

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

February 4, 2021

**121 N Main St., 2nd 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:

Jim Whipple, CEO/CFO OEDA
Diane Blanchard, OEDA Admin/MAP Manager
Kevin Zanner, Hurwitz & Fine, P.C., Legal Counsel

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

Diane Blanchard 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 10, 2020

The December 10, 2020 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.

Financials

III. LDC Account Balance & Financial Statements

Jim Whipple and Diane Blanchard reported on the OCLDC financials. The HUD unrestricted account balance as of 01/31/2021 is \$8710.42, and the money market account has a balance of \$47,737.48. Jim also reviewed the OCLDC Balance Sheet and Profit & Loss reports.

Motion to accept the financial report made by Jeff Martin, seconded by Skip Draper. Motion unanimously carried.

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

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

IV. Legal---No report.

Executive Session—None

V. Loans/Grants

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

2021 Microenterprise Grant Application—Motion to Approve

Jim discussed with the Board the 2021 OCR Microenterprise grant application. The grant is for an amount up to \$300,000 and includes funding for program delivery and administration. The County will be the sponsoring municipality. With the help of Diane Church and H. Sichertman & Company, the application will be submitted as soon as possible.

Jeff Martin made a motion to approve OCLDC's participation in the Microenterprise grant program and to go forward with the 2021 Microenterprise grant application. The motion was seconded by Fred Miller and unanimously carried.

Leadership Orleans –Discussion on Scholarship

Jim reported 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. Laura

Olinger is a participant and commented that it is a very useful program. Jim noted that the scholarship would cover a portion of the \$1900.00 cost of the program and that past microenterprise program graduates would be candidates for the scholarship.

Kathy Blackburn made a motion to approve a \$1000.00 scholarship for a Microenterprise graduate interested in the Leadership Orleans Program. The motion was seconded by Laura Olinger and unanimously carried.

Operations Report

Diane reported that the next Microenterprise Assistance Program (MAP) class starts on April 6th and runs through June 15th. The class is full. Diane reported she has not advertised for the class in about 3 years and has been getting participants mostly through word of mouth.

Total funds in the RLF Account as of 01/31/21:

\$8710.42---HUD Unrestricted Fund.

\$47,737.48---Unrestricted Money Market Account.

VI. Projects—None

VII. Old Business---None

VIII. New Business

Annual Meeting-By Laws

Election of Officers

- 2021 Election of Officers

Jim presented the proposed slate of officers. Skip Draper made a motion to approve the 2021 proposed slate of officers as follows: Paul Hendel, Chairman; Kathy Blackburn, Secretary; Laura Olinger, Treasurer; Jeffrey Martin, Vice Chairman; and Jim Whipple, CEO/CFO. The motion was seconded by Bill Eick and unanimously carried.

Committee Appointments

- 2021 Committee Appointments

Jim reported that two positions on the Finance/Loan Committee were currently vacant, one position on the Audit Committee and one position on the Governance Committee. The Board discussed proposed Committee assignments. At the conclusion of the discussion, Jeff Martin made a motion to approve the following Committee appointments:

Finance/Loan Committee: Laura Olinger, Kathy Blackburn and Skip Draper

Audit Committee: Skip Draper, Jeff Martin and Laura Olinger

Governance Committee: Bill Eick, Fred Miller and Paul Hendel

The motion was seconded by Kathy Blackburn and unanimously carried.

Property Value Report

Jim presented the 2020 Property Value Report. A motion was made by Bill Eick to approve the 2020 Property Value Report, seconded by Laura Olinger and unanimously carried.

Mission Statement & Mission Statement Measurement Report--Jim reviewed with the Board the OCLDC Mission Statement and the proposed 2021 performance measurements. He also reviewed with the Board the five questions under the Governance Certification. The Board responded to each of the five questions.

Kathy Blackburn made a motion to approve the OCLDC Mission Statement and the 2020 performance measurements with corrections to the dates. The motion was seconded by Jeff Martin and unanimously carried.

Board Evaluations—Jim asked Board members to return the Board self-evaluation forms by 2.26.21

Motion to Adjourn

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

Next meeting scheduled for April 1, 2021.

Respectfully Submitted,

Diane Blanchard