

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

**February 3, 2022**

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

**(Live video stream available on YouTube via the OEDA website)**

**Directors Present:**

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

**Directors Absent:** None.

**Also Present:**

Michael Dobell, CEO/CFO OEDA

Pursuant to Executive Order 202.1 suspending certain provisions of the Open Meetings Law, this meeting was held via video conference call with a live video stream made available at the OEDA website to facilitate public access. The meeting was recorded, and a transcript of the meeting will be posted at the website at a later time. A roll call vote was conducted for each item for which a Board vote was taken to assure that Board member votes were correctly recorded.

The meeting was called to order by Chairman Paul Hendel at 8:32 a.m.

**I. Roll Call**

Michael Dobell called the roll of Board Members. All seven Board Members were present, constituting a quorum of the Board.

**II. Approval of Previous Board Meeting Minutes December 2, 2021**

The December 2, 2021, Board meeting minutes were reviewed by the Board. A motion was made to accept the meeting minutes as presented by Kathy Blackburn, seconded by Jeff Martin. Motion unanimously carried.

## **Roll Call**

**Jeff Martin**  
**Bill Eick**  
**Fred Miller**  
**Kathy Blackburn**  
**Laura Olinger**  
**Paul Hendel**  
**Skip Draper**

## **Financials**

### **III. LDC Account Balance & Financial Statements**

Michael Dobell reported on the OCLDC financials. The HUD unrestricted account balance as of 12/31/2021 is \$4908.97, and the money market account has a balance of \$35,913.93. Michael also reviewed the OCLDC Balance Sheet and Profit & Loss reports.

**Motion to accept the financial report made by Bill Eick, seconded by Jeff Martin. Motion unanimously carried.**

**EFPR Group, CPAs PLLC Engagement Letter----**Michael reviewed the EFPR Group, CPAs PLLC auditor engagement letter with the Board.

**Fred Miller made a motion to approve the EFPR Group, CPAs PLLC engagement letter. The motion was seconded by Skip Draper and unanimously carried.**

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

**Executive Session—None**

### **V. Loans/Grants**

**Loan Aging Report---**Michael Dobell reviewed the loan aging report with the Board.

#### **2021 Microenterprise Grant Update**

Michael discussed with the Board the benefits the grants have been to small businesses that have participated so far. Diane will be applying for another grant in the near future with the help of H. Sichertman & Company.

The next class starts on April 5<sup>th</sup> and 10 persons have shown interest. possible. To date 544 participants have gone through the program

## **Leadership Orleans –Discussion on Scholarship**

Michael reported on some miscommunication on a proposal for OCLDC to fund a \$1000.00 scholarship for the Leadership Orleans program. He explained that 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. The miscommunication was that the funding for the program was supposed to be for one year only and not on a yearly basis. After some discussion Laura Olinger will speak to Skip Helfrich the program director and get more information.

## **Operations Report--None**

**VI. Projects—None**

**VII. Old Business---None**

**VIII. New Business**

## **Mission Statement & Performance Measurements**

**Mission Statement:** The Mission of the OCLDC is to work with Orleans County residents and businesses to promote additional employment, to maintain and encourage job opportunities and business development, to instruct or train individuals to improve or to develop their capabilities for jobs and business development and to enhance the general prosperity and the economic welfare of the people of Orleans County. Michael reviewed the 2022 performance measurements

### **2022 Measurements:**

- 1. Provide Orleans County residents with Microenterprise business grants**
  - a. Goal-5 per year**
- 2. Provide Orleans County residents instruction or training to improve or to develop their capabilities for jobs and business development.**
  - a. Goal-20 residents per year.**
- 3. Provide Orleans County residents with programs to enhance the general prosperity and the economic welfare of the people of Orleans County.**
  - a. Goal-1 in force per year.**

**Motion to approve the 2022 measurements made by Jeff Martin,  
seconded by Skip Draper.**

**Board Evaluations**—Michael asked Board members to return the Board self-evaluation forms by 2.25.22.

**Motion to Adjourn**

Motion to adjourn subject to Chairman's recall made by Skip Draper, seconded by Bill Eick. Motion unanimously carried.

Next meeting scheduled for March 24, 2022.

Respectfully Submitted,

Diane Blanchard