Further discussions will be needed for subsequent years.

Jeff Martin made a motion to approve moving forward with funding a portion of the scholarship for this year only for a Microenterprise graduate interested in the Leadership Orleans Program. The motion was seconded by Laura Olinger and unanimously carried.

**Board Evaluations**----Michael reported he still needs Board evaluation forms from some Board members.

**X. New Business**

**Election of Officers**

Michael presented the proposed slate of officers, as follows:

Chairman: Paul Hendel  
Vice Chairman: Jeffrey Martin  
Treasurer: Laura Olinger  
Secretary: Kathy Blackburn  
CEO/CFO: Michael Dobell

Skip Draper made a motion to approve the 2022 slate of officers. The motion was seconded by Bill Eick and unanimously carried.

**Committee Appointments**

Michael presented the proposed Committee appointments for 2022. The proposed slate calls for all of the Board members to serve on the Audit Committee and the Governance Committee. The Finance/Loan Committee is proposed to consist of Laura Olinger, Kathy Blackburn, Skip Draper and Jeffrey Martin. Jeff Martin made a motion to approve 2022 Committee appointments, seconded by Kathy Blackburn and unanimously carried.

**Consider a Resolution Retaining a consultant to advise on General Projects and CDBG Administration**

Kevin reported that the LDC completed a request for proposals process to retain a consultant to assist with the administration of LDC programs. The sole respondent to the RFP was the County of Orleans IDA, which has provided these services to the LDC for many years. The IDA has also contracted with H. Sicherman & Company, which will provide technical assistance. The following resolution was then presented:

**RESOLUTIONS OF THE BOARD OF DIRECTORS OF THE ORLEANS COUNTY LOCAL DEVELOPMENT CORPORATION AUTHORIZING AN ADMINISTRATIVE SERVICES AGREEMENT WITH COIDA.**

Kathy Blackburn made a motion to adopt the resolution. The motion was seconded by Skip Draper and was unanimously carried.

### **Consideration of Guidelines and Policies**

Michael presented the Investment Policy, Property Disposal Guidelines, Property Acquisition Policy and Procurement Policy, all of which were reviewed by the Governance Committee and recommended for approval. A motion was made by Jeff Martin to approve the Investment Policy, Property Disposal Guidelines, Property Acquisition Policy and Procurement Policy. The motion was seconded by Kathy Blackburn and unanimously carried.

### **Consideration of the 2021 Investment Report**

Michael presented the 2021 Investment Report, which was reviewed by the Governance Committee and recommended for approval. Bill Eick made a motion to approve the 2021 Investment Report, seconded by Laura Olinger and unanimously carried

### **Consideration of the 2021 Property Report.**

Michael presented the 2021 Property Report, which was reviewed by the Governance Committee and recommended for approval. Kathy Blackburn made a motion to approve the 2021 Property Report, seconded by Skip Draper and unanimously carried.

### **Consideration of the Audit Committee Charter**

Michael presented the Audit Committee charter, which was reviewed by the Audit Committee and recommended for approval. Jeff Martin made a motion to approve the Audit Committee Charter, seconded by Kathy Blackburn and unanimously carried.

### **Consideration of the Governance Committee Charter**

Michael presented the Governance Committee charter, which was reviewed by the Governance Committee and recommended for approval. Skip Draper made a motion to approve the Governance Committee Charter, seconded by Laura Olinger and unanimously carried.

### **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 April 7, 2022.

Respectfully Submitted,

Diane Blanchard